

APPLICATION CHECKSHEET

Project Information Memorandum (PIM)

Address:

Use this checksheet to assist you in lodging a complete PIM application and to avoid delays in processing. This checksheet shows you the minimum information that has to be supplied with your application. Please complete each box in the Customer use column as you attach the information. Complete all sections using either a ✓ or Y where the information is provided, or a X or N/A where the information is not applicable to the building work proposed as shown on the key at the bottom of each page.

Customer use	1. GENERAL <i>COMPLETE FOR ALL APPLICATIONS</i>
☐	a. Building Consent Application form to be completed online at Online Services (only use B-002 form for hardcopy or amendment applications): Complete all sections and signed by the owner or by an agent on behalf of the owner.
☐	b. Proof of Ownership: Attached one of the following: - Record of Title - Lease - Agreement for sale and purchase - Other document showing full name of legal owner(s) of the building
☐	c. Application Fee: Fees payable are set out in the Building Consents Fee Schedule available on our website.
☐	d. Site Plan (1:200) showing: - Boundary dimensions, north point, legal description, site area. - Known easements, right-of-ways, waterways, heritage/archaeological information. - Physical location of all existing and proposed buildings in relation to streets and boundaries with building setbacks dimensioned and building areas noted. - Street trees, poles, sumps, communication boxes, traffic islands. - Hill/sloping sites – ground contours, drive gradients, extend of cut and fill, retaining walls. - City Plan requirements – living/service courts, landscape areas (L3, L4 zones), recession plane locations, site coverage %. - Rural sites: Total impervious surface areas including all buildings and hard standing areas.
☐	e. Levels showing: (NOTE: WHERE INUNDATION OF THE PROPERTY COULD BE AN ISSUE, THE LEVELS AND THE ASSOCIATED BENCHMARK MUST BE IN TERMS OF THE CHRISTCHURCH CITY DATUM OR FOR THE BANKS PENINSULA AREA MEAN SEA LEVEL IN TERMS OF THE LYTTTELTON 1937 DATUM.) - Existing and proposed site levels and proposed finished floor levels (especially at critical points where required to show City/District Plan compliance). - On hill sites provide a registered surveyor's certificate confirming the existing site levels.
☐	f. Floor Plan (1:100/1:50) showing: - Designated spaces. - Overall dimensions.
☐	g. Elevations (1:100/1:50) showing: - Recession planes from accurate levels. - Maximum height. - Doors and windows. - Floor levels and ground contours.
☐	h. Vehicle Access Plans showing: - Location and extent of driveway relative to existing legal boundaries of the site and public footpath/roadway. - Long-section (1:100) showing proposed levels and gradients along the centreline; on hill sites. - Location and area of parking spaces. - Turning circles. - Trees, street furniture, lamp posts, manholes, bus stops, telecommunication boxes, etc.

Key: ✓ or ☐ = provided

☐ or ☐ = not applicable to job

☐	i. Gas Supply: ▪ Reticulated or bottled? ▪ Gas bottle locations and capacities.
☐	j. Hazardous Substances and Processes: <i>(COMPLETE FOR ALL PROJECTS WHERE THE BUILDING USE INVOLVES THE STORAGE, OR USE OF OR PROCESSING WITH HAZARDOUS SUBSTANCES.)</i> Hazardous substances include explosive, radioactive, toxic or flammable materials and compressed gases. (Common examples are diesel and LPG.) ▪ Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume.
☐	k. Food Premises: <i>(COMPLETE FOR ALL PROJECTS WITH AN INTENDED USE INCLUDING THE MANUFACTURE, STORAGE, PREPARATION OR SALE OF FOOD PRODUCTS.)</i> ▪ Indication of type of business, e.g. Kitchen, Café, Restaurant, Bar. ▪ Number of staff. ▪ Number of patrons (seated and standing). ▪ Designation of proposed use for each area.