

APPLICATION CHECKSHEET

Single Residential Dwellings and Accessory Buildings

Use for single detached dwellings, dwelling alterations, garages, decks, gazebos, sheds, retaining walls, etc.

Address:

This checksheet lists the type of information that needs to be supplied with a building consent application for a single residential dwelling and/or accessory building. Please complete each box in the Customer use column with either **Y** where the information is being supplied, or **N/A** where the information is not applicable to the proposed building work.

Guidance on presenting a high-quality application

Designers have a responsibility under the Building Act to ensure that the plans and specifications are sufficient to result in the building work complying with the building code, if the building work were properly completed in accordance with those plans and specifications. The review of the application by the building consent authority should not be used as a quality check. Plans and specifications must be adequate for construction purposes and included the intended use of the buildings and spaces within the buildings. Reliance on statements such as 'to comply with D1/AS1' is not adequate.

Plans and specifications should be prepared to a recognised standard, include a legend to identify any construction notification used and submitted as digital and searchable PDFs. Applications can be submitted in hardcopy; however, this will incur additional costs for scanning.

The Ministry of Business Innovation and Employment (MBIE) have published the following guidance for preparing building consent applications:

- <https://www.building.govt.nz/assets/Uploads/projects-and-consents/standard-order-of-documents-checklist.pdf>
- <https://www.building.govt.nz/assets/Uploads/projects-and-consents/building-consent-guidance.pdf>

Customer use	1. GENERAL
☐	a. Building consent application form to be completed online at Online Services (only use B-002 form for hardcopy applications) ▪ Completed and signed by the owner or by an agent on behalf of the owner. ▪ Include full contact details of the legal owner. It is not acceptable to only provide contact details of the agent. ▪ Staged building consent applications to construct or alter a building are required to be approved by Council prior to the first application being lodged. See our Pre-application meeting webpage for more information.
☐	b. Proof of ownership: Attached one of the following: ▪ Record of Title (If this not provided, Council will obtain one). ▪ Lease. ▪ Agreement for sale and purchase. ▪ Other document showing full name of legal owner(s) of the building.
☐	c. General plan requirements ▪ Include a locality plan showing physical location of the project site in relation to streets or landmarks, north point and lot and DP number. ▪ Plans (and specifications and supporting reports) should include the project address, designer's name and have a title, plan number and a dated version control number. ▪ Include all details required from the following sections.
☐	d. Relationship to owner: You, as agent, must state on the application form, the details of the authorisation from the owner to make the application on the owner's behalf (e.g. contractual agreement etc). Please note: This question must be answered before your application for consent can be processed.
☐	e. Application fee: Fees payable are set out in the building consents fee schedule available on our website and will be invoiced on acceptance of the application.
☐	f. Certificate of design work: Where the proposed building work includes restricted building work, the application for building consent must include a Certificate of Design Work from a licensed building practitioner, who is licensed to carry out or supervise design work for the restricted building work. Or, where an owner-builder exemption applies, complete and provide a Statutory Declaration as to Owner-Builder Status form .

Key: ☐ = provided

☐ = not applicable to application

	2. SITE/LOCATION
☐	a. 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 buildings labelled. ▪ Street trees, poles, sumps, communication boxes, traffic islands. ▪ Hill/sloping sites: ground contours, driveway gradients, extend of cut and fill, retaining walls. ▪ Vehicle access, crossing location, hard standing, manoeuvre and parking areas. ▪ District Plan requirements: living/service courts, landscape areas, recession plane locations, site coverage calculation. ▪ Rural sites: Total impervious surface areas including all buildings and hard standing areas.
☐	b. Levels showing: ▪ Existing and proposed site levels and proposed finished floor levels (especially at critical points where required to show District Plan compliance and levels relative to predicted flood risk). ▪ On hill sites provide a registered surveyor's certificate confirming the existing site levels. Note: Levels must be in terms of recognised datum. Since August 2024 Council has adopted the official height standard for New Zealand called the Vertical Datum 2016 (NZVD2016). Previously used datums that may still be used are the local vertical datums, Christchurch Drainage Datum (CDD) and Lyttelton 1937 datum (LYTTHT1937).
☐	c. Erosion and sediment control: An erosion and sediment control plan shall be provided where building work may result in disturbance of the ground, including: ▪ Sediment run-off from the disturbed ground, soil or demolition rubble stockpiles. ▪ Transfer of sediment/materials off the site by vehicles. ▪ The following must be clearly indicated on the site plan: - Building footprint - Direction on falls to ground level (site contours or directional arrows) - Drainage control - Silt fences and silt socks - Stabilised entranceway - Flow control bunds - Soil or demolition rubble stockpiles Further guidance information on erosion and sediment control plans can be obtained for Environment Canterbury (ECan) website esccanterbury.co.nz/sediment-control/.
☐	d. Protection of the public/site management: Provide details of barriers for the protection of public and for restricting public access to site, details of site fencing or hoardings.
	3. DEMOLITION / REMOVAL
☐	a. Site plan clearly showing extent of demolition work and identifying termination of services and date of demolition.
	4. SERVICES
☐	a. Plumbing and drainage plans (1:100 / 1:200) showing: ▪ Drainage layout with inspection points at bends and junctions indicated for both the wastewater and stormwater drains. ▪ Invert levels of laterals and junction point with existing drains when extending. ▪ Any other drainage on site including Council mains and retaining wall field drains. ▪ Type and location of sanitary fixtures and fittings. ▪ Type of hot water supply system and location of storage water heater – details of valves and seismic restraints. ▪ If the building is more than one storey with sanitary fixtures on upper floors, provide an isometric layout of the sanitary plumbing (or indicate clearly on the floor framing plan). ▪ Downpipe sizes and locations. ▪ Consent from neighbour to construct private drains(Form B-042). ▪ On site wastewater disposal system if no connection to Council services – On site wastewater disposal design to be provided by a suitably qualified consultant and include confirmation the discharge is a permitted activity. Refer to link for checklist to be provided: ecan.govt.nz/rules-for-operating-an-owms/. ▪ Method of stormwater disposal if no connection to Council services (ECan approval is required in Banks Peninsula area – please provide a copy of this approval). Also supply with your application a completed B-091 Stormwater Disposal Test form.
☐	b. Use of existing laterals: Where it is proposed to use existing laterals, verification will be required stating existing laterals are still in sound condition and confirming the invert level and grade. This will usually require site investigation to dig down to the existing lateral.
☐	c. Water supply: ▪ Details of potable water supply source. ▪ Location of bore and details of water tanks. ▪ Copy of the Certificate of Analysis where the water supply source is not from the Council network.

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☐	d. Gas supply/appliances: ▪ Reticulated or bottled? ▪ Gas bottle locations and capacities. ▪ Location of gas appliances.
☐	e. Liquid fuel storage: ▪ Type of fuel (e.g. diesel, home blend, kerosene). ▪ Size and location of the fuel storage tank related to the building and site boundaries. ▪ Details of the tank bunding. ▪ Wall openings (windows or doors) and wall cladding material within one metre of the storage tank vicinity should be shown (including neighbouring properties).
☐	f. Solid/liquid/gas heating: ▪ For all fuel types of heating appliance provide - make, model, type, details and the manufacturers specification and installation instruction for both the heating appliance and the flue system. ▪ For liquid fuel heating appliance also provide the Work Safe New Zealand approval number. ▪ For solid fuel heating appliance also provide the Environment Canterbury Clean Air Certification number.
☐	g. Electrical/mechanical plans (1:100 / 1:200) showing: ▪ Mechanical ventilation of spaces containing cooktops, showers and baths. ▪ Location of smoke alarms. ▪ Electrical fixtures and fittings.
	5. FOUNDATIONS/FLOOR
☐	a. Geotechnical investigation (ground conditions report): The level of geotechnical investigations required to be undertaken will vary according to type of building and where the subject property is located. Residential properties within the city have been given one of three technical categories. The Ministry of Business, Innovation & Employment provides guidance information regarding residential technical categories on their website building.govt.nz/repairing-and-rebuilding-houses-affected-by-the-canterbury-earthquakes . Properties in rural areas or beyond the extent of land damage mapping, and properties in the Port Hills and Banks Peninsula have not been given a technical category.
☐	b. Foundation plan (1:100/1:50) showing: ▪ Dimensions of all new foundations. ▪ For a concrete slab foundation, details to include reinforcing, slab thickenings, shrinkage control joints and free joints where required. ▪ For timber floors show pile, bearer and joist layout and details of ventilation to subfloor spaces. ▪ For an addition of an upper storey, show details of upgrade to existing foundations, joists, piles and subfloor bracing. ▪ Where the foundations have specific engineering design, the design will require structural calculations to be provided and should include a producer statement for design (PS1).
☐	c. Foundation details showing: ▪ Location of reinforcing. ▪ DPM. ▪ Slab insulation details. ▪ Ground level clearances. ▪ Connection to existing foundation.
	6. CONSTRUCTION
☐	a. Existing floor plan (1:100/1:50) showing: (for additions and alterations only) ▪ All levels. ▪ The existing layout of walls and use of spaces. ▪ Existing location of sanitary fixtures and heating appliances. ▪ All elements to be removed or demolished.
☐	b. Proposed floor plans (1:100/1:50) showing: ▪ All levels. ▪ Room dimensions. ▪ Location of walls, window and door openings. ▪ Intended use of spaces. ▪ Location of sanitary fixtures and heating appliances. ▪ Stairs, barriers, handrails, lintels and beams. ▪ Details of an interconnected smoke alarm system to NZS 4514:2021.
☐	c. Proposed floor framing plan (1:100) showing: (for upper floors only) ▪ Direction, size and centres of joists. ▪ Location of double joists, boundary joists and blocking. ▪ Location of walls or any specific design beams supporting the floor joists. ▪ Sanitary plumbing layouts, including pipe diameters and gradients and details of any pipe penetrations through joists.

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☐	d. Bracing plans (1:100/1:50) showing: Location, type and number of bracing elements. Required for walls, roofs, chimneys, sub-floors, and for decks which project more than 2m from the building.
☐	e. Bracing details: - Provide bracing calculations, including sub-floor. (Also required for existing lower storeys where an additional storey is being added.) - Where the bracing design is outside of the scope of NZS 3604 the bracing will require specific engineering design by a structural engineer. This will require structural calculations to be provided and should be supported with a producer statement for design (PS1).
☐	f. Sections (1:50/ 1:20/ 1:25) showing: - Sufficient number of sections to show adequately all changes in building shape and construction. - Construction details of all floors, walls and roof. - Stairs (internal and external), and decks/terraces and barriers providing safety from falling. - Framing sizes, beams, lintels, trusses and other structural elements. (Lintels carrying point loads require specific engineering design.) - Timber species, grade, and treatment. - Roof and wall cladding systems and internal linings. - Eaves, fascia and gutters. - Dimensions of floor to ceiling height and total building height. - Insulation details to the building thermal envelope.
☐	g. Construction details (1:10/ 1:5): - Floor/wall/roof junctions including flashings and fixing details. - Details of timber framing fixings to steel work. - Window/door installation (including roof lights) and flashings and sill supports systems. - Cladding penetrations. - Deck, balcony, balustrades and barrier construction. - Fire rated construction details for walls within 1.0m of a relevant boundary and walls where the eaves (including spouting or guttering) are within 650mm of a relevant boundary. - Stair construction and handrails. - Internal gutters and rainwater outlets. - Retaining walls, and associated subsoil drainage system.
☐	h. Truss design: - Design certificate and truss layout plan from the truss manufacturer. - Fixing and bracing details. - Specific design for lintels where required - include design calculations. - Specific design of point loads where required.
☐	i. Energy efficiency (building thermal envelope): - Proposed method of compliance (schedule, calculation or modelling) - Schedule method: Provide a summary report. - Calculation method: Provide reference and proposed building equations and details of construction R-value for all building elements. - Modelling method: Provide documentation as required by D.6, H1/VM1. - Details of all insulation products and thermal performance of windows and doors.
☐	j. Alternative solutions: If the proposed building products, systems or methods are not covered by the acceptable solutions or verification methods (and their cited standards) or a CodeMark certificate, provide current supporting information to demonstrate compliance with the building code as an alternative solution. Supporting information may include third party appraisals, independent test reports, case studies or expert opinion (to include evidence of experience/qualification, basis for forming opinion, and statement of independence).
7. STRUCTURAL	
☐	a. Structural drawings: If any design work requires the services of a structural engineer, include a copy of their structural documents. These must be coordinated with the architectural drawings.
☐	b. Producer statements: If this application for building consent is supported by a producer statement for design (PS1) it must include: - An accurate description of all building work covered by the design. - Signature of the author and the date it was signed. - The author's qualifications to issue the statement. - Details of any construction monitoring.
☐	c. Structural calculations: Where the design includes specific engineering design this must include the structural calculations and should include a design features report to assist understanding of the design methodology.

	8. EXTERNAL															
☐	a. Elevations (1:100/1:50) showing: - Existing and proposed ground levels. - District Plan recession planes and maximum height. - Location and size of door and window openings including fixed and opening sashes. - Safety glazing. - Finished floor levels. - All external cladding systems, construction joints, cladding junctions, shelf angle sizes and locations. - Location of rainwater heads, down pipes and spouting. - Location of vents to sub-floor spaces (suspended floors only).															
☐	b. Roof plan (1:100/1:50): - Roof layout and roof pitch. - Roof cladding. - Location of penetrations. - Location of internal, valley and hidden gutters, direction and degree of fall. - Location of outlets and overflows.															
☐	c. Building envelope risk score The risk matrix in Paragraph 3.0, E2/AS1 can be used to calculate a risk score for each external face of the building to identify what are suitable wall cladding systems.															
☐	d. E2 alternative solutions: If the proposed design uses cladding products or systems that are not within the scope of the acceptable solutions for Building Code Clause E2, provide current supporting information to demonstrate compliance with the building code as an alternative solution. Supporting information may include third party appraisals, independent test reports, case studies or expert opinion (to include evidence of experience/qualification, basis for forming opinion, and statement of independence).															
	9. CHANGE OF USE															
☐	a. Assessment of the building for compliance with the Building Code: Where the proposal involves a change of use that involves the incorporation in the building of one or more household units where household units did not exist before then Section 115(a) of the Building Act 2004 requires that the building will comply as nearly as is reasonably practicable with the building code in all respects. This assessment applies to all building code clause relevant to building's new use as household units. Provide justification when full compliance of the existing building is not reasonably practicable.															
	10. SPECIFICATIONS															
☐	a. Specification: general The specifications must be project specific and cover all trades and products of the proposed work. It should complement the plans and not contain irrelevant information or contradict the plans or other supporting information. The project specifications should be formatted using a classification format such as the Coordinated Building Information (CBI) system. This would include a 'Preliminaries' and 'General' sections at the start and have a series of technical work sections that are each ordered in a consistent manner (e.g. 'General', 'Products', 'Execution', and 'Selections'). Ensure product selections are provided and specific for the project.															
	11. HAZARDOUS AGENTS OR CONTAMINANTS ON SITE															
☐	a. Contaminated or potentially contaminated land: Compliance with the requirements of the National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health. <table border="1"> <tr> <td>Is the piece of land to which this application relates, listed on the Environment Canterbury, Listed Land Use Register (LLUR) where an activity described on the Hazardous Substances and Industries List (HAIL) has currently being or has been undertaken?</td> <td>Yes ☐</td> <td>No ☐</td> </tr> <tr> <td colspan="3">If the answer to the above question is YES, then the NES <u>may</u> apply. Please identify whether the application involves any of the activities below:</td> </tr> <tr> <td>Does the proposed activity involve disturbance of soil?</td> <td>Yes ☐</td> <td>No ☐</td> </tr> <tr> <td>Does the application involve removing or replacing a fuel storage system or parts of it?</td> <td>Yes ☐</td> <td>No ☐</td> </tr> <tr> <td>Does your application involve changing the use of the piece of land in a way that causes the piece of land to stop being production land? (e.g. orchard to residential)</td> <td>Yes ☐</td> <td>No ☐</td> </tr> </table> If the answer to any of the above activities is YES, then the NES is <u>likely</u> to apply. You will need to establish whether your proposal complies with the NES. Therefore, a Detailed Site Investigation report may be required from a suitably qualified and experienced contaminated land specialist in accordance with the NES and its referenced MfE Guidelines.	Is the piece of land to which this application relates, listed on the Environment Canterbury, Listed Land Use Register (LLUR) where an activity described on the Hazardous Substances and Industries List (HAIL) has currently being or has been undertaken?	Yes ☐	No ☐	If the answer to the above question is YES, then the NES <u>may</u> apply. Please identify whether the application involves any of the activities below:			Does the proposed activity involve disturbance of soil?	Yes ☐	No ☐	Does the application involve removing or replacing a fuel storage system or parts of it?	Yes ☐	No ☐	Does your application involve changing the use of the piece of land in a way that causes the piece of land to stop being production land? (e.g. orchard to residential)	Yes ☐	No ☐
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	The NES for Assessing and Managing Contaminants in Soil to Protect Human Health and the Hazardous Activities and Industries List (HAIL) are available on the Ministry for the Environment website: environment.govt.nz/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/
	12. SPECIFIED SYSTEMS / COMPLIANCE SCHEDULE
☐	a. Cable car: A building used wholly as a single household unit may require a compliance schedule if it has a cable car attached to it or servicing it. If a cable car is to be installed or altered in the course of the building work, the application must include the proposed inspection, maintenance and reporting procedures for the purposes of the compliance schedule.
	13. OTHER CHECKSHEETS THAT MAY BE REQUIRED <i>THE FOLLOWING CHECKSHEETS ARE AVAILABLE FROM OUR WEBSITE AT CCC.GOV.T.NZ/BUILDING-CONSENT-FORMS-AND-GUIDES/</i>
☐	a. Form B-054 – Swimming & Spa Pools and Associated Fences
☐	b. Form B-042 – Consent from neighbour to construct private drains
☐	c. Form B-091 – Stormwater disposal tests

NOTES:

The issue of a building consent does not relieve the owner of any duty or responsibility under any other legislation. Please check the Council website for information on applying for other approvals that may be required and the fees payable. These may include:

- Resource consents
- Vehicle crossings or
- Road openings