

APPLICATION CHECKSHEET

Multi Residential, Industrial or Commercial Buildings

Address:

This checksheet lists the type of information that needs to be supplied with a building consent application for a multi residential, industrial or commercial 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.

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☐	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.
	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 (L3, L4 zones), recession plane locations, site coverage calculation. - Rural sites: Total impervious surface areas including all buildings and hardstanding 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 1: 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). Note 2: Providing an accessible route to enable people to approach the building from the street boundary must be achieved to existing footpath levels. Footpaths generally have a 2% (1:50) crossfall and requests to increase this crossfall will normally not be approved.
	3. DEMOLITION / REMOVAL
☐	a. Site plan clearly showing extent of demolition work and identifying termination of services and date of demolition.
	4. SITE MANAGEMENT AND PROTECTION OF PUBLIC
☐	a. Gantries and hoardings: Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings.
☐	b. Site management plan covering: Delivery and storage of materials, safe handling, removal and disposal of demolition material, noise and dust, traffic management and parking.
☐	c. Erosion and sediment control: A site-specific 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/
	5. SERVICES
☐	a. Plumbing and drainage plan (1:100 / 1:200) showing: - Type of hot water system and location of storage water heater – details of valves and seismic restraints. - Type and location of sanitary fixtures and fittings. - If the building is more than one storey with sanitary fixtures on upper floors, provide an isometric layout of the sanitary plumbing.

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	- Downpipe sizes and locations. - 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 any existing drains when extending. - Any other drainage on site including Council mains and retaining wall field drains. - Trade waste pre-treatment system. - Location and details of backflow prevention devices. - Consent from neighbour to construct private drains (Form B-042). - Where there is no connection to Council services and an onsite wastewater disposal system is proposed, provide a copy of ECan approval i.e. resource consent. - 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.
☐	d. Gas supply / appliances: - Reticulated or bottled? - Gas bottle locations and capacities. - Location of gas appliances.
☐	e. Solid / liquid / gas heating: - For all fuel types of heating appliance provide manufacturers installation specification and flue details. - 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.
☐	f. Electrical / mechanical (1:100 / 1:200) showing: - Mechanical ventilation of spaces containing cooktops, showers and baths. - Location of smoke alarms. - Electrical fixtures and fittings.
☐	g. HVAC system (1:100 / 1:200) include: - HVAC drawings. - Producer Statement for design to G4 (and H1.3.6 where applicable) with supporting calculations. - Weathertightness details of cladding penetrations.
	6. FOUNDATIONS / FLOOR
☐	a. Geotechnical investigation (ground conditions report): The level of geotechnical investigations required to be undertaken will vary according to building's intended use, design and the foundation technical category of the subject property. This may require CPEng geotechnical engineer or PEngGeo engineering geologist to assess risk and provide development and mitigation advice as necessary. The Ministry of Business, Innovation & Employment provides guidance information regarding residential properties within the city on their website building.govt.nz/repairing-and-rebuilding-houses-affected-by-the-canterbury-earthquakes .
☐	b. Foundation plan (1:100/1:50) showing: - Dimensions of all new foundations. - For a concrete slab, 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 foundations.

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7. 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. ▪ For residential units the 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.
☐	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 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. ▪ Sound-rated construction details (for building elements between household units and other occupancies). ▪ 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, including design calculations. ▪ Specific design of point loads where required.
☐	i. Energy efficiency (building thermal envelope): ▪ Proposed method of compliance detailed (schedule, calculation, 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 or H1/VM2. ▪ Details of all insulation products and thermal performance of windows and doors. ▪ Artificial lighting efficiency report and calculations for commercial buildings and communal non-residential buildings whose floor area is greater than 300 m².

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☐	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).
	8. STRUCTURAL
☐	a. Structural report: If the proposed building work involves remediation of earthquake damage, provide a Detailed Engineering Evaluation (DEE) of the existing building.
☐	b. 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.
☐	c. 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. ▪ The author's qualifications to issue the statement. ▪ Details of any construction monitoring. Important Note: A peer review of the structural design will assist Council in processing the application. The peer review must come from an appropriately qualified chartered professional engineer who is independent from the designer. A peer review should be accompanied with a producer statement for design review (PS2) and cover the same scope of the design covered by the PS1.
☐	d. 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.
	9. 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 and size of sill supports. ▪ 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) showing: ▪ 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).
	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.

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	11. SPECIFIED SYSTEMS / COMPLIANCE SCHEDULE
☐	a. Specified systems: In Section 9 of the application form provide a list of all specified systems for the building if a new compliance schedule is required as a result of the building work, or provide a list of all specified systems that are being altered, added or removed in the course of the building work if an amendment to an existing compliance schedule is required as a result of the building work. The B-069 Specified Systems Information form can be used to provide details of the performance standards and inspection, maintenance and reporting procedures for the specified systems. The B-068 Specified Systems Guidance is a guidance document for completing the B-069 Specified System Information form.
	12. ACCESSIBILITY
☐	a. Access and facilities for persons with disabilities (1:100 / 1:50) for the whole building showing: Location, full dimensions and construction details of the following features: ▪ Accessible routes to approach the building and within the building. ▪ Accessible toilet and shower facilities. ▪ Lifts. ▪ Accessible stairs, ramps and landings. ▪ Handrails. ▪ Accessible reception counters. ▪ Accessible car parks. ▪ Signage, light switches, door handles and taps for accessible sanitary facilities. Note 1: The B-065 form is an information sheet and a report template that you may wish to use. Note 2: Providing an accessible route to enable people to approach the building from the street boundary must be achieved to existing footpath levels. Footpaths generally have a 2% (1:50) crossfall and requests to increase this crossfall will not be approved.
	13. PROTECTION FROM FIRE
☐	a. Fire safety design documentation: ▪ The documentation should follow Practice Note 22 – Guidelines for Documenting Fire Safety Designs. This practice note outlines the documentation required to adequately describe a building project's fire engineering design solution. It also describes the type and extent of information required to record fire design requirements and the type and extent of information required to support a building consent application. This includes supplying a design co-ordination statement. ▪ When an application is received an assessment will be made as to whether to provide a copy of application to the Fire and Emergency New Zealand (FENZ).
☐	b. Fire engineering brief: If your fire safety design does not use an acceptable solution as a means of compliance, then a specific fire engineering analysis is required to establish compliance with the building code using a verification method or an alternative solution. A fire engineering brief (FEB) process is used to define the scope of work and design basis for the fire engineering analysis. This process involves an early discussion between key stakeholders on the project scope, analysis methodologies, design acceptance criteria and any potential regulatory constraints. To minimise delays in processing the building consent application, ensure that all key stakeholders have reached an agreement. It is expected that any significant concerns raised by the BCA, the peer reviewer and the FENZ fire engineer are resolved before compiling the fully developed design. Unresolved comments may delay processing the building consent application. The BCA approval of the FEB will be provided after any significant concerns raised by key stakeholders are resolved and approval letters from both FENZ and the peer reviewer have been received by the BCA. The FEB approval requires the following information to accompany the building consent application: ▪ The approved FEB document. ▪ The final fire design report based on the approved FEB document that includes design calculations and relevant supporting information. ▪ Compliance schedule information for the specified systems in the building related to fire safety. This information must include an accurate description of each specified system, its location, performance standard, and inspection maintenance and reporting procedures. ▪ PS1 from the fire designer to cover C1-C6, F6-F8 (where applicable). The PS1 shall clearly reference all relevant documents. This includes the final fire design report, all design calculations, the approved FEB document, and any other relevant supporting documents. ▪ PS2 from the peer reviewer to cover C1-C6, F6-F8 (where applicable). The PS2 shall clearly reference all relevant documents, including the final fire design report, all design calculations, the approved FEB document, and any other relevant supporting documents. ▪ A confirmation from the peer reviewer that the final fire design satisfies all the requirements in the approved FEB document. ▪ All correspondence from the peer review process to identify how each matter raised was resolved. ▪ A confirmation from the peer reviewer that the compliance schedule information is correct to the best of the peer reviewer's knowledge. ▪ Details of the proposed construction monitoring to be attached to the building consent.

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☐	c. Certificate for public use: A certificate for public use must be applied for if the premises are intended to be open to members of the public during construction and before code compliance certificate has been issued for the work. For Council to issue a certificate for public use it must be satisfied that members of the public can use the premises safely.
	14. ALTERATION TO EXISTING BUILDINGS
☐	a. Existing floor plan (1:100/1:50) showing where applicable: ▪ The existing layout of walls and use of spaces. ▪ Location and dimensions of lift. ▪ Location and dimensions of exit stairs and exit doors. ▪ Location and dimensions of amenities.
☐	b. Means of escape from fire: Assessment of the building to comply, as nearly as is reasonably practicable, with the provisions of the building code that relate to means of escape from fire. Guidance on what information to provide can be found at Requesting information about means of escape from fire for existing buildings.
☐	c. Accessibility: (For buildings listed in Schedule 2 of the Building Act 2004): Assessment of the building to comply as nearly as is reasonably practicable, with the provisions of the building code that relate to access and facilities for persons with disabilities. The B-065 form is an information sheet and a report template to assist with this process. Note: In the case of buildings with multiple tenancy or floors, the assessment can be limited to that tenancy or floor plus the common areas. The common areas include the lifts, the accessible stair, the accessible toilet/shower, the accessible entrance(s) to the building and the accessible car parking space(s).
☐	d. Request to consider the application under section 112(2) of the Building Act 2004: ▪ Supporting information as to why the project would not proceed if the building was required to comply. ▪ Description of improvements proposed related to means of escape from fire and access or facilities for people with disabilities.
☐	e. Certificate for public use: A certificate for public use must be applied for if the premises are intended to be open to members of the public during the alteration and before code compliance certificate has been issued for the work. For Council to issue a certificate for public use it must be satisfied that members of the public can use the premises safely.
	15. SOUND INSULATION
☐	a. Airborne and impact sound: A rating of STC 55 needs to be achieved for walls, floors and ceilings (and IIC of 55 to floors) that are common between occupancies to prevent undue noise transmission from other occupancies or common spaces to the habitable spaces of household units. ▪ Construction details of the wall and floor/ceiling assemblies required to meet these ratings. ▪ Where the wall, floor/ceiling assemblies are outside the solutions in G6/AS1 or a proprietary tested assembly provide a consultant's report to demonstrate how compliance is achieved.
	16. CHANGE OF USE
☐	a. Fire safety assessment: ▪ Assessment of the building to comply, as nearly as is reasonably practicable, with the provisions of the building code that relate to means of escape from fire, <u>protection of other property, and fire-rating performance</u>. ▪ Please refer to Section 13 above for the format for how this documentation should be supplied.
☐	b. Structural assessment: Assessment of the building to comply as nearly as is reasonably practicable, with the provisions of the building code for structural performance. For simple structures this assessment can be against a standard not requiring specific engineering design such as NZS3604 or NZS4229. For more complex structure will require an assessment by a structural engineer.
☐	c. Sanitary facilities: Assessment of the building to comply as nearly as is reasonably practicable, with the provisions of the building code for sanitary fixtures. A comparison with the tables in G1/AS1 can be used to make this assessment.
☐	d. Additional household units: 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 fully as nearly as is reasonably practicable with all clauses of 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.

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☐	e. Accessibility assessment: Assessment of the building to comply, as nearly as is reasonably practicable, with the provisions of the building code that relate to access and facilities for persons with disabilities. The B-065 form is an information sheet and a report template to assist with this process.																		
	17. HAZARDOUS SUBSTANCES AND PROCESSES Hazardous substances include explosive, radioactive, toxic or flammable materials and compressed gases. (Common examples are diesel and LPG.)																		
☐	a. Details: - Provide details of the materials used or stored, their hazardous substance classification (HSNO), individual container size and aggregate volume. - Location of spaces where hazardous substances are stored and used. - Details of containment, pressure relief, electrical hazardous area zoning and ventilation.																		
☐	b. Fire report: The fire report must include specific consideration of these hazardous substances and processes.																		
	18. 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) 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> <tr> <td colspan="3"> 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 </td> </tr> </table> 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/	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) 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 ☐	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		
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	19. FOOD PREMISES																		
☐	a. Details: - Of the type of business, including general food types to be prepared and beverages to be served. - Potable water supply. - Wastewater system including details for managing greasy waste where applicable (i.e. external grease traps). - Occupant numbers. - Number of patrons (seated and standing). - Surface finishes in food preparation, cooking, servery, storage and dishwash areas. - Location of all appliances and fixtures in food preparation, cooking, servery, storage and dishwash areas including fridges, freezers, joinery, plumbing fixtures and extract hood.																		

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20. 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-013 – Application for a certificate for public use
☐	c. Form B-042 – Consent from neighbour to construct private drains
☐	d. Form B-065 – Access and facilities for persons with disabilities to and within buildings - Applicant information sheet and report template
☐	e. Form B-091 – Stormwater disposal tests
☐	f. Form B-052 – Backflow Prevention Device
☐	g. Form B-069 – Specified Systems Information

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
- Road openings
- Food licencing
- Health licencing
- Alcohol licencing
- Trade waste consent

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