

Building Setout Certificate

For guidance on how to complete this certificate, please refer to ccc.govt.nz/building-location-certificates.

Building consent number:	
Issue date on approved BC document	
Property address:	
Date Survey was undertaken:	
Survey firm name & job reference number	

Setout

1. Measured site level origin is in terms of:		
☐ Absolute (Local authority datum)	☐ Absolute (LINZ official datum)	☐ Relative (False assumed Datum)
Datum Name:	Origin point:	Reduced Level:
Site Benchmark Description:		Reduced Level:
2. What is the minimum specified floor level as detailed in the documentation?	RL =	
Source of floor level:		
3. Notes to on site user:		
- It is your responsibility to check the set-out information against the approved building consent issue plans for any changes to the building that may have occurred during the consent process. - See diagram below for offset marks placed. - If required, please contact issuing surveyor for further interpretation.		

Diagram

Please attach diagram, and if relevant photos, which clearly illustrates the site set out including setbacks and site benchmark.

Comments:

Declaration

We have been engaged to carry out the necessary field survey(s) to establish the items above and believe on reasonable grounds that the information provided is true and accurate within reasonable survey tolerances.

The tolerances adopted are those within the Cadastral Survey Rules 2021.

I understand that this certificate will be used by the building consent authority as a reasonable step to ensure that building work is being carried out in accordance with a building consent.

Name of Licensed Cadastral Surveyor: *[print]*

Phone:

License Number:

Email:

Signature:

Date:

A copy of this certificate must be sent to the relevant Council

Christchurch: Buildinginspections@ccc.govt.nz

Where a variation to the approved plan is identified, also contact: Dutyplanner@ccc.govt.nz

Selwyn: via the online customer portal

Waimakariri: buildinginfo@wmk.govt.nz

Hurunui: building@hurunui.govt.nz

Ashburton: building@adc.govt.nz