

BUILDING CONSENT APPLICATION CHECKLIST - INSTRUCTIONS

For Lakes Environmental to accept your application - Complete the Building Consent Application Form and Building Consent Application Checklist in full and provide all the information listed in the checklist.

APPLICATIONS WILL BE RETURNED IF THE INFORMATION SUBMITTED IS NOT COMPLETE OR DOES NOT PROVIDE THE LEVEL OF DETAIL REQUIRED.

Check lists	you may require more than one for your application
Residential	for new homes and additions (will need insulation, may need swimming pool, solar heater)
Commercial	for all commercial buildings
Insulation	to check for compliance with H1 using schedule method
Minor Alterations	for work to interior no changes to footprint or roof lines
Garage and sheds	non habitable buildings
Fire appliances	for the fitting of a fire appliance to an existing building
Swimming Pool	when erecting a swimming pool to a new or existing building
Solar Heating	when connecting solar heating system to a new or existing building
Retaining Walls	

When you are ready to lodge your application please phone 03 450 0300 (Queenstown) or 03 4430006 (Wanaka) to make an appointment. An Officer will be allocated to review your application for completeness and compliance.

If there is further information required after the application has been accepted you will be contacted requesting this detail.

COMPLETE AND TECHNICALLY CORRECT APPLICATIONS ARE PROCESSED FASTER.

REQUIREMENTS

Drawings and specifications are to be submitted using black ink on plain white paper. (The use of lined or graph paper or highlighter or colour to highlight items is not recommended).

Scales need to be appropriate and readable.

All dimensions are to be metric and to an accurate scale. All text should be clear and readable.

If other Council approvals are required, you may apply for them either prior to or at the time of this application.

You must clearly justify how any Alternative Solutions, Waiver or Modification used in your project comply with the Building Code.

Forms	must be completed and supplied with your application
Alternative Solution	to be completed if you have any design that complies with the performance requirements of the NZ Building Code and not covered by an acceptable solution
Waiver or Modification	to be completed if you wish to modify or have waived any of the performance requirements of the NZ Building Code

On the Check sheet please circle each relevant box and record page number where the information is found. If the box is not relevant to your application, circle **NA**. Please check each section carefully.

Please check all required information is attached as an incomplete application will mean that your application can not be accepted for processing

PLEASE NOTE:

NO BUILDING, PLUMBING OR DRAINAGE WORK IS TO BE COMMENCED UNTIL YOUR BUILDING CONSENT (AND RESOURCE CONSENT IF REQUIRED) HAS BEEN ISSUED.