















APPLICATION FOR PROJECT INFORMATION Form 2 **MEMORANDUM AND/OR BUILDING CONSENT** Section 33 or 45, Building Act 2004

1. THE BUILDING [if item is not applicable put N/A in the space]		OFFICE USE ONLY:
Street address of building:		File No.
		Consent/PIM Number:
[If no street address – details of nearest intersection]		Compliance Schedule No:
	DP	Compliance Schedule No.
	Block	Date received:
	n No:	Vetted
Location of building within site/block number: [Include nearest street	access]	Complete/Incomplete/Exempt
Number of levels: [Above & below ground]	Level/Unit No:	Name
Floor area: (sq m) [Indicate area affected by th		Date
Current, lawfully established, use:Yea		Signature
[Add no. of occupants per level and per use if more than 1]		Restricted Building Work?
		Yes No No
2. OWNER	3. AGENT [Only required if application	n is being made on behalf of the owner]
Name of Owner:	Name of Agent:	
Contact person:	Contact person:	
Mailing address:	Mailing address:	
Street address/registered office:	Street address/registered office: _	
Phone No: Landline:	Phone No:	Landline:
Mobile: Daytime:		Daytime:
After hours: Facsimile:	After hours:	Facsimile:
Email:	Email:	
Website	Website	
THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:	Relationship to owner: [State detail	ils of the authorisation from the
☐ Certificate of Title ☐ Lease Agreement	owner to make the application on the	owner's behalf]
Agreement for Sale and Other document Purchase		
FIRST POINT OF CONTACT for communications with the Council / B	uilding Consent Authority: Owi	ner
Or: (if different to above details) Name:	Email:	
Mailing Address:I	Phone: Facsimil	e:
To be completed in lieu of Authorisation Letter		
I, as the owner of the act as my agent.	above property, authorise	to
Signature	Date	

4. APPLICATION (Tick if applicable)					
I request that you issue a (for the building work descr	ribed in this application)				
Project Information Memorandum (PIM)					
Project Information Memorandum (PIM) and Building Consent					
Building Consent The existing PIM No [if applicable] is:					
	e existing BC No is:				
	s a National Multiple Use Approval:				
	nature: Date:				
	cation to be made available for purposes of marketing please tick the box				
The signature is that of the Owner OR the Age					
The signature is that of the Downer Of the Direct	ence on beneat of and with the approval of the owner				
5. THE PROJECT					
DESCRIPTION OF BLILLDING WORK: (Provide sufficient in	oformation below to enable scope of work to be fully understood)				
DESCRIPTION OF BOILDING WORK. (Flovide sufficient in	indifficultion below to enable scope of work to be fully understood)				
Current use of building:	[e.g. home, implement shed, office]				
	building? Yes No If Yes, provide details of the new use of the building:				
will the building work result in a change of use of the	building. Tes The invest, provide details of the new ase of the building.				
Intended life of the huilding if less than 50 years:	[Vears]				
Intended life of the building if less than 50 years:					
List Building Consents previously issued for this project	t (if any):				
List Building Consents previously issued for this project Estimated value of the building work on which the buil	t (if any):lding levy will be calculated (including goods and services tax):				
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List Building Consents previously issued for this project Estimated value of the building work on which the buil \$	t (if any):				

ROOFER:	EXTERNAL PLASTERER:				
Name:	Name:				
Address:	_ Address:				
Email:					
Telephone: Reg No:	Telephone: Reg No:				
License Class: ROOFING or CARPENTRY (delete one)	License Class: EXTERNAL PLASTERING				
FOUNDATIONS / FLOORS:	GAS FITTER:				
Name:	Name:				
Address:	_ Address:				
Email:	Email:				
Telephone: Reg No:	Telephone: Reg No:				
License Class: FOUNDATIONS or CARPENTRY (delete one)					
PLUMBER:	DRAIN LAYER:				
Name:	Name:				
Address:	Address:				
Email:	_ Email:				
Telephone: Reg No:	Telephone: Reg No:				
LICENSED BUILDNG PRACTITIONER:	LICENSED BUILDING PRACTITIONER:				
Name:	Name:				
Address:	_ Address:				
Email:	_ Email:				
Telephone: Reg No:	Telephone: Reg No:				
License Class:	License Class:				
7. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]					
The following matters are involved in the project: [Tick the matter	ers relevant to the project]				
Subdivision					
Alterations to land contours [e.g. digging out the site for a	building platform]				
New or altered connections to public utilities [e.g. Counc	il sewer, stormwater or water mains]				
New or altered locations and/or external dimensions of	buildings				
New or altered access for vehicles					
Building work over or adjacent to any road or public place	ce				
Disposal of stormwater and wastewater					
Building work over any existing drains or sewers or in clo	ose proximity to wells or water mains				
Other matters known to the applicant that may require	authorisations from the Territorial Authority: [Specify]				
The following plans and specifications are attached to this appli	cation:				

21 January 2013 Version 3 Page 3 of 8

Building Code Clause Tick relevant clauses	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/ Modification [Supporting documents listed below]	Proposed Inspections
☐ B1 Structure	☐ AS1NZS1170 ☐ B1/AS1 ☐ NZS3604 ☐ NZS4229 ☐ Other	B1/VM1			Council Engineer Other (Specify):
☐ B2 Durability	☐ B2/AS1	☐ B2/VM1			Council Engineer Other (Specify):
C1-4 Fire Clauses C1-6 Fire Safety Clauses	□ C/AS1 □ C/AS2 □ C/AS3 □ C/AS4 □ C/AS5 □ C/AS6 □ C/AS7 □ C/VM1	C/VM1			Council Engineer Other (Specify):
☐ D1 Access routes	☐ D1/AS1 ☐ NZS 4121				Council Engineer Other (Specify):
D2 Mechanical installation for access	☐ D2/AS1 ☐ D2/AS2 ☐ D2/AS3 ☐ NZS 4121				☐ Engineer ☐ Other (Specify):
E1 Surface water	☐ E1/AS1 ☐ AS3500	E1/VM1			Council Other (Specify):
E2 External moisture	☐ E2/AS1 ☐ E2/AS2 ☐ SED ☐ E2/AS3	E2/VM1			Council Other (Specify):
E3 Internal moisture	☐ E3/AS1 ☐ Other				Council Other (Specify):
F1 Hazardous agents on site	☐ F1/AS1	☐ F1/VM1			Council Other (Specify):
F2 Hazardous building materials	F2/AS1				Council Other (Specify):
F3 Hazardous substances and processes	☐ F3/AS1	☐ F3/VM1			Council Other (Specify):
F4 Safety from falling	☐ F4/AS1				Council Other (Specify):
F5 Construction and demolition hazards	F5/AS1				Council Other (Specify):
☐ F6 Visibility in escape routes	F6/AS1				Council Other (Specify):
F7 Warning systems	☐ F7/AS1				Council Engineer Other (Specify):

Building Code Clause Tick relevant clauses	Acceptable Solution & NZS 4121 Accessible Design	Verification Method	Alternative Solution [Supporting documents listed below]	Waiver/ Modification [Supporting documents listed below]	Proposed Inspections
F8 Signs	☐ F8/AS1 ☐ NZS 4121				Council Other (Specify):
G1 Personal hygiene	☐ G1/AS1 ☐ NZS 4121				Council Other (Specify):
G2 Laundering	☐ G2/AS1 ☐ NZS 4121				Council Other (Specify):
G3 Food preparation and prevention of contamination	☐ G3/AS1 ☐ NZS 4121				Council Other (Specify):
G4 Ventilation	G4/AS1	☐ G4/VM1			Council Other (Specify):
G5 Interior environment	☐ G5/AS1	☐ G5/VM1			Council Other (Specify):
G6 Airborne impact sound	G6/AS1	☐ G6/VM1			Council Other (Specify):
G7 Natural light	☐ G7/AS1	☐ G7/VM1			Council Other (Specify):
G8 Artificial light	☐ G8/AS1	☐ G8/VM1			Council Other (Specify):
G9 Electricity	☐ G9/AS1	☐ G9/VM1			By certification only
G10 Piped services	☐ G10/AS1	☐ G10/VM1			By certification only
G11 Gas as an energy source	☐ G11/AS1				By certification only
G12 Water supplies	☐ G12/AS1 ☐ G12/AS2	☐ G12/VM1			Council Other (Specify):
G13 Foul water	G13/AS1 G13/AS2 AS3500 G13/AS3	G13/VM1 G13/VM4			Council Other (Specify):
G14 Industrial liquid waste	☐ G14/AS1	☐ G14/VM1			Council Other (Specify):
G15 Solid waste	☐ G15/AS1				Council Other (Specify):
H1 Energy efficiency	☐ H1/AS1	☐ H1/VM1			Council Other (Specify):

21 January 2013 Version 3 Page 5 of 8

8. WAIVER/MODIFICATION TO NZ BUILDING CODE REQUIRED FOR FOLLOWING PARTS OF CODE:							
Suppor	ting documentation attached as follows [please list]:						
9. CO	MPLIANCE SCHEDULE						
The	specified systems for the building are as follows: [specified systems are defined in regulations]						
			Ap	plicar	t to c	omple	ete
	tem installed from below to be accompanied by procedures for inspection and routine nance. [Council to vet and verify in first column.]	_					Ð
	are no specified systems in the building	COUNCIL	Existing	*	Altered	Added	Removed
There a	Te no specified systems in the building	8	Ë	New	Alt	Ad	Re
Specifie	d Systems Prescribed by Building Act 2004 Compliance Schedule Handbook 25 May 2007						
ss1	Automatic systems for fire suppression						
ss2	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and services only that unit)						
ss3	Electromagnetic or automatic doors and windows						
	ss3/1 Automatic doors						
	ss3/2 Access controlled doors						
	ss3/3 Interfaced fire or smoke doors or windows						
ss4	Emergency lighting systems						
ss5	Escape route pressurisation systems						
ss6	Riser mains for use by fire services						
ss7	Automatic back-flow preventers connected to a potable water supply						
ss8	Lifts, escalators, travelators, or other systems for moving people or goods within buildings						
	ss8/1 Passenger carrying lifts						
	ss8/2 Services lifts						
	ss8/3 Escalators and moving walks						
ss9	ss9/1 Mechanical ventilation						
	ss9/2 Air conditioning systems						
ss10	Building maintenance units providing access to exterior and interior walls of buildings						
ss11	Laboratory fume cupboards						
ss12	Audio loops or other assistive listening systems						
	ss12/1 Audio loops						
	ss12/2 FM radio frequency systems and infrared beam transmission systems						
ss13	Smoke control systems						
	ss13/1 Mechanical smoke control						
	ss13/2 Natural smoke control						
	ss13/3 Smoke curtains						
ss14	Emergency power systems for a system or feature specified in any of specified systems 1-13						
	ss14/1 Emergency power systems						
	ss14/2 Signs in relation to any specified systems 1-13						
21 Janua	ary 2013 Version 3			Page	6 of 8	3	

			- 1	Applic	ant to	comp
		COUNCIL	Existing	New	Altered	Added
s15	Other fire safety systems or features					
	ss15/1 Systems for communicating spoken information intended to facilitate evacuation					
	ss15/2 Final exits					
	ss15/3 Fire separations					
	ss15/4 Signs for communicating information intended to facilitate evacuation					
	Ss15/5 Smoke separations					
ss16	Cable cars					
nly inc	Liude where one or more of ss1-6, 9 or 13 are included.					
о А Т	TACHMENTS					
). AI	TACHIVIEN 13					
he foll	owing documents are attached to this application: [Tick as applicable]					
Pla	ns and specifications (list)					
_						
_	emoranda from licensed building practitioner(s) who carried out or supervised any design w	ork that	is res	tricted	l build	ing w
] Me						
	oject Information Memorandum					
Pro	velopment contribution notice					
Pro	velopment contribution notice					
Pro Dev	velopment contribution notice rtificate attached to Project Information Memorandum					
Pro Dev Cer	velopment contribution notice rtificate attached to Project Information Memorandum tional Environmental Standard Checklist					
Pro Dev Cer	velopment contribution notice rtificate attached to Project Information Memorandum					
Pro Dev Cer	velopment contribution notice rtificate attached to Project Information Memorandum tional Environmental Standard Checklist					
Pro Dev Cer	velopment contribution notice rtificate attached to Project Information Memorandum tional Environmental Standard Checklist					

COUNCIL USE ONLY

ESTIMATED TOTAL VALUE OF WORK			
\$	GST inclusive	Project floor area	m²

FEE PAYABLE	
Project Information Memorandum	\$
Building Administration	\$
Technical Processing fee	\$
Inspection fee	\$
Certificate of Title	\$
Other	\$
LODGEMENT FEE	\$
Technical Processing fee	\$
Inspection fee	\$ Granted by
Industry Levy (DBH)	\$
Industry Levy (BRANZ)	\$
BCA Levy	\$ Signature
Vetting	\$ Date
Producer Statements	\$
Compliance Schedules	\$
Vehicle Crossing	\$ Issued by
Street Damage	\$
Water Connection	\$ Signature
Sewer Connection	\$
Peer Review	\$ Date
NZFS	\$
Development Contribution	\$
	\$
	\$
TOTAL BALANCE PAYABLE	\$
Lodgement deposit	\$
Date paid	 Please complete
Receipt No.	 Forward any refunds or further invoices to:
Consent fee balance	\$
Date paid	
Receipt No.	

21 January 2013 Version 3 Page 8 of 8