

Form 2: Application for PIM and/or Building Consent

Section 33 or section 45, Building Act 2004

1. THE BUILDING [Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

Street address of building:

Legal description of land where building is located: Lot(s) DP/S.....

Building name:

Location of building within site / block number: [include nearest street access]

.....

Number of levels: [above & below ground] Level / Unit Number:

Floor area: (sq m) [Indicate area affected by the building work]

Current, lawfully established, use: [add no. of occupants per level and per use if more than 1]

.....

Year first constructed: [approximate date is acceptable e. g.: c1920s or 1960-1970]

OFFICE ONLY:

Date received:

Consent / PIM No.:

Document or Parcel No.:

Valuation No.:

2. THE OWNER

Name of Owner / Company:

Contact person [If the
Owner is NOT an individual]:

Mailing address:

.....

Street address / registered office:

.....

Phone Number:

Landline:

Mobile:

Daytime:

After hours:

Facsimile number:

Email address:

Website:

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED TO THIS APPLICATION:

- ☐ Record of Title ☐ Lease Agreement
- ☐ Agreement for Sale and Purchase ☐ Other document:
-

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent / Company:

Contact person [If the
Agent is NOT an individual]:

Mailing address:

.....

Street address / registered office:

.....

Phone Number:

Landline:

Mobile:

Daytime:

After hours:

Facsimile number:

Email address:

Website:

Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf]

.....

FIRST POINT OF CONTACT for communications with the Council /

Building Consent Authority: ☐ Owner ☐ Agent

☐ Full name & contact details supplied.

INVOICE TO: ☐ Owner ☐ Agent

4. APPLICATION [Tick if applicable]

I request that you issue:

- ☐ A Project Information Memorandum (PIM)
- ☐ A Building Consent [The existing PIM No. : (If applicable)]
- ☐ An Amendment to an existing Building Consent for the building work described in this application.
[Existing BC No]

PLEASE COMPLETE THE FOLLOWING SECTIONS

COMPLETE SECTIONS: 5, 7

COMPLETE SECTIONS: 5, 6, 8, 9, 10

COMPLETE SECTIONS: 5, 6, 8, 9, 10

State the reference number if this application involves a National Multiple Use or BuiltReady Approval:

Name: Signature: Date:

The signature is that of the ☐ Owner OR the ☐ Agent on behalf of and with the approval of the Owner

5. THE PROJECT [if more than one project please list on a separate page]

DESCRIPTION OF THE BUILDING WORK: Provide enough information to enable scope of work to be fully understood, (e.g. adding ensuite to house)

.....
.....

Will the building work result in a [change of use](#) of the building? ☐ Yes ☐ No. If Yes, provide details of the new use of the building (e.g. home to hostel, implement shed to chemical storage, office to restaurant):

Intended life of the building if less than 50 years.....[Years]

List Building Consents previously issued for this project (if any): [List who issued the consent, the date of issue and the consent number]

.....

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

\$.....[State estimated value as defined in section 7 of the Building Act 2004]

6. RESTRICTED BUILDING WORK: BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT

Will the building work include any restricted building work? ☐ Yes ☐ No. If yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work:

[If these details are unknown at the time of the application, they MUST be supplied before the building work begins – name, licensing class and Licensed Building Practitioner's number (or registration number if treated as being licensed under 291 of the Act)]

DESIGNER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

ENGINEER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

CARPENTER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

ROOFER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

EXTERNAL PLASTERER Name:Licence Class:

Registration / Licence No.:

Address:

Telephone:Fax: Mobile:

Email:

BRICK / BLOCKLAYER Name:Licence Class:
Registration / Licence No.:
Address:
Telephone:Fax: Mobile:
Email:

FOUNDATION SPECIALIST Name:Licence Class:
Registration / Licence No.:
Address:
Telephone:Fax: Mobile:
Email:

PLUMBER Name:Licence Class:
Registration / Licence No.:
Address:
Telephone:Fax: Mobile:
Email:

GASFITTER Name:Licence Class:
Registration / Licence No.:
Address:
Telephone:Fax: Mobile:
Email:

Other LBP Name:Licence Class:
Registration / Licence No.:
Address:
Telephone:Fax: Mobile:
Email:

NOTE: Continue on another page if necessary

7. SELF-CERTIFIABLE PLUMBING

Will the building work include any self-certifiable plumbing that is intended to be self-certified? ☐ Yes ☐ No.

If yes, provide the following details of the self-certification endorsed plumber(s) who will assist in doing, or supervise the self-certifiable plumbing.

[If these details are unknown at the time of the application, they MUST be supplied before the building work begins.]

Name:

Plumber, Gasfitters, and Drainlayers Board Registration number:

If yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work:

Continue on another page if necessary

Explanation of how work is intended to be carried out:

Continue on another page if necessary

8. SELF-CERTIFIABLE DRAINLAYING

Will the building work include any self-certifiable drainlaying that is intended to be self-certified? ☐ Yes ☐ No.

If yes, provide the following details of the self-certification endorsed drainlayer(s) who will do, assist in doing, or supervise the self-certifiable drainlaying.

[If these details are unknown at the time of the application, they MUST be supplied before the building work begins.]

Name:

Plumber, Gasfitters, and Drainlayers Board Registration number:

If you provide the following details about the self-certifiable drainlaying that is intended to be self-certified:

Description of work:

Continue on another page if necessary

Explanation of how work is intended to be carried out:

Continue on another page if necessary

9. PROJECT INFORMATION MEMORANDUM

The following matters are involved in the project:

[Tick the matters relevant to the project [do not fill in this section if the application is for a building consent only]

- ☐ Subdivision
- ☐ Alterations to land contours [e.g. digging out the site for a building platform]
- ☐ New or altered connections to public utilities [e.g. Council sewer, storm water 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
- ☐ Disposal of stormwater and wastewater [e.g. are you altering domestic sewer or storm water drains]
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains.
- ☐ Is the site contaminated?
- ☐ Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?

Other matters known to the applicant that may require authorisations from the Territorial Authority:

[Please attach]

10. BUILDING CONSENT

The following plans and specifications are attached to this application: [Note: All plans and specifications must meet the minimum requirements set out in the regulations or required by the Building Consent Authority (BCA)]

☐ Refer to documents indicated on the applicant checklist ☐ Other documents [Please specify]:

THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

[If you're not sure which clauses are applicable, talk to your Designer]

Building Code clause [☒ Tick / list relevant clause of building code]	Means of Compliance [Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications]		Waiver / modification required [Supporting documents recorded below]
	Acceptable Solution [Specify]	Other Means of Compliance – Verification Method or Alternative Solution [If ☒ Other, then list at the end of this section]	
☐ B1 Structure	☐ B1/AS1 ☐ B1/AS3 ☐ NZS3604 ☐ Other ☐ NZS4229	☐ B1/VM1 ☐ B1/VM4 ☐ AS/NZS1170 ☐ Other ☐ SED	☐
☐ B2 Durability	☐ B2/AS1	☐ B2/VM1 ☐ Other	☐
☐ C 1 – C6 Protection from Fire	☐ C/AS1 ☐ C/AS2	☐ C/VM1 ☐ Other ☐ C/VM2	☐
☐ D1 Access routes	☐ D1/AS1 ☐ NZS 4121	☐ Other	☐
☐ D2 Mechanical installations for access	☐ D2/AS1 ☐ D2/AS2 ☐ D2/AS3 ☐ NZS 4121	☐ Other	☐
☐ E1 Surface water	☐ E1/AS1 ☐ AS3500 ☐ E1/AS2	☐ E1/VM1 ☐ Other	☐
☐ E2 External moisture	☐ E2/AS1 ☐ E2/AS2 ☐ E2/AS3	☐ E2/VM1 ☐ Other ☐ SED	☐
☐ E3 Internal moisture	☐ E3/AS1 ☐ E3/AS2	☐ Other	☐
☐ F1 Hazardous agents on site	☐ F1/AS1	☐ F1/VM1 ☐ Other	☐
☐ F2 Hazardous building materials	☐ F2/AS1	☐ Other	☐
☐ F3 Hazardous substances / processes	☐ F3/AS1	☐ F3/VM1 ☐ Other	☐
☐ F4 Safety from falling	☐ F4/AS1	☐ Other	☐
☐ F5 Construction / Demolition hazards	☐ F5/AS1	☐ Other	☐
☐ F6 Lighting for emergency	☐ F6/AS1	☐ Other	☐
☐ F7 Warning systems	☐ F7/AS1	☐ Other	☐
☐ F8 Signs	☐ F8/AS1 ☐ NZS 4121	☐ Other	☐
☐ F9 Restricting access to residential pools	☐ F9/AS1 ☐ F9/AS2 ☐ Schedule, FSA1987	☐ Other	☐
☐ G1 Personal hygiene	☐ G1/AS1 ☐ NZS 4121	☐ Other	☐
☐ G2 Laundering	☐ G2/AS1 ☐ NZS 4121	☐ Other	☐
☐ G3 Food preparation / Prevention of contamination	☐ G3/AS1 ☐ NZS 4121	☐ Other	☐
☐ G4 Ventilation	☐ G4/AS1	☐ G4/VM1 ☐ Other	☐
☐ G5 Interior environment	☐ G5/AS1	☐ Other	☐
☐ G6 Airborne and impact sound	☐ G6/AS1	☐ G6/VM1 ☐ Other	☐
☐ G7 Natural light	☐ G7/AS1 ☐ G7/AS2	☐ G7/VM1 ☐ Other	☐

Building Code clause	Acceptable Solution	Verification Method or Alternative Solution	Waiver / modification required
☐ G8 Artificial light	☐ G8/AS1	☐ G8/VM1 ☐ Other	☐
☐ G9 Electricity	☐ G9/AS1	☐ G9/VM1 ☐ Other	☐
☐ G10 Piped services	☐ G10/AS1	☐ G10/VM1 ☐ Other	☐
☐ G11 Gas as an energy source	☐ G11/AS1	☐ Other	☐
☐ G12 Water supplies	☐ G12/AS1 ☐ G12/AS2 ☐ G12/AS3	☐ G12/VM1 ☐ Other	☐
☐ G13 Foul water	☐ G13/AS1 ☐ G13/AS2 ☐ AS3500 ☐ G13/AS3	☐ G13/VM1 ☐ G13/VM4 ☐ Other	☐
☐ G14 Industrial liquid waste	☐ G14/AS1	☐ G14/VM1 ☐ Other	☐
☐ G15 Solid waste	☐ G15/AS1	☐ Other	☐
☐ H1 Energy efficiency	☐ H1/AS1 ☐ H1/AS2	☐ H1/VM1 ☐ H1/VM2 ☐ H1/VM3 ☐ Other	☐
Other	☐ BCH Back country huts ☐ SH Simple House		☐
Waiver / Modification required [List supporting documents]			
Alternative Solution [List supporting documents]			

11. COMPLIANCE SCHEDULE *[do not fill in this section if this is an application for a Project Information Memorandum only]*

- ☐ The specified systems for the building are as follows: *[specified systems are defined in regulations]* **OR**
- ☐ The following specified systems are being altered, added to, or removed in the course of the building work: **OR**
- ☐ There are **NO** specified systems in the building **[Note: If unsure whether your building has specified systems, talk to the BCA or your architect]**

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓Tick]	New or Added [✓Tick]	Altered [✓Tick]	Removed [✓Tick]
SS1 Automatic systems for fire suppression (e.g. sprinkler systems)				
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 serves only that unit)				
SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)				
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, travellers, or other systems for moving people or goods within buildings				
SS8/1 Passenger carrying lifts				
SS8/2 Service lifts				
SS8/3 Escalators and moving walks (travellers)				
SS9 Mechanical ventilation or air conditioning systems				
SS9/1 Mechanical ventilation				
SS9/2 Air conditioning systems				
PLEASE CONTINUE SECTION 9 ON THE NEXT PAGE				

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓Tick]	New or Added [✓Tick]	Altered [✓Tick]	Removed [✓Tick]
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, or signs relating to, a system or feature specified in any of clauses 1 to 13				
SS14/1 Emergency power systems				
SS14/2 Signs in relation to any specified systems 1-13				
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:				
SS15/1 Systems for communicating spoken information intended to facilitate evacuation				
SS15/2 Final exits				
SS15/3 Fire separations (as defined by the Building Code)				
SS15/4 Signs for communicating information intended to facilitate evacuation				
SS15/5 Smoke separations				
SS16 Cable Cars				

12. ATTACHMENTS [Note: all plans and specifications must meet the minimum requirements set out in the regulations or required by the BCA]

The following documents are attached to this application: [Tick as applicable or put NA if there are no attachments]

☐ Plans and specifications *[list]*

☐ Alternative plans and specification *[if the applicant wants to obtain pre-approval for possible product substitutions, list]*

☐ Current product certificate(s).

☐ Alternative product certificate(s) *[if the applicant wants to obtain pre-approval for possible product substitutions]*

☐ Current manufacturer's certificate(s) referred to in [section 45\(1\)\(bb\)](#) of the Act

☐ Current manufacturer's certificate(s) referred to in [section 45\(1\)\(bc\)](#) of the Act

☐ Memoranda (Certificate of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work.

☐ Project Information Memorandum.

☐ Development contribution notice.

☐ Certificate attached to project information memorandum.

☐ Other relevant information: [Please specify]:

DOCUMENT CHECK: PLEASE CHECK THAT YOU HAVE PROVIDED ALL THE REQUIRED INFORMATION

OFFICE USE ONLY FEES PAYABLE:	AMOUNT (\$)	BC Number:
PIM		REFERRALS:
Building Consent - Application fee - Approval fee - Inspection fee - Mileage		Structural consultant: Name: Sent: Returned:
Code Compliance Certificate		Structural consultant: Name: Sent: Returned:
BRANZ levy		Other consultant: Name: Sent: Returned:
MBIE levy		Other consultant: Name: Sent: Returned:
Photocopying		NZ Fire Service: Name: Sent: Returned:
Microfilm (A3 / A4) / Scanning		Historic Places Trust: (Notification) Date advised:
Record of Title		ADDITIONAL NOTES AND / OR FEES:
Street crossing administration		
Structural check		
Amendments to consent		
External consultant 1		
External consultant 2		
Fire and Emergency NZ check		
Planning Bond / Resource Consent		
Planning Bond / Resource Consent		
Rural connection		
Fire main		AUTHORIZATIONS:
Water connection		Planning Officer: Date:
Water disconnection		Building Officer: Date:
Wastewater / sewerage connection		Engineer: Date:
Wastewater disconnection		CHECKED BY: Officer: Date:
Backflow inspection		ISSUED BY: Officer: Date:
Stormwater connection - mains		Receipt No.:
Stormwater connection - kerb & channel		Receipt No.:
Stormwater disconnection		Receipt No.:
CCTV survey wastewater		
CCTV survey stormwater		
Cellar indemnity		
Council bonds		
Compliance schedule		
Development Contributions: Water..... Stormwater.....Wastewater..... Transport / Roothing..... Community infrastructure.....		
BCA accreditation		
Total fees (incl. GST)		
Deposit paid – Date:		
Remainder fees due:		

