



VETTING CHECKSHEET

BUILDING CONSENT F1.1

**Building Consent
Number:**

Applicant / Owner:		Project:	
Location:		Restricted Building Work: YES / NO	
ADMINISTRATION CHECK	Yes	No	Comments
Application form completed and date stamped			
Application signed and dated?			
Valuation Reference			
Legal Description			
Value of Work			
Evidence of Ownership			
Agent / First Point of Contact			
Architect / Designer			Name: _____ LBP#: _____
Builder			Name: _____ LBP #: _____
Plumber			Name: _____ Rego#: _____
Drainlayer			Name: _____ Rego#: _____
Electrician			Name: _____ Rego#: _____
Gasfitter			Name: _____ Rego#: _____
Memorandum from LBP Cert Design			
Have LPBs been named? Print off LBP Registration			
Site Plan (x2)			
Floor Plan (x2)			
Foundations Plan (x2)			
Elevations (x2)			
Bracing Schedule (x2)			
Producer Statements (x2) Print off IPENZ Registration			
Specifications (x2)			
Application Accepted as at: _____ <input type="checkbox"/> J Wilson <input type="checkbox"/> D Robertson			Application Rejected as at: _____ <input type="checkbox"/> Application form incomplete <input type="checkbox"/> No LBP Certificate of Design <input type="checkbox"/> Other Information missing
TECHNICAL VETTING	YES	NO	COMMENTS
Compliance Schedule Required:			
Specified Systems			
Procedures for Inspection and Maintenance			
National Multiple Use Approval (x2)			Certificate No: (see over page)
Is application required to be forwarded to Fire Emergency NZ FEU for review			



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FIREPLACE	Y	N	Comments
Make / Model (<i>Manufacturer Specifications</i>) Note: Specifications to include cross section through roof			
Is Appliance Clean Air Approved (<i>See Mo E Website</i>)			
Compliant with Standard <i>AS/NZS2918:2001</i>			
Floor Plan Showing Location of Smoke Detectors			
Seismic Restraint Detailed (<i>Manufacturer Specs</i>)			
Wetback Details <i>if applicable</i> Including piping plan from Plumber			
Installer / Plumber			
Area of land more than 2 hectares			
Is the Dwelling / Building Single or Double Storey			
Evidence of Ownership (Rates Assessment or CT)			

DECISION OF VETTING OFFICER

<input type="checkbox"/> DECISION: Application received REASON: All relevant and accurate information has been produced therefore application can be accepted OUTCOME: Referred to BCO for technical assessment Clock starts (when lodgement made)	<input type="checkbox"/> DECISION: Application rejected REASON: Information received is deemed insufficient, e.g. <ul style="list-style-type: none"> <input type="checkbox"/> APPLICATION NOT FULLY COMPLETED <input type="checkbox"/> PLANS NEED TO BE LEGIBLE AND SHOW BOUNDARY DISTANCES IN RELATION TO PLATFORM <input type="checkbox"/> MISSING INFORMATION <input type="checkbox"/> OUTCOME: Application is returned to applicant / owner with covering letter and fees (if applicable). If this application has been entered into the Computer system, application refused
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ALLOCATED TO: <i>Please tick</i>	<input type="checkbox"/> Stu Chapman, Building Control Manager	<input type="checkbox"/>
	<input type="checkbox"/> David McFarlane, Building Control Officer	<input type="checkbox"/>
BUILDING TYPE AND LEVEL:	Type: RES1 RES 2 RES 3	<input type="checkbox"/>
	COM 1 COM 2 COM 3	<input type="checkbox"/>

Date vetting completed: Name: _____

Date: _____