Application for project information memorandum and/or building consent (Form 2)

Section 33 or 45, Building Act 2004

1. THE BUILDING *(Complete all applicable sections)*		
Street address of building: (If no street address – state the nearest street intersection and the distance and direction from that intersection)		
Legal description of land where building is located: (As at date of application and, if land is proposed to be subdivided, include retails of relevant lot numbers and subdivision consent)		
Lot:	DP:	Valuation number:
Building name:		Site Area: (m^2)
Location of building within site/block number: (Include nearest street access)		
Number of levels: (include ground level & any levels below ground)		Level/unit number:
Floor area: (Indicate area affected by the building work)	(m^2)	Year first constructed:
Current, lawfully established, use: (Include number of occupants per level and per use if more than 1)		

2. APPLICATION *(Nominate as applicable)*		
I request that you issue a: (for the building work described in this application):		
☐ Project Information Memorandum (PIM)	☐ Project Information Memorandum (PIM) and Building Consent (BC)	
☐ Building Consent	The existing PIM Nº. (if applicable) is:	
☐ Amendment to an existing Building Consent	The existing BC Nº. is:	
☐ Staged Consent – Being stage	of stages	
State the reference number if this application involves a National Multiple Use Approval:		
NAME:	**SIGNATURE:**	**DATE:**
The signature is that of the ◯ **Owner** **OR** ◯ **Agent** ***on behalf of and with the approval of the Owner. This is my address for service and I acknowledge that some communications may be by email.*** **Please nominate if email address is not available** ☐		

3. THE PROJECT
DESCRIPTION OF BUILDING WORK: (Provide sufficient information below to enable scope of work to be fully understood)
Current use of building: (e.g. home, implement shed, office)
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:
Intended life of the building if less than 50 years: (years)
List building consents previously issued for this project: (if any)
Estimated value of the building work on which the building levy will be calculated (including goods and services tax (GST):
$ (State estimated value as defined in section 7 of the Building Act 2004)

OFFICE USE ONLY	Consent Number:		PIM Number:	
	Compliance Schedule Number:		Date Received:	

4. OWNER

Name of owner: Contact person:

Mailing address:

Street address/registered office:

Phone numbers: Landline: Mobile: Email:

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

☐ Record of title ☐ Agreement for sale and purchase ☐ Lease agreement

☐ Other document showing full name of legal owner(s) of the building

5. AGENT *(Only required if application is being made on behalf of the owner)*

Name of agent: Contact person:

Mailing address:

Street address/registered office:

Phone numbers: Landline: Mobile: Email:

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 (BCA). Contact details must be in New Zealand)***

☐ Owner ☐ Agent OR: (If different to above details) Name:

Mailing address:

Email: Mobile: Facsimile:

BILLING (PAYER) DETAILS:

☐ Owner ☐ Agent ☐ Other (state name & mailing address)

6. RESTRICTED BUILDING WORK

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)
Note: Continue on another page if necessary.

Name	Licensing Class	Licensed Building Practitioner Number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

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 do, 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	Plumbers, Gasfitters, and Drainlayers Board Registration Number

If YES, provide the following details about the self-certifiable plumbing that is intended to be self-certified.
Note: Continue on another page if necessary.

Description of work:

Explanation of how work is intended to be carried out:

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	Plumbers, Gasfitters, and Drainlayers Board Registration Number

If YES, provide the following details about the self-certifiable drainlaying that is intended to be self-certified.
Note: Continue on another page if necessary.

Description of work:

Explanation of how work is intended to be carried out:

9. 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: (nominate the matters relevant to the project)

- ☐ Subdivision
- ☐ New or altered connections to public utilities (e.g. Council sewer, stormwater or water mains)
- ☐ New or altered access for vehicles
- ☐ Disposal of stormwater and wastewater
- ☐ Alterations to land contours (e.g. digging out the site for a building platform)
- ☐ New or altered locations and/or external dimensions of buildings
- ☐ Building work over or adjacent to any road or public place
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: (Specify)

10. BUILDING CONSENT *(Only complete this section if the application is for a building consent)*

The following plans and specifications are attached to this application: (please enter these in section 12 over page)

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

We strongly recommend applicants seek the advice of design professionals to help complete this section. You are required to nominate what code clause(s) your building work complies with.

Unless otherwise noted below, your application will be assessed under an acceptable solution.

If you are using another means of compliance, please provide details of the standard(s) that your building work complies with and the means of compliance in the space provided below. Use a separate sheet if necessary.

If you do not provide all the necessary information to show how your application complies with the Building Code, your application will be rejected.

☐ **I understand that this application is to be assessed against Acceptable Solutions unless otherwise stated in the following section.** (Please nominate to indicate your agreement)

☐ **B1** – Structure	☐ **F1** – Hazardous agents on site	☐ **G5** – Interior environment
☐ **B2** – Durability	☐ **F2** – Hazardous building materials	☐ **G6** – Airborne & impact sound
☐ **C1** – Objectives of clauses C2 to C6 (Protection from fire)	☐ **F3** – Hazardous substances & processes	☐ **G7** – Natural light
☐ **C2** – Prevention from fire occurring	☐ **F4** – Safety from falling	☐ **G8** – Artificial light
☐ **C3** – Fire affecting areas beyond the source	☐ **F5** – Construction & demolition hazards	☐ **G9** – Electricity
☐ **C4** – Movement to a place of safety	☐ **F6** – Visibility in escape routes	☐ **G10** – Piped services
☐ **C5** – Access & safety for firefighting operations	☐ **F7** – Warning systems	☐ **G11** – Gas as an energy source
☐ **C6** – Structural stability	☐ **F8** – Signs	☐ **G12** – Water supplies
☐ **D1** – Access routes	☐ **F9** – Restricting access to residential pools	☐ **G13** – Foul water
☐ **D2** – Mechanical installations for access	☐ **G1** – Personal hygiene	☐ **G14** – Industrial liquid waste
☐ **E1** – Surface water	☐ **G2** – Laundering	☐ **G15** – Solid waste
☐ **E2** – External moisture	☐ **G3** – Food preparation & prevention of contamination	☐ **H1** – Energy efficiency
☐ **E3** – Internal moisture	☐ **G4** – Ventilation	☐ **BCH/AS1** – Backcountry huts

Provide details of all Verification Methods being used: ***(include code clause and means of compliance)***

Provide details of all Alternative Solutions being used ***(include relevant code clause and means of compliance)*** **or details of any Waivers or Modifications** ***(including relevant code clauses)*****. The SBCG Alterative Solution Form (SBCG 34.1) or SBCG Waiver or Modification Form (SBCG 23.1) must also be completed.**

11. COMPLIANCE SCHEDULE *(Specified systems as defined in regulations. Only complete this section if the application is for a building consent)*

☐ The specified systems for the building are as follows: Please provide the details required by completing these forms (i) SBCG 27 Specified System List for building consent; and (ii) SBCG SSBC Specified System Form for building consent applications.

☐ The following specified systems are being altered, added to, or removed in the course of the building work: Please provide the details required by completing these forms (i) SBCG 27 Specified System List for building consent; and (ii) SBCG SSBC Specified System Form for building consent applications.

☐ There are no specified systems in the building.

12. ATTACHMENTS *(Nominate as applicable)*

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

☐ Plans and specifications (list/or attach a list)

☐ Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions) (list/or attach a 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 Building Act

☐ Current manufacturer's certificate(s) referred to in section 45(1)(bc) of the Building Act

☐ Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

☐ Project Information Memorandum (PIM)

☐ Development contribution notice

☐ Certificate attached to Project Information Memorandum

☐ Current record of title provided

☐ Other information relevant to this application: (Please specify)

13. CONTACTS *(Involved in this project)*			
DESIGNER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
ENGINEER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
BUILDER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
GASFITTER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
DRAINLAYER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
PLUMBER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
ELECTRICIAN	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	
OTHER	Name(s):		Reg Nº:
	Postal Address:		
	Mobile:	Email:	