



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) |



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Number:**

| 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 AS/NZS2918:2001 | | | |
| 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

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)

DECISION: Application rejected
REASON: Information received is deemed insufficient, e.g.
 APPLICATION NOT FULLY COMPLETED
 PLANS NEED TO BE LEGIBLE AND SHOW BOUNDARY DISTANCES IN RELATION TO PLATFORM
 MISSING INFORMATION
 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

ALLOCATED TO: Please tick

| | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Stu Chapman, Building Control Manager | |
| <input type="checkbox"/> | David McFarlane, Building Control Officer | |

BUILDING TYPE AND LEVEL:

| | | | | |
|-------|-------|-------|-------|--|
| Type: | RES1 | RES 2 | RES 3 | |
| | COM 1 | COM 2 | COM 3 | |

Date vetting completed: Name:

Date: