

APPLICATION FOR PROJECT INFORMATION MEMORANDUM (PIM) AND/OR BUILDING CONSENT

Under Section 33 or Section 45, Building Act 2004

If you need help in filling out this form please contact our Customer Services staff on (03) 353-9007 or toll free 0800 EC INFO (0800 324 636). They will be able to provide some general assistance or refer you to an officer who can help you with your application.

FOR OFFICE USE ONLY

Application number:

Charges paid:

Receipt number:

APPLICATION TYPE

I request that you issue a: Project Information Memorandum *Building Consent
 Project Information Memorandum and *Building Consent

For the proposed dam (and/or appurtenant structures) described in this application [tick applicable]
 *Please supply 2 copies of the application and supporting documentation

DETAILS OF THE BUILDING (DAM) including Appurtenant

Street address of the property where the building (dam) is located:
 [For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection.]

Legal description of land where building (dam) is located: _____ Lot No. _____ DP No. _____

Name of Building (Dam) (if applicable): _____

Location of building and/or dam within site/block number: _____

Number of Levels: _____ Level/unit number: _____

Area: _____

Current, lawfully established, use: _____

Year first constructed: _____

OWNER AND AGENT DETAILS

1. Name and address of Owner(s):

Surname: _____ First names (in full): _____ Mr/Mrs/Ms/ Miss/Dr/Prof. _____

Surname: _____ First names (in full): _____ Mr/Mrs/Ms/ Miss/Dr/Prof. _____

OR

Registered Company name and number: _____

Street address/registered office: _____

Mailing Address: _____

Phone number: _____ landline: _____

Facsimile number: _____ Daytime: _____
 Email: _____ Mobile: _____
 Website: _____ After hours: _____
 Contact person: _____

The following evidence of ownership is attached to this application:

*Certificate of Title

Ensure that included with the Certificate of Title (or alternative proof of ownership) the following is also included:
Consent notices, encumbrances, building line restrictions, caveats, covenants and easements.

***Certificate of Title should not be older than 90 days**

2. Name and address of Agent: [Only required if application is being made on behalf of the owner.]

Name of agent: _____
 Street address/registered office: _____
 Mailing address: _____
 Phone Number: _____ Landline: _____ Mobile: _____
 Daytime: _____ After hours: _____ Facsimile number: _____
 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

THE PROJECT

Description of the building (dam) work: _____

Will the building work result in a change of use of the building (dam)? Yes No

If Yes, provide details of the new use: _____

Intended life of the building (dam) if less than 50 years: _____ years

List building consents previously issued for this project (if any): _____

Estimated value of the building (dam) 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]: _____

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.]:

Name:	Licensing Class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of the Act)

PROJECT INFORMATION MEMORANDUM

The following matters are involved in the project [tick applicable]:

Yes	No		Yes	No	
<input type="radio"/>	<input type="radio"/>	Subdivision	<input type="radio"/>	<input type="radio"/>	New or altered access for vehicles
<input type="radio"/>	<input type="radio"/>	Alterations to land contours	<input type="radio"/>	<input type="radio"/>	Disposal of stormwater and wastewater
<input type="radio"/>	<input type="radio"/>	Building work over or adjacent to any road or public place	<input type="radio"/>	<input type="radio"/>	New or altered connections to public utilities
<input type="radio"/>	<input type="radio"/>	Building work over any existing drains or sewers or in close proximity to wells or water mains	<input type="radio"/>	<input type="radio"/>	New or altered locations and/or external dimensions of buildings (dam)
<input type="radio"/>	<input type="radio"/>	Is the land on which the project is proposed subject to a natural hazard (Sec 71 & 72 of the Building Act 2004): [Specify]			
<input type="radio"/>	<input type="radio"/>	Other matters known to the applicant that may require authorisations from the territorial authority: [Specify]			

ATTACHMENTS

The following documents are attached to this application:

- Plans and specifications: [All drawings must be to construction standard. Please provide a schedule of documents with the following: document title, document date, document version number and originator. Use another sheet if necessary]
-
- Project information memorandum
- Development contribution notice
- Certificate attached to project information memorandum

SIGNATURE AND DATE

I hereby confirm that information provided here is accurate and current:

*Signature of owner / agent on behalf
of and with the authority of the owner*

Date

Full name of person signing – please print

– Environment Canterbury must have written authorisation.

You must declare if you are an ECan staff member, an ECan Councillor, or a family member of either

PIM / BUILDING CONSENT APPLICATION

(To be supplied in conjunction with Form F002)

PROJECT ADDRESS			
<p>NB The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this Checklist in FULL.</p> <p style="text-align: center;">Additional information may be requested during processing of the application.</p>	Supplied	N/A	
PROJECT INFORMATION MEMORANDUM			
Application form COMPLETED & signed			
All information identified on the cover sheet			
Application fee \$ _____ GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)			
Certificate of Title: Recent search copy less than 6 months old, plus a sale & purchase agreement if not in the applicant’s name. A subdivision scheme plan is required for a new site where Title is not yet available.			
Copies of drawings as specified in the cover sheet (All drawings must be to construction standard)			
Site Plan – showing:			
– All new & existing buildings, swimming pools			
– Any heritage buildings / trees or archaeological site information known			
– Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned			
– Building & site areas (including floor areas (m ²) for all floors)			
– Vehicle access, crossing location, manoeuvre, and parking area			
– Street trees, poles, sumps, manholes, traffic islands outside the property			
– Any hard-standing (sealed or concrete) areas with proposed drainage			
– Landscaped areas required by District Plan indicated			
– Any significant trees on the site			
– All activities on a site indicated			
– Proposed & existing site & floor levels			
– Existing & proposed contours, drive gradients and building heights (for hill or sloping sites)			
– Intentions for the disposal of stormwater & sewer			
– Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc)			
Outline Floor plans (for all floors)			
Outline Elevations			
Outline Cross Sections - (if required) to show recession plane / daylight plane & height compliance			
Hazardous Substances - storage location and capacity (ie, LPG, diesel, home heating oil etc)			

Evacuation Scheme Assessment (required for PIM):			Building Sprinkled?		Council Use 2 x Yes = Yes
	Yes	No	Yes	No	
Can 100 or more people gather for different purposes or activities?					
Are there facilities for more than 10 employees?					
Are hazardous substances stored?					
Council Use Only - Evacuation Scheme required?					

----- STOP HERE IF THIS IS A PIM ONLY APPLICATION -----

BUILDING CODE ASSESSMENT

Building Code Clause		Means of Compliance (note that a project may include both Acceptable and Alternative solutions)		
		Acceptable Solution	Alternative Solution (details verifying compliance are required)	Waiver/ Modification required? (Provide separate details for justification of acceptance if yes)
B1	Structure			
B2	Durability			
C1	Objectives of clauses C2 to C6			
C2	Prevention of fire occurring			
C3	Fire affecting areas beyond the fire source			
C4	Movement to place of safety			
C5	Access and safety for firefighting operations			
C6	Structural Stability			
D1	Access Routes			
D2	Mechanical installations for access			
E1	Surface water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food prep. and prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			

G15	Solid waste			
H1	Energy efficiency provisions			

COMPLIANCE SCHEDULE LIST

Please tick the relevant boxes to show which systems are included or to be included in the building project

		Existing	New / Modified	Removed	Do the systems use the Performance Standards plus Inspection, maintenance & reporting procedures from the Building Code Handbook		If no, Performance Standards plus Inspection, maintenance & reporting procedures identified in building consent documents
					Yes	No	
1	Automatic systems for fire suppression (for example, sprinkler systems)						
2	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 & serves only that unit).						
3	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)						
4	Emergency lighting systems						
5	Escape route pressurisation systems						
6	Riser mains for fire service use						
7	Automatic back-flow preventers connected to a potable water supply						
8	Lifts, escalators, travelators, or other systems for moving people or goods within buildings						
9	Mechanical ventilation or air conditioning systems/cooling towers						
10	Building maintenance units for providing access to the exterior and interior walls of buildings						
11	Laboratory fume cupboards						
12	Audio loops or other assistive listening systems						
13	Smoke control systems						
14	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses 1 to 13						
15	Means of Escape from Fire						
15/a	• Systems for communicating spoken information intended to facilitate evacuation						
15/b	• Final exit (as defined by A2 of the Building Code); and						
15/c	• Fire separations;						
15/d	• Signs for communicating information intended to facilitate evacuation;						
15/e	• Smoke separations						
	Cable car						

NONE OF THE ABOVE (tick if applicable)

MAX. OCCUPANT LOAD

PURPOSE GROUP