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| |  |  | | --- | --- | | CS19OB Outbuilding (Non-habitable) Building Consent Application and Processing Checksheet | logo | |
| **DO YOU NEED A BUILDING CONSENT?** |
| Before completing this checklist please consider if you do require a building consent for the work.  There is provision under Schedule 1 of the Building Act for some outbuildings to be constructed without a building consent. More information on the design parameters required to meet the Schedule 1 criteria for exempt building work, can be found [here](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-work-that-doesnt-need-a-building-consent/technical-requirements-for-exempt-building-work/2-detached-standalone-buildings/).  If you do not meet the Schedule 1 exemption criteria above, you may be able to apply for a QLDC discretionary exemption.  Examples:   * Farm Buildings 110m2-220m2 * Proprietary garage 30m2- 60m2 * Carport >40m2   The form is available through the following link: [Application for Building Consent Exemption](https://www.qldc.govt.nz/media/vkrnzumj/af-ex-application-for-building-consent-exemption.pdf)  More information can be found on our [website.](https://www.qldc.govt.nz/services/building-services/building-services#exemptions) |

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| **IF YOU REQUIRE A BUILDING CONSENT:** | | | |
| A suitable quality of documentation is required before QLDC will accept an application for processing. This checklist is designed to assist the applicant with the documentation and level of design information that must be provided with a Building Consent application.  **Please complete all orange sections** (left side of form) or selecting N/A where relevant. The reference provided (*in italics*) relate to the subject of the item to be checked, and may or may not be the specific means of compliance for your project. These references are to paragraphs in the Acceptable Solutions unless specified otherwise.  **Please ensure the building fits within the scope of this checksheet:**   |  |  |  | | --- | --- | --- | | **Yes** | **No** |  | |  |  | [Classified use](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) (Code Clause A1) – Outbuildings only and non-habitable |   If **NO** to the above, please find and complete applicable checklist available here: [*QLDC Building Consents*](https://www.qldc.govt.nz/services/building-services/building-consents) | | | |
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| PROPERTY INFORMATION | | | |
| **APPLICANT TO COMPLETE** | | | **COUNCIL USE ONLY** |
| **Wind Region**  *Figure 5.1 NZS 3604* | A | Lee Zone - Note: This applies to upper Lake Hawea area only | Click here to enter text. |
| **B2 Exposure zone**  *Figure 4.2 NZS 3604* | B | |
| **Snow Zone**  *Figure 15.1 NZS 3604* | N5 | |
| **Earthquake zone**  *Figure 5.4 NZS 3604* | Choose an item. | |
| **Altitude** | <400 m | >400 m – Specific Engineering Design with PS1 provided for all structural design  **Specify altitude (metres):** Click here to enter text. |
| **Wind Zone**  *Table 5.1 / 5.4 NZS3604* | Choose an item. | |

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| **Select** | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/services/building-services/building-consents#residential) **completed** |  |  |  | Click here to enter text. |

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| **Building Act 2004** | | | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [Section 53](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy | | |  |  |  | Click here to enter text. |
| [Section 31 – 39](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM) | | |  |  |  | Click here to enter text. |
| [Section 71 – 74](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html) Natural Hazards associated with this consent (see PIM information).  **Applicant to select as applicable:**  Erosion (i.e. bank erosion and sheet erosion)  Falling debris (i.e. rock, snow and ice)  Subsidence  Inundation (i.e. flooding, surge and ponding)  Slippage  Complete [CS 12.1 Natural Hazards Checksheet](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=EgeegQVG2pJOeBhgCcUGzX) | | |  |  |  | Click here to enter text. |
| [Section 75-83](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306823.html) Construction of building on 2 or more allotments  Complete [AF 13.1 Section 75 Certificate Building over 2 or more allotments](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) | | |  |  |  | Click here to enter text. |
| [Section 67](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or Modifications  Complete [AF WM Application for Waiver or Modification](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) | | |  |  |  | Click here to enter text. |
| [Section 26](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html) Warnings or Bans | | |  |  |  | Click here to enter text. |
| **Yes** | **N/A** | **Site Plan** | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
|  |  | * **Siting dimensions** on site plan (minimum 3 dimensions) * **Boundaries** align with **Title plan** * Finished ground level (**FGL**) and floor levels (**FF**L) aligns with PIM/PIC/consent notice **floor heights** (if required) * **Datum/contours** provided |  |  |  | Click here to enter text. |

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| B STABILITY | | | | | |
| **N/A** | **B1 Structure: Slab** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Foundation plan/slab details:**   * **Slab** thickness, reinforcing cover. **Mesh** type (i.e. 500E) and size (i.e. SE62) *(refer para. 7.5.8.2 / Figure 7.17 and 2.5 / 7.5.8.2 NZS 3604)* * **Shrinkage control joints**, supplementary reinforcing bars, free joints (max dimension of slab 24 m either way without free joints) *(refer para. 7.5.8.6 / 7.5.1 NZS 3604 & para. 2.1.1 B1/AS1)* * **Base preparation**: sand, hard-fill (75mm min to 600mm max - SED required if >600mm) *(refer para. 7.5.3 NZS 3604).* * **Damp proof membrane** (DPM) *(refer para. 7.5.4 – 7.5.7 NZS 3604)* |  |  |  | Click here to enter text. |
| **N/A** | **B1 Structure: Foundation Wall – Concrete/Masonry** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Construction details: footing** details (including steps in foundation), wall height,(maximum), **vertical and horizontal reinforcing / starters**, size and centres  *(SED, NZS4229, NZS3604:2011)* |  |  |  | Click here to enter text. |
| **Retaining structures:** **subsoil drainage** details **silt trap** or similar prior to connection to stormwater, **tanking and protection** specified (check tanking system details), strapped/lining details  *(refer Appendix A NZS4229 or system details)* |  |  |  | Click here to enter text. |
| **Subfloor ventilation**  *(refer 6.14/Figure 6.11 NZS 3604)* |  |  |  | Click here to enter text. |
| **N/A** | **B1 Structure: Subfloor Foundation Framing and Bracing** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Pile foundation plan**: type specified and details provided (**ordinary, driven** (SED)**, anchor, braced**), footing details, depth, size, centres, treatment, heights, point loads *(refer Section 6.4 NZS 3604)* |  |  |  | Click here to enter text. |
| **Subfloor bracing details**: type, location, length, 5.0m centres max, 4 bracing elements minimum, evenly distributed *(refer para. 5.5.2.1 NZS 3604)*  **Subfloor bracing calculations**: zone, demand, capacity *(refer Section 5.5 NZS 3604)*  **Diaphragms** >100 BUs, location, limitations *(refer para. 5.6.1 & 7.3 NZS 3604)*  *(refer para. 5.5.3.2 NZS3604)* |  |  |  | Click here to enter text. |
| **Bearers**: size, centres, treatment, span, point loads, cantilever, loading, fixing to foundation walls *(refer para. 6.12 NZS 3604)* |  |  |  | Click here to enter text. |
| **Joists**: size, centres, span, point loads, cantilever joists (check load bearing walls), loading, penetrations *(refer para. 7.1 NZS 3604)*  **Lateral support** mid-span, blocking, bracing lines  *(refer para. 7.1.2 NZS 3604)* |  |  |  | Click here to enter text. |
| **Flooring** thickness, clearances, type  *(refer para. 7.2 NZS 3604)* |  |  |  | Click here to enter text. |
| **Base cladding**: type, support, access, ventilation, crawlspace (450 mm minimum), vermin proofing, obstructions, large area, limited cross flow  *(refer para. 6.14 NZS 3604)* |  |  |  | Click here to enter text. |
| **N/A** | **B1 Structure: Framing** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Studs:** size, treatment, height, centres  **Bottom / top plate**: fixings and centres, DPC / size, point loads and fixing  *(refer Para 8.5, 8.6.2, 8.7.1, 8.7.2 / 7.5.12 NZS 3604)* |  |  |  | Click here to enter text. |
| **Lintels / beams**: point loads, fixing details, size, span, uplift  *(refer para 8.6.1.1/2, Tables 15.2 – 15.5 NZS 3604 and/or prenail manufacturer documentation)* |  |  |  | Click here to enter text. |
| **N/A** | **B1 Structure: Wall Bracing** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Wall bracing plan**: type, location, length of bracing elements, evenly distributed, bracing line spacing / ceiling diaphragm/dragon ties. |  |  |  | Click here to enter text. |
| **Wall bracing calculations**: wind zone, demand, capacity. *(refer 5.2 & 5.3 NZS 3604 or GIB Ezybrace Calculations/SED)* |  |  |  | Click here to enter text. |
| **N/A** | **B1 Structure: Roof and Ceiling Framing** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Trusses**: Design Statement, software statement, truss layout, pitch specified |  |  |  | Click here to enter text. |
| **Rafters / ridge beam(s):** Roof pitch, size, span, support, treatment, fixings  *(refer to Section 15 NZS 3604)* |  |  |  | Click here to enter text. |
| **Roof bracing** *(refer para. 10.3 & 10.4 NZS 3604)* |  |  |  | Click here to enter text. |
| **Purlins or tile battens**, size, span, treatment, centres, fixings *(refer Table 15.9 & 15.10 NZS 3604)*  **Ceiling battens**: size, span, centres, fixings, ceiling lining *(refer para. 13.2 NZS 3604)* |  |  |  | Click here to enter text. |
| **B2 Durability** | | | | | |
| **B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code.**In other words, it ensures that a building will continue to satisfy the performance of the Building Code throughout its specified intended life.  Under the clause, building materials, components and construction methods are required to be sufficiently durable.  They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years. | | | | | |

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| C PROTECTION FROM FIRE | | | | | |
| **N/A** | **Part 5: External Fire Spread** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **External fire rated walls** needed (FRR 30/30/30 min) or sprinkler system installed  *(<1 m to boundary - distance measured from cladding)* *(refer para. 5.1)* |  |  |  | Click here to enter text. |
| **Roof Projections** (where <650 mm to boundary) *(refer para. 5.2)* |  |  |  | Click here to enter text. |
| **Exterior surface finishes** (<1 m - boundary and any height  *(refer para. 5.4 C/AS1)* |  |  |  | Click here to enter text. |
| **Carport** and similar construction *(refer para. 5.5)* |  |  |  | Click here to enter text. |
| **N/A** | **Part 7: Prevention of Fire Occurring** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Fireplaces**:   * Solid fuel appliances *(refer 7.1 C/AS1 or C1/VM1)*   *Refer to* [*CS19SFLH*](https://www.qldc.govt.nz/services/building-services/building-consents#fires) *form for guidance*   * Gas burner *(refer para. 7.2)* * Oil fire *(refer para. 7.3)*   *Refer to* [*CS19SFLH*](https://www.qldc.govt.nz/services/building-services/building-consents#fires) *form for guidance*   * Open fire ­ *(refer para. 7.5)* |  |  |  | Click here to enter text. |
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| E MOISTURE | | | | | |
| **N/A** | **E1 Surface Water** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Stormwater type**: Council reticulation, private reticulation, soak pit etc.  **Soak pit design** (if applicable): onsite testing results, calculations, type and size of soak pit  *(refer 9.0 E1/VM1 or SED)* |  |  |  | Click here to enter text. |
| **Stormwater drainage size and gradient**, access for maintenance (rodding points/inspection points etc.) *(refer 3.2 & 3.4 & 3.7 E1/AS1)* |  |  |  | Click here to enter text. |
| **Stormwater run-off**: paved areas >10 m² where run off will affect other property i.e. roadway/neighbours *(refer 3.6 E1/AS1)* |  |  |  | Click here to enter text. |
| **Downpipes** and **gutter** size  *(refer Sections 4.0 & 5.0 E1/AS1)* |  |  |  | Click here to enter text. |
| **N/A** | **E2 External Moisture: Roof Cladding** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Roof cladding and underlay** specified,  roof pitch, compatibility of materials  *(refer para. 8.2 – 8.5 depending on roof cladding)* |  |  |  | Click here to enter text. |
| **Roof flashing details**: eaves, barge, valley gutters, apron, penetrations (refer *Section 4.0 & para. 8.2 – 8.5)* |  |  |  | Click here to enter text. |
| **N/A** | **E2 External Moisture: Wall Cladding** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Wall cladding and underlay** specified: type,  compatibility, strapping. Drained cavity, battens, treatment. *(refer Sec 9.0)* |  |  |  | Click here to enter text. |
| **Wall junction details**: external/internal corners, change of cladding junction, soffit to wall junction  *(refer para. 9.2 – 9.9 as applicable)* |  |  |  | Click here to enter text. |
| **Bottom of cladding**: detail and clearances to ground *(refer 9.1.3 & 9.2 – 9.9 depending on cladding type)* |  |  |  | Click here to enter text. |
| **Window /door** and **garage door** details: head, sill and jamb *(refer para. 9.2 – 9.9 as applicable)* |  |  |  | Click here to enter text. |
| **N/A** | **E3 Internal Moisture** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Watersplash surface finishes** (wet areas: wall, floor, and shower enclosures)  **Fixture to wall junction** details (shower), **tiled shower** (waterproofing system, specifications, substrate, junction details/fall)  *(refer para. 3.0 E3/AS1 or E3/AS2 – IWAM CoP)* |  |  |  | Click here to enter text. |
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| F SAFETY OF USERS | | | | | |
| **N/A** | **F1 Hazardous Agents on Site** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Contamination** indicated on PIM/PIC  *(refer F1/VM1,* [*Health and Safety at Work (Hazardous Substances) Regulations*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/)*)* |  |  |  | Click here to enter text. |
| **N/A** | **F2 Hazardous Building Materials** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Glazing** specifications provided for windows/doors (i.e. shown on elevations)  *(refer para 1.0 F2/AS1 - Table 1, 7, 8 & Figure A4 NZS4223.3)* |  |  |  | Click here to enter text. |
| **F5 Construction & Demolition Hazards** | | | | | |
| The necessity for barriers will depend mainly on the site location. The need will be greater in areas with high levels of pedestrian traffic (i.e. in Central Business Districts), than in industrial or rural areas. Barriers are not necessary for domestic dwellings up to 2 storeys above ground level unless specific hazards exist. | | | | | |
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| G SERVICES & FACILITIES | | | | | |
| **N/A** | **G1 Personal Hygiene** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Basins** provided within the **WC space** or in an adjacent space, **minimum room size** *(refer para. 3.1.1 and 3.3.1)* |  |  |  | Click here to enter text. |
| **N/A** | **G4 Ventilation** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Natural ventilation** 5% of floor area  *(refer para. 1.2)* |  |  |  | Click here to enter text. |
| **WC**, **bathroom** – natural or mechanical *(refer G4.3.3)* |  |  |  | Click here to enter text. |
| **N/A** | **G12 Water Supplies** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Supply type** (town, rainwater, bore), hot water supply system.  **Electric**: size, schematic, seismic restraint  **Gas**: specifications, cylinder and flue location |  |  |  | Click here to enter text. |
| **N/A** | **G13 Foul Water: Plumbing** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Waste pipe** diameter, length, material and gradients *(refer Table 6.3 (A), 6.6.1 & Appendix C AS/NZS 3500.2 or Table 2 & 4 G13/AS1)* |  |  |  | Click here to enter text. |
| **N/A** | **G13 Foul Water: Subsoil Drainage** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Reticulated services**: connection to public sewer shown on plans and aligns with QLDC mapping or as-built plans *(refer* [*GIS mapping*](http://qldc.maps.arcgis.com/apps/webappviewer/index.html?id=a421fcd415994785b1614390aa8d34e6)*)*  **Onsite waste water system**: application complete, report, design and calculations provided [Onsite Wastewater Disposal Guidance](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422)  [**AF OSW Application Form**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) **completed** |  |  |  | Click here to enter text. |
| **Drainage** main drain & branches, size and gradient, access points, venting details (TV and unvented branch drains)  *(refer Section 3 - 3.3.2, 4.7 NZS3500.2 or Table 2 G13/AS2, para 5.7, para. 3.9, Table 3.9.3.1, 3.10 – 3.12 NZS3500.2 or para. 4.0 G13/AS2)* |  |  |  | Click here to enter text. |
| **Overflow relief gullies (ORG)/Gully traps**: location and charged  *(refer para. 4.6.6 AS/NZS 3500.2 or 3.3 G13/AS2)* |  |  |  | Click here to enter text. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Producer Statements** | **COUNCIL USE ONLY** | | | | | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** | | **Producer Statements (PS1s)**  *Includes: Site location, work identified, code clauses covered, signed and dated, inspection schedule (if applicable)* |  |  |  | Click here to enter text. |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Construction Documentation & Producer Statements *See* [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* | | | | | | | | **Select as applicable** | **PS3 Producer Statement – Construction** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** | |  | Cladding | 15 |  |  |  | Click here to enter text. | |  | Membrane (Roof / Deck) | 16 |  |  |  | Click here to enter text. | |  | Onsite Waste System | 17 |  |  |  | Click here to enter text. | | **Select as applicable** | **Certification** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** | |  | Setout, Floor Level – Surveyor Certification | 4 |  |  |  | Click here to enter text. | |  | Compaction Certification (fill over 600 mm) | 8 |  |  |  | Click here to enter text. | |  | Geotechnical Certificate (Ground bearing) | 9 |  |  |  | Click here to enter text. | |  | Setout (Siting of building) Surveyor Certification | 32 |  |  |  | Click here to enter text. | |  | Potable Water | 46 |  |  |  | Click here to enter text. | |  | Other  Click or tap here to enter text. |  |  |  |  | Click here to enter text. | | Truss Design/ Fabrication | | 1 |  |  |  | Click here to enter text. | | Gasworks Certification | | 2 |  |  | Click here to enter text. | | Electrical Certification | | 39 |  |  | Click here to enter text. |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **COUNCIL USE ONLY** | | | | | | | **Conditions** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** | | Section 67 – Waiver or modification | 5 |  |  |  | Click here to enter text. | | Section 73 – Building on land subject to natural hazards | 7 |  |  |  | Click here to enter text. | | Section 75 – Construction of building on 2 or more allotments | 42 |  |  |  | Click here to enter text. | | Section 113 – Buildings with specified intended lives | 35 |  |  |  | Click here to enter text. | | **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** | | Future Proofing | 12 |  |  |  | Click here to enter text. | | Domestic Heating appliance | 33 |  |  |  | Click here to enter text. | | New relocatable building | 45 |  |  |  | Click here to enter text. | | 3rd Party Verification | 47 |  |  |  | Click here to enter text. | | Other - |  |  |  |  | Click here to enter text. | | | | | | |

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| **Inspections**  *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=BDxt5PwOwfCVgzd9HR114f) *for guidance* | | | |
| Foundation and Slab |  | Framing and Substrates | Post Lining |
| Drainage |  | Cladding | Tile Membrane |
| Concrete and Blockwork |  | Half High Veneer | Final |
| Tanking |  | Pre Lining |  |
| **Compliance Schedule** | | | |
| No compliance schedule required | | | |

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| **COUNCIL USE ONLY- FINAL SIGN OFF** | | |
| **BC NUMBER** Click here to enter text. | | |
| **TECHONE CHECK** | Building Category (correct or corrected)  If changed state why: Click here to enter text. | Classified use (correct or corrected)  If change state why: Click here to enter text. |

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| **APRROVED** | **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 | |
| **Processing Officer Sign-off**: | **Date**:  Click here to enter text. |

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| **REFUSED** | **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004 | |
| **Processing Officer Sign-off**: | **Date**:  Click here to enter text. |

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| **Supervision Sign Off (if required)** | |
| **Supervisor Sign-off:** | **Date**:  Click here to enter text. |
| **Comments**  Click here to enter text. | |

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| **COUNCIL USE ONLY – Lodgement & Section 45 Check** | | |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| Fee Calculator Received  If no calculator received, Building Control Support to complete AF CALC based on value of work on  Form 2 |  | Click here to enter text. |
| Invoice sent  Fees are based on value of work on Form 2. |  | Click here to enter text. |

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| **Checking Officer (Section 45 check) Name:** Click or tap here to enter text. | **Yes** | **RFI** | **Reasons for decisions/comments** |

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| **Is a Building Consent required?** | | | |
| Exemption Assessment  [Schedule 1](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM5770963.html)/[AFEX Guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=GBuCEb8bqIOrZkyxOYpA9l) & communication templates |  |  | Choose an item.  Click here to enter text. |
| **Building Consent Document Check** | | | |
| **Form 2** completed and signed by owner/agent  Refer to [IS 3.2 guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=Xd8GY9zoBKTpY6mh5oVYA) |  |  | Click here to enter text. |
| **Description of building work** on Form 2 is clear and accurate.  Modify in TechOne to reflect standard wording. |  |  | Click here to enter text. |
| **Proof of ownership submitted**  *Ensure legal description and owners match TechOne + Form 2* |  |  | Choose an item.  Click here to enter text. |
| **Plans**  Legible plans have been provided |  |  | Click here to enter text. |
| **Specifications**  Product or Project Specifications have been provided (if required) |  |  | Click here to enter text. |
| **Section 45 check complete** | | | |
| Select Building Category in TechOne.  [IS CAT Building Category Guidance](https://www.building.govt.nz/building-officials/national-bca-competency-assessment-system/national-bca-competency-assessment-system-levels/) | | | Choose an item. |
| Check Classified Use is correct in TechOne  [Building Regulations 1992, Schedule 1, Clause A1-Classified Uses](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) | | | Choose an item. |
| Complete the TechOne event:   * ‘**Application Check – Further Information Required?**’   + Select ‘**Yes’** or ‘**No’** in Decision field.   + If ‘**Yes’** complete RFI letter and email to applicant.   Receive and check RFI response:   * Complete TechOne event ‘**Application Check – Further Information Received?**’   + Select ‘**Yes’** in Decision field. | | | Click or tap to enter a date. |
| Confirm TechOne Stage/Decision has changed to ‘Applicant Documentation Checked’ | | |  |

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| **Building Support Entering into processing Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| Fees paid  Indicate whether fees paid, amount and date of payment |  | Click here to enter text. |
| Complete TechOne event ‘Application Complete’ by selecting ‘Yes’ in Decision field. |  | Click here to enter text. |