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| CS19SP Residential Swimming Pool Application and Processing Checksheet  | logo |

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| **APPLICANT INFORMATION** |
| 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. The checklist will help ensure that drawings, specifications and other relevant design documents are complete, accurate and demonstrate compliance with the New Zealand Building Code. **Please complete all orange sections** (left side of form) or select N/A where relevant. The reference (*in italics*) provided 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. A suitable quality of documentation is required before QLDC will accept an application for processing. For further information please refer to the MBIE guidance document: [‘Guide to applying for a building consent.'](https://www.building.govt.nz/projects-and-consents/apply-for-building-consent/)**Before completing this checklist please** **ensure the building work fits within the scope of this checksheet:**

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| **Yes** | **No** |  |
| [ ]  | [ ]  | [Classified use](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) (Code Clause A1) – Ancillary – Swimming Pool Fence and Pool (if included) |

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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| **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. |
| **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)[ ] SlippageComplete [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 allotmentsComplete [AF 13.1 Section 75 Certificate Building Over 2 or More Allotments](https://www.qldc.govt.nz/services/building-services/building-consents#residential) | [ ]  | [ ]  | [ ]  | 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. |
| **Producer Statements (PS1s)****Check:*** *Building address*
* *scope of work*
* *building code clauses covered*
* *drawings referenced*
* *verification of design assumptions*
* *construction monitoring and inspection schedule*
* *authors qualification and registration (check on EngNZ register)*
* *signed and dated*
* *supporting documentation (calculations/test report)*
 | [ ]  | [ ]  | [ ]  | 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**) for surrounding paving/ground
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **B STABILITY** |
| [ ]  **N/A** | **B1 Structure / G12 & G13 Services** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Plans:** * site plan and details for pool construction provided
	+ **Proprietary pool system -** manufacturers specification and producer statement (PS1) provided
	+ **Engineered pool design -** engineering calculations and producer statement (PS1) provided
* Location of **water source**, and type of **backflow** prevention device shown

(*para. 3.0 G12/AS1*)* Location of **discharge point** for pool water and filter backwash shown (usually to a gully trap)

(*G13/AS2 or 12.8.7 NZS3500.2 (G13/AS3)*)  | [ ]  | [ ]  | [ ]  | 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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| **F SAFETY OF USERS** |
| [ ]  **N/A** | **F9 Restricting Access to Residential Pools / F4 Safety from Falling** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Cross section of pool barrier** provided detailing construction materials and dimensions.  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Producer statement (PS1)** provided for any proprietary barrier system.  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Pool barriers**: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength *(refer para. 2.0)*Pool wall where **fall** **greater than 1m** – F4 to be considered([see Determinations for guidance](https://www.building.govt.nz/resolving-problems/resolution-options/determinations/determinations-issued?keyword=&bcc%5B%5D=f4-safety-from-falling&topic=pool-safety&action_doSearch=Search#results)) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Gates** in pool barriers *(refer para. 3.0)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Building wall** forming the pool barrier*(refer para. 4.0)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| Construction Documentation & Producer StatementsSee [*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** | **PS4 Producer Statement – Construction Review** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Structural Engineer  | 26 | [ ]  | [ ]  | [ ]  | Add snip of inspections. |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Glass Barriers | 30 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **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** |
| 3rd Party Verification | 47 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=Gp50z0aOVouMSRkGrDTeTJ) *for guidance* |
| [ ]  Drainage | [ ]  Pool and Spa Barrier  |
| [ ]  Concrete and Blockwork | [ ]  Final  |
| **Compliance Schedule** |
| Choose an item. |
| Existing compliance schedule number: Click here to enter text. |

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| **COUNCIL USE ONLY- FINAL SIGN OFF**  |  |
| **BC NUMBER** Click or tap 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 changed 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** |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** | **Complete** |
| Fee Calculator ReceivedIf 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)**  | **Yes** | **RFI** | **Reasons for decisions/comments** |
| **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://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5)  | Choose an item. |
| Check Classified Use is correct in TechOne [Building Regulations 1992, Schedule 1, Clause A1-Classified Uses](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM6632400) | 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.
 | [ ]  |
| Confirm TechOne Stage/Decision has changed to ‘Applicant Documentation Checked’ | [ ]  |
| Name: Click or tap here to enter text. | Date:Click or tap to enter a date. |

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| **Building Support Entering into processing Name:** Click or tap here to enter text. | **Yes** | **Complete** |
| 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. |