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| CS19RW Retaining Wall Building Consent Application & Processing Checksheet  | logo |

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| **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 retaining walls 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/13-support-structures/).If you do not meet the Schedule 1 exemption criteria above, you may be able to apply for a QLDC discretionary exemption.Example: * Engineered retaining wall in residential zone.

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:**

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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 – Retaining walls only |

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)[ ] Slippage | [ ]  | [ ]  | [ ]  | 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 ModificationsComplete [AF WM Application for Waiver or Modification](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance) | [ ]  | [ ]  | [ ]  | 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**)
* **Datum/contours** provided
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| B STABILITY |
| [ ]  **N/A** | **B1 Structure: Landscape Retaining Walls** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Construction details** provided: footings, wall construction, height, surcharge factored into design, timber treatment*(refer Appendix A NZS 4229 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Subsoil drainage**, **silt trap** or similar prior to connection to stormwater, **tanking and protection** specified (check tanking system details)*(refer Appendix A NZS 4229 or SED)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Excavations** potentially affecting neighbouring properties mitigated and **all work (including drainage) within property boundary** *(refer Figure 3.1 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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| 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, sump type and location *(refer 3.2 & 3.4 & 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Public drains** affected / approval, easement created or required *(refer to Certificate of Title &* [*GIS Mapping*](http://qldc.maps.arcgis.com/apps/webappviewer/index.html?id=a421fcd415994785b1614390aa8d34e6)*)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| F SAFETY OF USERS |
| [ ] **N/A** | **F1 Hazardous Agent 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** | **F4 Safety from falling** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Barrier construction** details provided* SED (i.e. glazing/proprietary system covered by PS1) materials
* Fixings
* Durability/Treatment
* Openings
* Height (in relation to stairs, floors, balconies, decks)

*(refer para. 1.0 and* [*MBIE Guidance on Barrier Design*](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure/guidance-on-barrier-design/)*)* | [ ]  | [ ]  | [ ]  | 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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| 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** |
| [ ]  | Engineer  | 26 | [ ]  | [ ]  | [ ]  | Add snip of inspection. |
| [ ]  | 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** |
| [ ]  | Barriers  | 30 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Conditions / Advice Notes** | **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. |
| 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=EnTblfXwYb3J88VZwKlzkw) *for guidance* |
| [ ]  Foundation and Slab | [ ]  Concrete and Blockwork  |
| [ ]  Drainage | [ ]  Final  |
| **Compliance Schedule** |
| **No compliance schedule required** |

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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 – Lodgement & Section 45 Check** |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| 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) Name:** Click or tap here to enter text. | **Yes** | **RFI** | **Reasons for decisions/comments** |
| **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. |