

Let's Get it Right Submitting Your Building Consent

Your guide to the building consent process



This is intended as a guide only to help you through the building consent process

Section A

Documents

| | | |
|---|--|---|
| 1 | Application form | 3 |
| 2 | Specific engineering design..... | 3 |
| 3 | Truss design | 4 |
| 4 | H1 energy efficiency and risk matrix..... | 4 |
| 5 | Specifications..... | 4 |
| 6 | Manufacturer's Technical Information | 5 |

Section B

Plans

| | | |
|---|-------------|---|
| 1 | Plans | 5 |
|---|-------------|---|

Order of documents

Either send hard copy or electronically (the preferred method of receiving documentation is electronically):

A. A4 Documents

1. Application form
2. Engineering reports and calculations, geotechnical investigations and design Producer Statements
3. Truss design and bracing details
4. H1 calculations and risk matrix
5. Specifications
6. Manufacturers technical information, effluent design, logfire, solar heating system, etc.

B. Plans (minimum size A3)

Recommended information and details

Step 1 – Application form

Fully completed (i.e. correct name and contact details, project cost, means of compliance, checklist boxes ticked where applicable, etc).

If Restricted Building Work (RBW) – to include Licensed Building Practitioner (LBP) Design Certificate/s.

Note: Trade LBP names is optional at this stage.

Record of Title – attached and to be current (not older than 1 month).

Building Code – this is a tabulated listing of how the design is proposed to comply with each of the relevant Building Code clauses. This will also greatly assist in processing the consent documents.

Note: The means of compliance must state whether acceptable solutions or alternative solutions are used on each applicable building code clause to show how the building design proposes to meet the relevant building code clauses.

Project Information Memorandum – although optional, having a PIM included in the Building Consent application will assist in a quicker processing as this will readily identify hazards or restrictions affecting the proposed building.

Complete the Application authorisation section and applicable sections of the Appendix.

Step 2 – Specific engineering design

To include engineer's calculation design details, design Producer Statement, intended inspections.

Where required please provide a geotechnical investigation report. This may be a desktop review, a shallow soil investigation or even a full geotechnical report depending on the proposed building and the susceptibility of liquefaction on the site.

Step 3 – Truss design

Details to be site specific (i.e. location, wind zone, snow zone, timber treatment). Layout must include relevant details such as lintel sizes and fixings, truss fixings, truss to frame fixings, roof bracing, point loads/slab thickening, Manufacturer's fabrication statement, design Producer Statement (e.g. Mitek, etc).

Step 4 – H1 energy efficiency and risk matrix

Either Schedule Method, Calculation Method, etc can be used. Must show how the construction R values (not product R values) were derived (e.g. Using R2.6 Pink Batts, brick veneer wall with 90x45 studs and dwangs at 800crs = R2.1 refer to BRANZ House Insulation Guide; Floor – Area/perimeter ratio is 2.9 = R1.4 as per BRANZ House insulation guide, etc). A schedule method showing glazing less than 30% alone does not demonstrate compliance.

Note: Not required for a detached garage.

Risk Matrix – A risk assessment for the external envelope in accordance with E2/AS1.

Step 5 – Specifications

Must be site specific and use current standards (e.g. NZS 3604:2011 not NZS3604:1999), complete description of the workmanship, standards, materials, description of work. Must include specifications to all applicable aspects of the building and services (i.e. Concrete, timber, roofing, wall cladding, internal lining, drainage, cold and hot water supply system, gas supply system, glazing, joinery, floor finishes, electrical).

Step 6 – Manufacturer’s technical information

To include only relevant manufacturer’s technical specification (e.g. Linea details to include installation details only not the whole manual containing direct fix detail, cavity details, parapets, roof to wall, etc). Acceptable Solutions A4 extract to be site specific (i.e. cross out irrelevant details). Complete log fire details (if applicable) including flue details, complete solar heating system (if applicable). If effluent system is included provide complete design and fencing details.

Section B – Plans

Minimum A3 size required for ease of printing and scanning

Site plan

Including boundary setbacks, easements, site levels and site datum, existing buildings (if any), north point, legal description, building size and site coverage, proposed driveway, site finishes, cut and fill details (if any), scale, sediment control, etc. May include drainage plan showing lateral position (if included drainage plan to show pipe size, connection and grades).

Note: Boundary setbacks – to determine recession planes, comply with District Plan rules, fire rating requirements, etc. Site levels – to confirm Finished Floor Level (FFL) to ground clearances, cladding clearances, meet specified drainage gradient, etc.

Floor plan

Showing room and space layout/designation, dimensions of walls and rooms, plan dimensions, window/door location, cross section references. Floor levels relative to site datum, plumbing layout and fixtures, references to detailed drawings, outline of roof, electrical fittings or mechanical ventilations, roof space access, lintel and/or beam sizes, smoke alarms and other relevant details. May include notes such as slip resistance to access routes, access route floor to ground clearance (190mm or less), ventilation, scale, location of meter box and distribution board, etc.

Note: Recommended drawing scale 1:100

Section B – Plans

Minimum A3 size required for ease of printing and scanning

Elevations

Showing roof and wall cladding types, window and door type/openings and direction, roof pitch, FFL to ground clearances, building height, control joints (if applicable), gutter/downpipe and vent locations, skylight (if any), solar panel (if any), flue (if any), chimney (if applicable), deck, references to detailed drawings, scale, etc. May include the risk matrix assessment.

Note: Recommended drawing scale 1:100

Foundation plan

Showing type of proposed foundation.

For concrete floor:

Concrete slab dimension and thickenings, saw cuts, free joints (for 24m slab or greater), internal corner steel.

For timber floor:

Pile layout, subfloor bracing, subfloor ventilation, floor framing and supports.

Specific design:

Pod layout, reinforcing size, type, etc.

Note: Recommended drawing scale 1:100

Sections

Floor levels relative to site datum, wall heights, window/door height dimensions, wall and roof insulation, framing size and spacing, timber treatment, location details, roof pitches, roof cladding type, roof underlay, references to details, key notes, etc.

Note: Recommended drawing scale 1:100

Section B – Plans

Minimum A3 size required for ease of printing and scanning

Drainage plan

Drainage layout, pipe sizes, connections, grades, soak pit size and locations, septic system location (if required).

Note: May be combined with other drawing such as the site plan or foundation plan.

Roof plan

Showing roof bracing, valleys, ridge, hip, gables, downpipe locations. May include roof area calculation for downpipe sizing.

Note: Recommended drawing scale 1:100


Bracing plan


Bracing plan – showing bracing type, length, and location (must comply with NZS3604:2011 if this is the means of compliance used). May include the bracing calculations if not on a separate A4 sheet. Bracing calculations must use correct parameters such as Wind Zone (note Waimakariri is generally High wind zone), earthquake zone, etc.


Construction details

Window, door and roof flashing details (showing air seals over PEF backing rod, head/jamb/sill flashings, sill support bars, roof flashings and cover), foundation details (including cladding overhangs/cover, DPM, dimensions and reinforcement), slab thickening details, post details, cladding junctions, penetration details through roof, internal gutters, valley gutters, soffit and parapet details, deck details (if any), stair details (if any), fire wall details including base fixings (if any), tanking details, meter box flashings, lintel fixing details, tiled shower construction.

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