

Checksheet – minor works (freestanding/inbuilt fires, and minor plumbing and drainage works)

For use with applications for building consent for minor works

Address _____

This checksheet shows you the information that has to be supplied with your building consent application. Please attach the completed checksheet and **two copies** of the following information (unless otherwise specified) with your completed building consent application form.

Please tick each relevant box in the customer use column below as you attach the information. Complete only the sections that apply to your project.

A guidance document is available to help complete the section in the application form on means of 'compliance' for each Building Code clause.

Once you have attached all the required information, please check it is complete as an incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

1. General

Complete for all applications.

Customer use

a) Application form (one copy)

Completed and signed by the owner or by an agent on behalf of the owner.

b) Proof of ownership (one copy)

The Council can usually confirm ownership through its rating information if you have owned the property for more than a few months. Otherwise: if you

- have purchased the property recently (last three months), please provide a copy of your certificate of title
- have not yet completed the purchase of the property, please provide a copy of the purchase agreement
- lease the property, please provide a copy of the relevant portions of the current lease to show you have authority from the owner to do the work.

c) Location plan (1:100) showing:

- physical location of the site in relation to streets or landmarks, north point and lot and DP number
- location of the building on the site and location of work within the building.

d) Application fee

Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.

Office use only

2. Freestanding/inbuilt fires

Complete where the proposal is only for the installation of a fire appliance in an existing building.

Customer use

a) Floor plan (not less than 1:100) showing:

- location of the solid fuel appliance in the dwelling, including proximity to windows. If flue extends through or past a second storey, plans of the upper storeys are also required
- location and type of smoke detectors (required where none are currently installed or where existing smoke detectors need to be replaced or moved).

b) Manufacturer's specifications

- for correct installation and use of the solid fuel appliance
- the specifications must relate to the specific make and model of fire appliance being installed. Alternatively, state the generic standard being applied.

c) Flue details

Where these are not included in the manufacturer's specifications.

Office use only

Customer use

For office only

d) Weatherproofing details

Flashing details for the flue penetrations.

e) Secondhand appliances must have an acceptable producer statement

Producer statements must be from an expert source, be on firms' letterhead, state the residual durability of both the appliance and/or the flue, and be signed and dated.

3. Minor plumbing and/or drainage

Complete only for proposals for plumbing/drainage projects that do not have associated building work
(where the proposal includes plumbing and building work use the single residential dwelling and accessory building checksheet).

Customer use

Office use only

a) Existing floor plan (1:100) showing:

- location of fixtures, fittings and/or drainage
- location and type of smoke detectors.

b) Proposed floor plan (1:100) showing:

- fixtures, fittings and hot water systems
- an isometric layout showing wastes, pipes and falls, if the building is more than one storey high with sanitary fixtures on the upper floors
- ventilation of sanitary rooms
- location and type of smoke detectors.

c) Drainage plan (1:500) showing:

- drainage layout with inspection bends and junctions indicated for both sewer and stormwater
- any other drainage on site, including retaining wall field drains.

(Note: if you have supplied drainage details for surface water disposal on the site plan, no drainage plan is required)

Notes

The issue of a building consent does not relieve the owner of any duty or responsibility under any other Act. Please check with your local territorial authority for other approvals required, including road opening notices.

The following councils have developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.

For office use only

Office/officer verification

Name: _____ Signature: _____ Date: _____