

## CHECKSHEET (Effective from May 2009)

### Minor Works (Freestanding/Inbuilt fires, and minor plumbing and drainage works)

**Address:**

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This check sheet shows you the information that has to be supplied with your building consent application. Please attach **one (1) copy** of the following information (unless otherwise specified) with your completed Building Consent Application form.

Please tick each relevant box in the Customer Use column as you attach the information.

Complete only the sections that are applicable 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 for completeness as an incomplete application or lack of any supporting information will mean that your application cannot be accepted for processing.**

Customer Use		For office use only
<b>1. GENERAL</b>		
<b>COMPLETE FOR ALL APPLICATIONS</b>		
<input type="checkbox"/>	<b>a Application form (one (1) copy)</b> Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	<b>b Proof of ownership (one (1) copy)</b> The Council can usually satisfy itself as to ownership through its rating information if you have owned the property for more than a few months. Otherwise; <input type="checkbox"/> If you have purchased the property recently (last three (3) months) please provide a copy of your certificate of title <input type="checkbox"/> If you have not yet completed the purchase of the property please provide a copy of the purchase agreement <input type="checkbox"/> If you lease the property please provide a copy of the relevant portions of the current lease that indicate that you have authority from the owner to undertake the work	<input type="checkbox"/>
<input type="checkbox"/>	<b>c Location plan (1:100) showing:</b> Physical location of the site in relation to streets or landmarks, north point and lot and DP number. Location of the building within the site and location of work within the building.	<input type="checkbox"/>
<input type="checkbox"/>	<b>d Application fee</b> 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.	<input type="checkbox"/>

Customer Use	2. FREESTANDING / INBUILT FIRES	For office use only
	<b>COMPLETE WHERE THE PROPOSAL IS ONLY FOR THE INSTALLATION OF A FIRE APPLIANCE INTO AN EXISTING BUILDING</b>	
<input type="checkbox"/>	<b>a Floor plan (not less than 1:100) showing:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of the solid fuel appliance in the dwelling, including proximity to any windows. If flue extends through or past a second storey, plans of the upper stories are also required</li> <li><input type="checkbox"/> Location and type of smoke detectors (required where none are currently installed or where existing need to be replaced or moved)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>b Manufacturer's specifications</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> For correct installation and use of the solid fuel appliance</li> <li><input type="checkbox"/> The specifications must relate to the specific make and model of fire being installed. Alternatively state the generic standard being applied</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>c Flue details</b> Where these are not included in the manufacturer's specifications.	<input type="checkbox"/>
<input type="checkbox"/>	<b>d Weatherproofing details</b> Flashing details for the flue penetrations.	<input type="checkbox"/>
<input type="checkbox"/>	<b>e Second-hand appliances must have an acceptable Producer Statement</b> 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.	<input type="checkbox"/>
	<b>3. MINOR PLUMBING AND/OR DRAINAGE</b>	
	<b>COMPLETE ONLY FOR PROJECTS FOR PLUMBING/DRAINAGE PROJECTS THAT DO NOT HAVE ASSOCIATED BUILDING WORK</b>	
	<i>(where the proposal includes plumbing and building work, use the Single Residential Dwelling and Accessory Building Check sheet)</i>	
<input type="checkbox"/>	<b>a Existing floor plan (1:100) showing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of fixtures, fittings and/or drainage</li> <li><input type="checkbox"/> Location and type of smoke detectors</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>b Proposed floor plan (1:100) showing</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fixtures, fittings and hot water systems</li> <li><input type="checkbox"/> If the building is more than one storey high with sanitary fixtures on the upper floors, provide an isometric layout showing wastes, pipes and falls</li> <li><input type="checkbox"/> Ventilation of sanitary rooms</li> <li><input type="checkbox"/> Location and type of smoke detectors</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>c Drainage plan (1:500) showing:</b> (Note: if you have supplied drainage details for surface water disposal on the site plan, no drainage is <ul style="list-style-type: none"> <li><input type="checkbox"/> Drainage layout with inspection bends and junctions indicated for both sewer and stormwater</li> <li><input type="checkbox"/> Any other drainage on site, including retaining wall field drains</li> </ul>	<input type="checkbox"/>

## 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 which may include the need for road opening notices.

The following Councils developed this check sheet in partnership:  
 Kapiti Coast District, Porirua City, Wellington City, Hutt City and Upper Hutt City.