

Non Habitable Building Processing Checklist

Processor Name:		Building Consent No.		
Building Act				Comments/ reason for decision
PIM issued? <i>(subject to conditions)</i>	P	F	N/A	
Sec 26-28 Warnings and Bans	P	F	N/A	
Sec 36 - Has a Development Contribution Notice been attached to the PIM?	P	F	N/A	
Section 37 notice issued?	P	F	N/A	
Sec 67 - Is the building consent subject to a waiver or modification? <i>Sign off by TL/ MBS, condition BC, create information notice, advise Chief Executive, MBIE.</i>	P	F	N/A	
Sec 72 - Is land subject to natural hazards? <i>(Erosion, Falling Debris, Inundation, Subsidence, Slippage) Sign off by TL/ MBS, condition BC, notify appropriate authority for lodgment on title.</i>	P	F	N/A	
Sec 75 - Is the building constructed on 2 or more allotments? <i>Condition BC; notify appropriate authority for lodgment on title. If there are no party walls, or the allotments have been amalgamated, exempt from section 75 Certificate.</i>	P	F	N/A	
Sec 84 –LBP’s or Owner Builder/Designer listed for Restricted building Work <i>(complete separate checklist and create information on property file where owner involved in design or construction)</i>	P	F	N/A	
Sec 112 – Alteration to existing building <i>Cannot reduce compliance with code – record additional considerations at rear of checklist if necessary</i>	P	F	N/A	
Sec 112 (2) <i>Where work wouldn’t proceed if compliance with the code was required – the ability to grant is possible where improvement to attributes that relate to MOE from fire and access and facilities for the disabled outweigh any non compliance with the relevant provisions of the code</i>	P	F	N/A	
Sec 113 - Specified intended life? <i>Condition BC, create information notice.</i>	P	F	N/A	
Sec 115 – Does this application involve a change of use? <i>Comply ANARP with all provisions of building code when changing to household unit. In all other cases ANARP with provisions that relate to means of escape, protection of other property, sanitary facilities, structural performance, fire rating and or access and facilities for disabled.</i>	P	F	N/A	
Site plan mirrors that of C.T. and location of existing building similar to G.V?	P	F	N/A	
Specification				Comments/ reason for decision
Job specific specification	P	F	N/A	
Durability B2				
Durability considerations	P	F	N/A	

Ground Works / Siting / Site Preparation B1,B2,E2				Comments/ reason for decision
Distances to boundaries & other buildings on the site	P	F	N/A	
Special features of land or ground conditions (<i>Engineer Design</i>)?	P	F	N/A	
Is wind zone correctly specified for the site?	P	F	N/A	
Contours on site plan	P	F	N/A	
Silt/ SW runoff mitigated to adjacent property	P	F	N/A	
Footing/ Foundation/ Floor B1,B2,E2				Comments/ reason for decision
Footing size, depth in ground	P	F	N/A	
Reinforcing size and cover (<i>mesh and perimeter</i>)	P	F	N/A	
Masonry block work	P	F	N/A	
Tanking to foundation walls, drainage (<i>intl/ extl</i>)	P	F	N/A	
Up lift for posts (<i>calculations for volume of footing</i>)	P	F	N/A	
Floor height above finished ground level	P	F	N/A	
Hard fill detailed (< 600 mm in depth)	P	F	N/A	
DPM detail	P	F	N/A	
Shrinkage Control Joints	P	F	N/A	
Sub floor bracing calculations and layout	P	F	N/A	
Pile size, grade and treatment	P	F	N/A	
Bearer size, span grade and treatment	P	F	N/A	
Sub floor fixings	P	F	N/A	
Joist size, span grade and treatment (<i>solid blocking etc</i>)	P	F	N/A	
Timber flooring thickness and ground clearance	P	F	N/A	
Wall Framing B1,B2				Comments/ reason for decision
Bottom plate fixings	P	F	N/A	
Framing treatment/ grade	P	F	N/A	
Framing setout appropriate for the cladding system?	P	F	N/A	
Stud height, size & spacing in relation to wind zone correct?	P	F	N/A	
Top plate, lintel fixings / connections for uplift	P	F	N/A	
Lintel size & grade	P	F	N/A	
Bracing/Walls/Roof B1,B2				Comments/ reason for decision
Wall bracing elements & fixings identified & detailed	P	F	N/A	
Wall bracing schedule, calculations & distribution	P	F	N/A	
Roof Bracing (<i>space, plane or ceiling plane</i>)	P	F	N/A	
Roof Framing B1,B2				Comments/ reason for decision
Buildable truss layout/ design statement	P	F	N/A	
Treatment of structural members	P	F	N/A	
Do rafter spacing, spans, size & grade,	P	F	N/A	
Beam, spans & sizes (<i>hip, valley, ridge, verandah</i>)	P	F	N/A	
Purlin spacing's, span, size, grade,	P	F	N/A	
Roof framing fixings (<i>truss, purlin beams, rafters etc</i>)	P	F	N/A	

Roof Cladding E1,E2				Comments/ reason for decision
Roof type, profile and pitch	P	F	N/A	
Roofing underlay (<i>spreaders over concrete tiled roof, requirement for anti-ponding bds <17°</i>)	P	F	N/A	
Have details & flashings been provided for the hips, ridges, valleys, aprons & barges?	P	F	N/A	
Internal metal gutter capacity & overflow	P	F	N/A	
Exterior Cladding B2,E2				Comments/ reason for decision
Type of cladding/ claddings (<i>risk matrix if applicable</i>)	P	F	N/A	
Building wrap specified appropriate & compatible with cladding. (<i>air barrier</i>) Refer E2, Table 23.	P	F	N/A	
Flashing details provided for window & door openings	P	F	N/A	
Internal and external corner details are provided	P	F	N/A	
Are all fixings relevant for bracing & or corrosion zone?	P	F	N/A	
Stormwater Drainage E1				Comments/ reason for decision
External gutters (<i>capacity per down pipe/m2 roof</i>)	P	F	N/A	
Downpipes (<i>per m2 of roof</i>)	P	F	N/A	
Are sump details provided (<i>E1 surface water control for hardstand areas</i>)?	P	F	N/A	
Soak hole size been specified for catchment? (<i>50m of roof/ paved area per soak hole – guidance – min 900dia x 1200mm deep or SED for poor draining areas</i>).	P	F	N/A	
Stormwater control behind retaining walls	P	F	N/A	
Control of fire spread C1-6				Comments/ reason for decision
Risk Group identified (AS1 only applies to outbuildings associated with a dwelling),	P	F	N/A	
Fire safety systems. <ul style="list-style-type: none"> Occupancy numbers Storage height (>3m = 180 FRR minutes perhaps) Fire alarm/sprinkler Fire Resistant Rating 	P	F	N/A	
Means of escape <ul style="list-style-type: none"> DEOP and TOP lengths Possible storage affecting escape routes Exit doors 	P	F	N/A	
Construction methodology <ul style="list-style-type: none"> Walls (<i>Bottom plate/stud fixing details Cantilevered foundation/ slab detail</i>) (<i>Non-combustible when within 1m of boundary</i>). 	P	F	N/A	
Eaves encroachment and or separation to other buildings – Notional boundary. <ul style="list-style-type: none"> (<i>Roof/eaves extend to within 650mm of a boundary, the eaves and supporting wall needs to be fire rated 30/30/30.</i>) 	P	F	N/A	
Is this an open sided building (<i>open on 2 sides</i>) <ul style="list-style-type: none"> <40m square requires Property rating of 30 minutes if closer than 0.3m to boundary. >40m square requires Property rating of 30 minutes if closer than 1m or where a WB risk group 3m to boundary 	P	F	N/A	
Fire Service Vehicular access.	P	F	N/A	

Fire protection of adjacent spaces are necessary where they contain risk groups SI or SM .	P	F	N/A	
Accessibility considerations?	P	F	N/A	

Alternative Solutions

- Alternative solutions involving structural, geotechnical, fire, weather tight, acoustic, HVAC, energy efficiency and fire design will be peer reviewed by a contractor/specialist
- Before finalizing a decision of whether to accept or refuse an alternative solution the processor will obtain a peer review from their Team Leader/Technical Leader
- In making a decision, the Building Consent Assessor may give consideration to (but is not limited to) comparison with acceptable solutions, other documents, standards, best practice guides, publications, expert opinion, determinations, in-service history, product certification – compliance with Building Code objectives. Consideration may also be given to industry guidance provided in BRANZ Bulletin #456 (Dec 2004).

Alternative Solutions, Change of use, ANARP, Section 112 - Reasons for Decisions continued and or other considerations

P = Pass = Compliance with the Building Code
F= Fail = Non-compliance with the Building Code
N/A = Considered but Not Applicable to this Project

Producer Statements

Acceptance Guidelines

PS will be accepted from approved persons recognised as having appropriate technical competence / qualifications / experience / history within their specific discipline.

Circle Statement Type:

PS 1 – Design

PS 2 – Design Review

Comments:

Category: (circle)

PSI

CALCS

SPECS

DRAWINGS

PS2

Producer Statements formatted as below & architectural plans are signed by Engineer

Structural

Geotechnical

Other

Condition Consent for Construction Monitoring
(CM 1-5 on PS1 or check covering letter or form 2)

Producer Statements;

A Producer Statement requires the following as a minimum requirement to be accepted by the Rotorua District Council for proprietary buildings:

- A written statement
- Header with 'Producer Statement'
- Who is issuing the Producer Statement (suitably qualified and author of Producer Statement)
- Who has completed or designed the work identified (qualifications to undertake the work required)?
- The product name and specifications for application of product used (where applicable)
- What parts/clauses of the Building Code the work relates to
- Clearly identifying what part of the building consent work is covered by the Producer Statement
- Provide the sum of Professional Indemnity Insurance held
- The author's name and signature
- Qualifications
- Address
- Registration Number
- Membership of Professional Organisation
- Date the Producer Statement was produced.

Statement of Compliance;

1. Rotorua District Council will accept a statement of compliance in assessing compliance with the Building Code. Statements of compliance can include, but are not limited to:

- Specific design from a non engineer

2. Statements of compliance require the following as a minimum to be accepted by the Rotorua District Council:

- | | |
|--|---|
| <input type="checkbox"/> Who has issued the statement of compliance | <input type="checkbox"/> Date |
| <input type="checkbox"/> Product name | <input type="checkbox"/> Name and signature |
| <input type="checkbox"/> Address of relevant property (where applicable) | <input type="checkbox"/> Registration/license number (where applicable) |
| <input type="checkbox"/> Description of application (where applicable) | <input type="checkbox"/> Address of author |

Notes on Acceptance of Producer Statement and/or Statement of Compliance (Reasons for your decision to accept from a particular author):

GRANTING BUILDING CONSENT

Sign the application form to grant the building consent once satisfied on reasonable grounds that if the building work was to be constructed in accordance with the approved documents, then compliance with the Building Code will be met.