| **Processor Name:** | **Building Consent No.** | | | |
|---|---|---|---|---|
| **Building Act** | | | | **Reason for decision/compliance path** |
| Owners approval for BC *ensure that any private or confidential information is blanked out or removed* | **P** | **F** | **N/A** | |
| PIM issued? (*subject to conditions*) | **P** | **F** | **N/A** | |
| Sec 26-28 Warnings and bans.<br>*Bella Vista home?* | **P** | **F** | **N/A** | |
| Sec 36 - Has a Development Contribution Notice been attached to the PIM? | **P** | **F** | **N/A** | |
| Sec 37 –Notice to be completed and issued?<br>*Does this project affect a listed historic building*? | **P** | **F** | **N/A** | |
| Sec 39 - Are there any issues associated with Historic Places Trust? | **P** | **F** | **N/A** | |
| Sec 67 - Is the building consent subject to a waiver or modification? *Sign off by TL/ MBS, condition BC, create information notice, and advise Chief Executive, MBIE.* | **P** | **F** | **N/A** | |
| Sec 72 - Natural hazards – (Erosion, Falling Debris, Inundation, Subsidence, Slippage) Contours on site plan- *consideration of stability of the property/building, Geotech report assessed* | **P** | **F** | **N/A** | |
| Sec 75 - Is the building constructed on 2 or more allotments? *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.* | **P** | **F** | **N/A** | |
| Sec 84 – Owner Builder/Designer listed for Restricted building Work *(Complete CPF-24 Restricted Building Work Record and create information on property file where owner involved in design or construction)* | **P** | **F** | **N/A** | |
| Sec 84 – LBP design memorandum provided<br>• *Cat 1 (SH <12 Risk score, single household)*<br>• *Cat 2 (SH >12 Risk score or not SH(mixed)<10m)*<br>• *Cat 3 (SH >12 Risk score or not SH(mixed)>10m)* | **P** | **F** | **N/A** | |
| LBP working at correct level *(engineers and architects are unrestricted)*<br>When reconstructing a dwelling separated for transportation to site has the weathertightness structure etc. been included within Form 2A | **P** | **F** | **N/A** | |
| Sec 84 – LBP's nominated for construction phase *(complete "Restricted Building Work Record" form)* | **P** | **F** | **N/A** | |
| Sec 112 – Alteration to existing building *Cannot reduce compliance with code – record additional considerations at rear of checklist if necessary* | **P** | **F** | **N/A** | |
| Sec 112 (2) *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* | **P** | **F** | **N/A** | |
| Sec 113 - Specified intended life? *Condition BC, create information notice.* | **P** | **F** | **N/A** | |

| | | | | |
|---|---|---|---|---|
| Sec 269 – Product certification and<br>Sec 272 - Modular Component Manufacturer<br>• *Are modular components used in this project?*<br>• *Is the manufacturer certified?*<br>• *Is the product certificate current?* | **P** | **F** | **N/A** | |
| Sec 363 COPU required as part of the building consent?<br>• Means of escape<br>• Accessibility<br>• Construction and demolition hazards<br>• Specified systems | **P** | **F** | **N/A** | |
| Sec 362V - Is the building a household unit being constructed by or on behalf of a commercial on seller for the purpose of sale? | **P** | **F** | **N/A** | |
| Check council records<br>• Pre-approval records<br>• Land features (consent notices/hazards)<br>• Previous plans against those submitted *(unlawful work in existing building)*<br>• Live complaints in system (Ozone) | **P** | **F** | **N/A** | |
| Site plan mirrors that of C.T. and location of existing building similar to G.V? | **P** | **F** | **N/A** | |
| Resite/builders condition report or copy of CCC if recent. | **P** | **F** | **N/A** | |
| **Specification** | | | | **Reason for decision/compliance path** |
| Job specific specification content review | **P** | **F** | **N/A** | |
| **B1 - Structure – Site Requirements** | | | | **Reason for decision/compliance path** |
| Wind zone assessment | **P** | **F** | **N/A** | |
| EQ zone assessment | **P** | **F** | **N/A** | |
| Geotechnical assessment | **P** | **F** | **N/A** | |
| Critical platform/floor height *(condition consent)* | **P** | **F** | **N/A** | |
| Potential for proposed site work to damage other property | **P** | **F** | **N/A** | |
| Contours/heights/cut/fill details | **P** | **F** | **N/A** | |
| Distance to other buildings on site & boundaries | **P** | **F** | **N/A** | |
| Construction monitoring for ground modification | **P** | **F** | **N/A** | |
| **B1 - Structure – Foundations and Floors including Deck** | | | | **Reason for decision/compliance path** |
| Scope assessment *e.g. within scope or NZS:3604* | **P** | **F** | **N/A** | |
| Concrete foundation design<br>• Type of foundation/s<br>• Correct size<br>• Correct steel (size, grade, centers)<br>• SED | **P** | **F** | **N/A** | |
| Timber piles<br>• Size<br>• Treatment | **P** | **F** | **N/A** | |
| Concrete Foundation wall<br>• Type<br>• Std xxxx<br>• SED | **P** | **F** | **N/A** | |
| Concrete floor/s design<br>• Std xxxx<br>• Code mark<br>• SED<br>• Hard fill<br>• Reinforcing | **P** | **F** | **N/A** | |
| Control/free joints | **P** | **F** | **N/A** | |

| | | | | |
|---|---|---|---|---|
| Footing design for uplift resistance | **P** | **F** | **N/A** | |
| Timber foundation wall<br>• Grade<br>• Span and LD<br>• Centers | **P** | **F** | **N/A** | |
| Support for:<br>• Load points/walls<br>• Under braced wall<br>• Non load bearing walls | **P** | **F** | **N/A** | |
| Stringers<br>• Grade<br>• Span and LD<br>• Centers<br>• Fixings | **P** | **F** | **N/A** | |
| Bearers<br>• Grade<br>• Span and LD<br>• Centers | **P** | **F** | **N/A** | |
| Floor load (KPA) | **P** | **F** | **N/A** | |
| Floor Joists Layout<br>• Grade<br>• Span<br>• Centers<br>• Cantilevered | **P** | **F** | **N/A** | |
| Floor joist/bearer joints where building split | **P** | **F** | **N/A** | |
| Floor Joist Support<br>• Lateral support<br>• Withstand barrier loads | **P** | **F** | **N/A** | |
| Flooring/decking<br>• Type<br>• Height above floor | **P** | **F** | **N/A** | |
| Barrier design supported by floor/joists<br>• SED<br>• Other | **P** | **F** | **N/A** | |
| Penetrations to Joists<br>• SED<br>• Other | **P** | **F** | **N/A** | |
| Sub floor bracing | **P** | **F** | **N/A** | |
| Sub floor fixings<br>• Pile to bearer<br>• Bearer to joist | **P** | **F** | **N/A** | |
| Subfloor ventilation, access and crawl space | **P** | **F** | **N/A** | |
| Concrete strength | **P** | **F** | **N/A** | |
| Connection of structure when moved in multiple pieces | **P** | **F** | **N/A** | |
| Specific Engineer Design<br>• Type (list)<br>• PS1<br>• Calculations<br>• Construction monitoring<br>• PS author acceptance | **P** | **F** | **N/A** | |
| Specific Engineer Design – Documentation<br>The responsible design engineer shall review and certify all architectural drawings incorporating engineering design details prepared by the designer. | **P** | **F** | **N/A** | |
| B1 – Structure alternative solution | **P** | **F** | **N/A** | |
| **B2 - Durability** | | | | **Reason for decision/compliance path** |
| Timber treatment *(all)* | **P** | **F** | **N/A** | |

| | | | | |
|---|---|---|---|---|
| Concrete and masonry | **P** | **F** | **N/A** | |
| Steel fixings and fastenings | **P** | **F** | **N/A** | |
| Engineered elements | **P** | **F** | **N/A** | |
| Material compatibility | **P** | **F** | **N/A** | |
| Microclimatic considerations<br>(*a) Industrial contamination and corrosive atmospheres; (b) Contamination from agricultural chemicals or fertilisers; and*<br>*(c) Geothermal hot spots. Hot spots are defined as being within 50 m of a bore, mud pool, steam vent, or other source.*<br>Microclimatic conditions (a) to (c) require SED. | **P** | **F** | **N/A** | |
| **C1-6 Protection from Fire - Prevention** | | | | **Reason for decision/compliance path** |
| Use separate checklist for fuel burner | **P** | **F** | **N/A** | Use separate checklist for fuel burner |
| **C1-6 Protection from Fire MOE** | | | | **Reason for decision/compliance path** |
| Compliance path assessed *(C/AS2, C/VM 2 etc.)* | **P** | **F** | **N/A** | |
| Escape path lengths | **P** | **F** | **N/A** | |
| Number of exits | **P** | **F** | **N/A** | |
| Fire Safety Precautions<br>*Design considerations?* | **P** | **F** | **N/A** | |
| **D1 – Access Routes** | | | | **Reason for decision/compliance path** |
| Vehicle access *(<1:4 gradient)* | **P** | **F** | **N/A** | |
| Access route<br>• Min or one required to main entry | **P** | **F** | **N/A** | |
| Slip resistance<br>• Slip resistance *(wet and dry)* | **P** | **F** | **N/A** | |
| Stairs - Internal and or External<br>• Width for stair classification<br>• Rise and tread for stair classification<br>• Handrail | **P** | **F** | **N/A** | |
| **D2 – Mechanical Installation for Access** | | | | **Reason for decision/compliance path** |
| Platform and low speed lifts<br>• Confirm NZS:4334 (D2/AS2)<br>• Refer to std for key considerations | **P** | **F** | **N/A** | |
| Specific Design –<br>• Elements<br>• Supporting documents<br>• PS1<br>• Construction monitoring<br>• PS author acceptance | | | | |
| **E1 – Surface Water** | | | | **Reason for decision/compliance path** |
| Run off and sediment control during construction | **P** | **F** | **N/A** | |
| FFL – surface water not to enter buildings | **P** | **F** | **N/A** | |
| Stormwater drainage<br>• Correct lateral<br>• Pipe size<br>• Gradient<br>• Junctions<br>• Cover | **P** | **F** | **N/A** | |
| Soakholes (*50m of roof/ paved area per soak hole – guidance – min 900dia x 1200mm deep or SED for poor draining areas)*. | **P** | **F** | **N/A** | |
| Soak holes, soakage fields and drains clear of structures and or slopes on site | **P** | **F** | **N/A** | |
| Down pipe size | **P** | **F** | **N/A** | |
| Sump details (*E1 surface water control for hardstand areas*)? | **P** | **F** | **N/A** | |


Document Set ID: 1372069
Version: 65, Version Date: 29/07/2026

| | | | | |
|---|---|---|---|---|
| Stormwater concentrated by buildings or site works disposed of so as to not to cause nuisance to other property as a result of a 10% AEP event. | **P** | **F** | **N/A** | |
| Specific Design –<br>• Elements<br>• Supporting documents<br>• PS1<br>• Construction monitoring<br>• PS author acceptance | **P** | **F** | **N/A** | |


Document Set ID: 1372069
Version: 65, Version Date: 29/07/2026

| E2 – External Moisture | | | | Reason for decision/compliance path |
|---|---|---|---|---|
| FFL above ground | **P** | **F** | **N/A** | |
| DPM under slab | **P** | **F** | **N/A** | |
| Cladding junctions where joined after moved in multiple pieces | **P** | **F** | **N/A** | |
| **E2 – External Moisture – Roof Cladding** | | | | **Reason for decision/compliance path** |
| Roof junctions where joined after moved in multiple pieces | **P** | **F** | **N/A** | |
| **F1 – Hazardous Agents on Site** | | | | **Reason for decision/compliance path** |
| Hydrogen Sulphide<br>• Membrane (*under floor and below ground)*<br>• Ventilation *(subfloor/confined spaces)* | **P** | **F** | **N/A** | |
| Hydrogen sulphide effects - assessment of potential effects on building occupants provided *(extreme sites where users incapacitated in some way e.g. sleeping or care)* | **P** | **F** | **N/A** | |
| Contaminated land *(check property file/planning comments – HAIL sites, asbestos may be present where old buildings demolished on site)* | **P** | **F** | **N/A** | |
| **F2 – Hazardous Building Materials** | | | | **Reason for decision/compliance path** |
| Glazing to NZS:4223<br>• Barriers *(top or interlinked rails)* | **P** | **F** | **N/A** | |
| Glazing Specific Engineer Design<br>• Elements<br>• Supporting documents<br>• PS1<br>• Construction monitoring<br>• PS author acceptance | **P** | **F** | **N/A** | |
| Asbestos (Alterations)<br>• Identification process<br>• Mitigation process<br>• Clearance certificate required? | **P** | **F** | **N/A** | |
| **F3 – Hazardous Substances and Processes** | | | | **Reason for decision/compliance path** |
| Doesn't apply to residential dwellings | **P** | **F** | **N/A** | |
| **F4 – Safety from Falling** | | | | **Reason for decision/compliance path** |
| Fall barrier protection<br>• Fall 1 meter of more to a surface where fall is arrested *(e.g. ground level outside a WC window, lake bed)*<br>• Where there is a sudden change in level<br>• Roofs with permanent access | **P** | **F** | **N/A** | |
| Construction methodology including height | **P** | **F** | **N/A** | |
| Specific engineering design<br>• Elements<br>• Supporting documents<br>• PS1<br>• Construction monitoring<br>• PS author acceptance | **P** | **F** | **N/A** | |
| **F5 – Construction and Demolition Hazards** | | | | **Reason for decision/compliance path** |
| Restricted access/ barriers/ hoardings and fences (consideration given to type, location, other activities in close proximity)<br>• Water Hazards *(barriers/ hoardings and fences)*<br>• Gantries *(walls and toeboards)* | **P** | **F** | **N/A** | |

| F6 – Visibility in Escape Routes | | | | Reason for decision/compliance path |
|---|---|---|---|---|
| Doesn't apply to detached dwellings, household units or within multi-unit dwellings | P | F | N/A | Doesn't apply to detached dwellings, household units or within multi-unit dwellings |
| **F7 – Warning Systems** | | | | **Reason for decision/compliance path** |
| Location of any type 1 alarm | P | F | N/A | |
| F7 Warning System alternative solution | P | F | N/A | |
| **F8 – Signs** | | | | **Reason for decision/compliance path** |
| Doesn't apply to detached dwellings, or within multi-unit dwellings | P | F | N/A | Doesn't apply to detached dwellings, or within multi-unit dwellings |
| **F9 – Restricting Access to Residential Pools** | | | | **Reason for decision/compliance path** |
| Use separate checklist | P | F | N/A | Use separate checklist |
| **G1 – Personal Hygiene** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | P | F | N/A | Not considered – Sec 112 applies |
| **G2 – Laundering** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | P | F | N/A | Not considered – Sec 112 applies |
| **G3 – Food Preparation & Prevention of Contamination** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | P | F | N/A | Not considered – Sec 112 applies |
| **G4 – Ventilation** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | P | F | N/A | Not considered – Sec 112 applies |
| **G5 – Interior Environment** | | | | **Reason for decision/compliance path** |
| Does not apply to residential dwellings | P | F | N/A | Does not apply to residential dwellings |
| **G6 – Airborne & Impact Sound** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | P | F | N/A | Not considered – Sec 112 applies |
| **G7 – Natural Light** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | P | F | N/A | Not considered – Sec 112 applies |
| **G8 – Artificial Light** | | | | **Reason for decision/compliance path** |
| Does not apply to residential dwellings | P | F | N/A | Does not apply to residential dwellings |
| **G9 – Electricity** | | | | **Reason for decision/compliance path** |
| Compliance path | P | F | N/A | |
| **G10 – Piped Services** | | | | **Reason for decision/compliance path** |
| Type of fluid or solid being piped *(radiators etc)* | P | F | N/A | |
| **G11 – Gas as an Energy Source** | | | | **Reason for decision/compliance path** |
| Compliance path | P | F | N/A | |
| **G12 – Water Supplies** | | | | **Reason for decision/compliance path** |
| Potable water supply *(tested if own supply)* | P | F | N/A | |
| Hot and cold supplied for utensil washing and personal washing, showering or bathing | P | F | N/A | |
| Protection of water supplies *(hazard categorisation)* | P | F | N/A | |
| **G13 – Foul Water** | | | | **Reason for decision/compliance path** |
| Specific installation Std noted | P | F | N/A | |
| Waste pipe size / gradients | P | F | N/A | |
| Waste pipe length / venting (*stacks, multi fixtures to discharge pipe*) | P | F | N/A | |
| Correct lateral and depth to allow gravity feed | P | F | N/A | |
| Drainage pipe size / gradients | P | F | N/A | |

| | | | | |
|---|---|---|---|---|
| Drainage pipe length / ventilation | **P** | **F** | **N/A** | |
| Overflow relief gully (ORG) | **P** | **F** | **N/A** | |
| Access/ inspection/ rodding points or chambers (*entering or exiting under slab*) | **P** | **F** | **N/A** | |
| Correct coverage to drains | **P** | **F** | **N/A** | |
| Drainage trench clear of foundations and away from slopes | **P** | **F** | **N/A** | |
| Gullies being charged (ORG & FWG) *FWG must be charged by a fixture within the same room* | **P** | **F** | **N/A** | |
| **G13 – Foul Water – On site disposal** | | | | **Reason for decision/compliance path** |
| Site plan with contours and any water course | **P** | **F** | **N/A** | |
| Main and reserve field dimensions and location | **P** | **F** | **N/A** | |
| Location of test holes and cross section of soil at these locations – correct soil definition | **P** | **F** | **N/A** | |
| Design calculations assessed including<br>• Number of rooms<br>• Occupancy load<br>• Total trench length<br>• Septic tank size where applicable<br>• Ground water depth | **P** | **F** | **N/A** | |
| Sizes of effluent drain pipes and formation *(slotted)* | **P** | **F** | **N/A** | |
| Effluent drains *(limitations on length of field and must be laid level)* | **P** | **F** | **N/A** | |
| Cross section of effluent trench/mounds | **P** | **F** | **N/A** | |
| Has Regional Council approval been granted for onsite disposal? | **P** | **F** | **N/A** | |
| Specific design or to AS/NZS 1547 (*either way check if compliant with regional plan?)* | **P** | **F** | **N/A** | |
| Specific engineering design<br>• Elements<br>• Supporting documents<br>• PS1<br>• Construction monitoring<br>• PS author acceptance | **P** | **F** | **N/A** | |
| **G14 – Industrial Liquid Waste** | | | | **Reason for decision/compliance path** |
| Does not apply to residential dwellings | **P** | **F** | **N/A** | Does not apply to residential dwellings |
| **G15 – Solid Waste** | | | | **Reason for decision/compliance path** |
| Does not apply to: *Detached Dwellings, household units of Multi-unit Dwellings, Outbuildings or Ancillary buildings if there is independent access or private open space at ground level.* | **P** | **F** | **N/A** | Does not apply to: *Detached Dwellings, household units of Multi-unit Dwellings, Outbuildings or Ancillary buildings if there is independent access or private open space at ground level.* |
| **H1 – Energy Efficiency** | | | | **Reason for decision/compliance path** |
| Not considered – Sec 112 applies | **P** | **F** | **N/A** | Not considered – Sec 112 applies |

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

**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 Officer 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).

| Other considerations including alternative Solutions, change the use, ANARP, Section 112 - Reasons for Decisions |
|---|
| |

| Specified Systems to be installed or removed | | | | | | | Y | N |
|---|---|---|---|---|---|---|---|---|
| Existing, New, Altered, Removed, Inspection & Maintenance Supplied, BC Endorsed (circle where applicable) | | | | | | | | |
| S/S Type | NA | Exist | New | Alt | Rem | Inspection and maintenance supplied and checked - *record compliance decision* | BC End | |
| SS16 *(Cable Car)* | NA | Exist | New | Alt | Rem | *I&M* | BC End | |
| **Compliance Schedule Draft and Save to P File (New Buildings & Tenancy Fit Outs (√)** | | | | | | | | |

## 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.


Document Set ID: 1372069
Version: 65, Version Date: 29/07/2026