

Residential Resited Building Processing Checklist

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. <i>Bella Vista home?</i>	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 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 <ul style="list-style-type: none"> • Cat 1 (SH <12 Risk score, single household) • Cat 2 (SH >12 Risk score or not SH(mixed)<10m) • 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) 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 363 COPU required as part of the building consent? <ul style="list-style-type: none"> Means of escape Accessibility Construction and demolition hazards 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 <ul style="list-style-type: none"> Pre-approval records Land features (consent notices/hazards) Previous plans against those submitted (<i>unlawful work in existing building</i>) 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 (<i>condition consent</i>)	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 <i>e.g. within scope or NZS:3604</i>	P	F	N/A	
Concrete foundation design <ul style="list-style-type: none"> Type of foundation/s Correct size Correct steel (size, grade, centers) SED 	P	F	N/A	
Timber piles <ul style="list-style-type: none"> Size Treatment 	P	F	N/A	
Concrete Foundation wall <ul style="list-style-type: none"> Type Std xxxx SED 	P	F	N/A	
Concrete floor/s design <ul style="list-style-type: none"> Std xxxx Code mark SED Hard fill Reinforcing 	P	F	N/A	
Control/free joints	P	F	N/A	
Footing design for uplift resistance	P	F	N/A	

Timber foundation wall <ul style="list-style-type: none"> Grade Span and LD Centers 	P	F	N/A	
Support for: <ul style="list-style-type: none"> Load points/walls Under braced wall Non load bearing walls 	P	F	N/A	
Stringers <ul style="list-style-type: none"> Grade Span and LD Centers Fixings 	P	F	N/A	
Bearers <ul style="list-style-type: none"> Grade Span and LD Centers 	P	F	N/A	
Floor load (KPA)	P	F	N/A	
Floor Joists Layout <ul style="list-style-type: none"> Grade Span Centers Cantilevered 	P	F	N/A	
Floor joist/bearer joints where building split	P	F	N/A	
Floor Joist Support <ul style="list-style-type: none"> Lateral support Withstand barrier loads 	P	F	N/A	
Flooring/decking <ul style="list-style-type: none"> Type Height above floor 	P	F	N/A	
Barrier design supported by floor/joists <ul style="list-style-type: none"> SED Other 	P	F	N/A	
Penetrations to Joists <ul style="list-style-type: none"> SED Other 	P	F	N/A	
Sub floor bracing	P	F	N/A	
Sub floor fixings <ul style="list-style-type: none"> Pile to bearer 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 <ul style="list-style-type: none"> Type (list) PS1 Calculations Construction monitoring PS author acceptance 	P	F	N/A	
B1 – Structure alternative solution	P	F	N/A	
B2 - Durability	Reason for decision/compliance path			
Timber treatment (<i>all</i>)	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 (a) Industrial contamination and corrosive atmospheres; (b) Contamination from agricultural chemicals or fertilisers; and (c) Geothermal hot spots. Hot spots are defined as being within 50 m of a bore, mud pool, steam vent, or other source. 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/MM 2 etc.)	P	F	N/A	
Escape path lengths	P	F	N/A	
Number of exits	P	F	N/A	
Fire Safety Precautions <i>Design considerations?</i>	P	F	N/A	
D1 – Access Routes				Reason for decision/compliance path
Vehicle access (<1:4 gradient)	P	F	N/A	
Access route <ul style="list-style-type: none"> Min or one required to main entry 	P	F	N/A	
Slip resistance <ul style="list-style-type: none"> Slip resistance (<i>wet and dry</i>) 	P	F	N/A	
Stairs - Internal and or External <ul style="list-style-type: none"> Width for stair classification Rise and tread for stair classification Handrail 	P	F	N/A	
D2 – Mechanical Installation for Access				Reason for decision/compliance path
Platform and low speed lifts <ul style="list-style-type: none"> Confirm NZS:4334 (D2/AS2) Refer to std for key considerations 	P	F	N/A	
Specific Design – <ul style="list-style-type: none"> Elements Supporting documents PS1 Construction monitoring 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 <ul style="list-style-type: none"> Correct lateral Pipe size Gradient Junctions 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	

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 – <ul style="list-style-type: none"> • Elements • Supporting documents • PS1 • Construction monitoring • PS author acceptance 	P	F	N/A	

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 <ul style="list-style-type: none"> Membrane (<i>under floor and below ground</i>) Ventilation (<i>subfloor/confined spaces</i>) 	P	F	N/A	
Hydrogen sulphide effects - assessment of potential effects on building occupants provided (<i>extreme sites where users incapacitated in some way e.g. sleeping or care</i>)	P	F	N/A	
Contaminated land (<i>check property file/planning comments – HAIL sites, asbestos may be present where old buildings demolished on site</i>)	P	F	N/A	
F2 – Hazardous Building Materials				Reason for decision/compliance path
Glazing to NZS:4223 <ul style="list-style-type: none"> Barriers (<i>top or interlinked rails</i>) 	P	F	N/A	
Glazing Specific Engineer Design <ul style="list-style-type: none"> Elements Supporting documents PS1 Construction monitoring PS author acceptance 	P	F	N/A	
Asbestos (Alterations) <ul style="list-style-type: none"> Identification process Mitigation process 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 <ul style="list-style-type: none"> Fall 1 meter of more to a surface where fall is arrested (<i>e.g. ground level outside a WC window, lake bed</i>) Where there is a sudden change in level Roofs with permanent access 	P	F	N/A	
Construction methodology including height	P	F	N/A	
Specific engineering design <ul style="list-style-type: none"> Elements Supporting documents PS1 Construction monitoring 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) <ul style="list-style-type: none"> Water Hazards (<i>barriers/ hoardings and fences</i>) Gantries (<i>walls and toeboards</i>) 	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 (<i>radiators etc</i>)	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 (<i>tested if own supply</i>)	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 (<i>hazard categorisation</i>)	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 (<i>stacks, multi fixtures to discharge pipe</i>)	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) <i>FWG must be charged by a fixture within the same room</i>	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 <ul style="list-style-type: none"> Number of rooms Occupancy load Total trench length Septic tank size where applicable Ground water depth 	P	F	N/A	
Sizes of effluent drain pipes and formation (<i>slotted</i>)	P	F	N/A	
Effluent drains (<i>limitations on length of field and must be laid level</i>)	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 (<i>either way check if compliant with regional plan?</i>)	P	F	N/A	
Specific engineering design <ul style="list-style-type: none"> Elements Supporting documents PS1 Construction monitoring 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: <i>Detached Dwellings, household units of Multi-unit Dwellings, Outbuildings or Ancillary buildings if there is independent access or private open space at ground level.</i>	P	F	N/A	Does not apply to: <i>Detached Dwellings, household units of Multi-unit Dwellings, Outbuildings or Ancillary buildings if there is independent access or private open space at ground level.</i>
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
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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 - <i>record compliance decision</i>	BC End
SS16 <i>(Cable Car)</i>	NA	Exist	New	Alt	Rem	<i>I&M</i>	BC End

Compliance Schedule Draft and Save to P File (New Buildings & Tenancy Fit Outs) (✓)	
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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.