

ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

Form 2AA

Application No/SDPIM: _____

Property ID #: _____

Application for project information memorandum for non-consented small standalone dwelling Section 33, Building Act 2004

1. THE BUILDING [if item is not applicable put N/A in the space]

Street address of site: _____

[If no street address – details of nearest intersection] _____

Legal description of land where building is located: Lot _____ DP _____ Site area _____ m²
Sec _____ Block _____

Proposed location of building within site: [Include nearest street access] _____

Total floor area: _____

2. OWNER

Name of Owner: _____

Contact person: _____

Mailing address: _____

Street address/registered office: _____

Phone No: _____ Landline: _____

Mobile: _____ Daytime: _____

After hours: _____ Facsimile: _____

Email Address: _____

Internet Site: _____

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

☐ Certificate of Title ☐ Lease Agreement

☐ Agreement for Sale and Purchase ☐ Other document

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent: _____

Contact person: _____

Mailing address: _____

Street address/registered office: _____

Phone No: _____ Landline: _____

Mobile: _____ Daytime: _____

After hours: _____ Facsimile: _____

Email Address: _____

Internet Site: _____

Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf] _____

FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH TERRITORIAL AUTHORITY [Mark boxes as appropriate]

Further information ☐ Agent ☐ Owner

Correspondence ☐ Agent ☐ Owner

Invoicing: ☐ Agent ☐ Owner

Additional copy of PIM ☐

4. APPLICATION [Tick if applicable]

I, *[name]* _____ request that you issue a project information memorandum for the non-consented small standalone dwelling described in this application:

Signature: _____ Date: _____

The signature is that of the ☐ Owner OR the ☐ Agent on behalf of and with the approval of the Owner.

Space for territorial authority use: _____

5. PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

6. THE PROJECT

Description of proposed building work:

Include information about known natural hazards and how they are accounted for in designs and plans, and information about how the dwelling meets the requirements of a small standalone dwelling set out in clause 1 of Schedule 1A of the Building Act 2004, that is, that the dwelling has the following characteristics:

- *is standalone:*
- *is new:*
- *has a floor area of 70 square metres or less:*
- *has a single storey*

Previously issued building consents or project information memoranda *[if any]*: _____

Estimated value of building work: *[specify estimated value as defined in section 7(1) of Building Act 2004]*: _____

Name of builder *[If known]*: _____

7. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the proposed project: *[Select those matters that apply]*

- ☐ Alterations to land contours *[e.g. digging out the site for a building platform]*
- ☐ New or altered connections to public utilities *[e.g. Council sewer, stormwater or water mains]*
- ☐ New or altered access for vehicles
- ☐ Disposal of stormwater
- ☐ Disposal of wastewater
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*

8. ATTACHMENTS

Attach the documents specified below.

The following documents are attached to this application: *[Tick as applicable]*

- ☐ Preliminary design plans for the proposed building work *[which must include site plans, elevations, and basic sections and may also include floor plans]*
- ☐ Product certificates *[if applicable]*

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Project Information Memorandum for non-consented small standalone dwelling Checklist

Address: _____ **Date Vetted:** _____

How to use this checklist

Use this checklist to assist you to lodge a complete application. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing. All items on this checklist must be ticked to show that they are either provided or are not applicable to your project (N/A).

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

Customer Use Circle as appropriate		Doc ref./ page #	General Documentation Required	Council Use		
Yes ☐	N/A ☐		Application form completed in full and signed	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Lodgement fee (refer to Schedule of Fees and Charges for amount)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		All documents including photocopies must be legible	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		All plans are to be titled and dated (or version number)	Yes ☐	No ☐	N/A ☐
			Legal Documentation Required			
Yes ☐	N/A ☐		Full, current (less than three months old) Record of Title	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Sale and purchase agreement with settlement date provided and confidential information hidden (if applicable)	Yes ☐	No ☐	N/A ☐
			Site Plan			
Yes ☐	N/A ☐		Site Plan <i>[to include the items below]</i>	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Total site coverage including all existing buildings and impervious surfaces	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Proposed Non consented building location with setbacks from boundaries and other buildings <i>[2 metres or more from other residential buildings or legal boundaries or as required by NES – DMRU, MDRS or other RMA compliance pathway]</i>	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Drainage for Water supply, Stormwater and Sewer - connected to network utility operator (NUO) (eg council water supply) - on-site system (used only if NUO is unavailable or lacks capacity)	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		How the proposed work complies with National Environmental Standards (NES), MDRS or other RMA compliance pathway, if applicable	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Any hazards on site <i>[if known]</i>	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Has consideration been made for geothermal activity on or near the site, distances to proposed building work – Refer to GIS maps https://www.rotorualakescouncil.nz/community/maps	Yes ☐	No ☐	N/A ☐

Customer Use Circle as appropriate		Doc ref./ page #	Floor Plan	Council Use		
				☐ Section Accepted		
Yes ☐	N/A ☐		Floor Plan <i>[to include the items below]</i>	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Shows it has a floor area of 70 square metres or less:	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		Is standalone and Self-contained	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		It is wholly new and not an addition or alteration to existing building work or an existing building.	Yes ☐	No ☐	N/A ☐
Yes ☐	N/A ☐		It is single story only.	Yes ☐	No ☐	N/A ☐
			Elevations	☐ Section Accepted		
Yes ☐	N/A ☐		Elevations	Yes ☐	No ☐	N/A ☐
			Cross Section	☐ Section Accepted		
Yes ☐	N/A ☐		Cross section	Yes ☐	No ☐	N/A ☐

COUNCIL USE ONLY			
Outcome of decisions – Council Use Only	Officer	Date	Time
☐ This application was not accepted documentation was incomplete			
☐ Documentation accompanying application is now complete			
☐ Application will now proceed for processing			
Comments – Council Use Only			