

Amendment Processing Checklist

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Ver: 07
Issued: 16/09/2021
RDC-50895
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For amendments involving the replacement of a cladding system, or the addition or removal of a specified system or component (fire etc) then use an applicable processing checklist

PROCESSING CHECKLIST									
Processor Name:	Building Consent No.								
Proposed Intended Use	ı								
Building Act				Comments/ reason for decision					
Owners approval for BC ensure that any private or confidential information is blanked out or removed Ensure that any RFI will be sent to the applicant for this amendment.	Р	F	N/A						
PIM issued? (subject to conditions)	Р	F	N/A						
Sec 26 – 28 – Warnings and bans apply?	Р	F	N/A						
Sec 36 - Development Contribution Notice to be completed and issued?	P	F	N/A						
Sec 37 –Notice to be completed and issued?	Р	F	N/A						
Sec 67 - Is the building consent subject to a request for a waiver or modification? Sign off by TL/ MBS, condition BC, create information notice & 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, information on property file	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.	Р	F	N/A						
Sec 84 – Owner Builder/Designer listed for Restricted building Work (complete separate checklist and create information on property file where owner involved in design or construction)	Р	F	N/A						
Sec 84 – LBP design memorandum provided • 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) LBP working at correct level (engineers and architects are unrestricted)	P	F	N/A						
Sec 84 – LBP's nominated for construction phase (complete "Restricted Building Work Record" form)	Р	F	N/A						
Sec 112 – Alteration to existing building Cannot reduce compliance with code – record additional considerations in body of checklist	Р	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 noncompliance with the relevant provisions of the code	Р	F	N/A						
Sec 113 – Specified intended life? Condition BC, create information notice.	P	F	N/A						

Sec 115 – Does this application involve a change of use? 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. Complete notes in relevant sections of the checklist and at the rear of this document and record your assessment and decisions.	P	F	N/A	
Sec 133 Earthquake Prone Building – Check TRIM along with MBIE Register (<i>This section must be applied where there is a substantial alteration</i> [25% Capital Value & > 150K and must take into account the value of all consents over the past 2 years] or a change of use occurs.	P	F	N/A	
Sec 133 AT Alterations to building subject to EPB notice – must comply ANARP with MOE from fire and access and facilities for disabled and continue to comply with other sections of the code; however need not if TA satisfied that the building work includes the necessary seismic work and compliance would be unduly onerous and the non-compliance is no more onerous than is reasonably necessary in light of the requirement to ensure building is no longer EQP and compliance not reduced.	Р	F	N/A	
Sec 363 COPU required as part of the building consent? Consider: • Means of escape • Accessibility • Construction and demolition hazards • Specified systems remain working and maintained?	Р	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? If so ensure that developer is aware of the requirement under the Act to obtain CCC or reach agreement using Form 1 before onselling or allowing occupation of the property.	Р	F	N/A	
Check council records	P	F	N/A	
Site plan mirrors that of C.T. and location of existing building similar to G.V?	Р	F	N/A	

Consideration, decisions and reasons for these where a checklist is not applicable including alternative
solutions (start with reason why checklist not applicable)

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Design		cal				
Find an engineer	ral	Geotechnical		llic		
	Structural	tec	HVAC	Hydraulic		er
	Strı	Gec	H A	Hy	Fire	Other
PS1						
PS2						
Statement of Compliance *						
Calculations						
Calculations						
						1
Written statement						
Header with 'Producer Statement'						
Author – suitably qualified *						
Product name/specification *						
What part/clauses of the Building Code						
What part of the building consent work is covered by the 'Producer	+					
Statement'/SOC *						
Provide the sum of PI insurance						
The authors name and signature *						
Qualifications				1		

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Reg	sistration number (where applicable *)									
Me	mbership of professional organisation									
Dat	e of producer statement/SOC *									
			,	,	,					
CP:	ENG (Reason for acceptance of author)									
Red	ognised professional									
Coı	Construction and monitoring requirements (consent endorsed)									
Stat	Statements 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: Non engineered specific design									
2.	Statements of compliance require the fo	llowing as a minimum	to be acce	pted by the	Rotorua D	istrict Cou	ncil:			
	Who has issued the statement of compli	ance								
Ш	Product name									
	Address of relevant property (where applicable)									
Ш	Description of application (where applicable)									
	Date									
	Name and signature									
	Registration/license number (where app	licable)								
Ш	Address of author									
 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	e with Building Code of	bjectives.	Considerat	ion may al	so be giver	to industr	y		
	guidance provided in BRANZ Bulletin #4	56 (Dec 2004								
Notes on Acceptance of Producer Statement and/or Statement of Compliance (Reasons for your decision to accept from a particular author):										
che sup	The following listed and attached checklists have been completed to support justification for issuing the building consent									

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.

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