

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				
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.	P	F	N/A	
PIM issued? (subject to conditions)	P	F	N/A	
Sec 26 – 28 – Warnings and bans apply?	P	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?	P	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.	P	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)	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) 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)	P	F	N/A	
Sec 112 – Alteration to existing building Cannot reduce compliance with code – record additional considerations in body of checklist	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	

Registration number (where applicable *)						
Membership of professional organisation						
Date of producer statement/SOC *						
CPENG (Reason for acceptance of author)						
Recognised professional						
Construction and monitoring requirements (consent endorsed)						

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 following as a minimum to be accepted by the Rotorua District Council:

- Who has issued the statement of compliance
- Product name
- Address of relevant property (where applicable)
- Description of application (where applicable)
- Date
- Name and signature
- Registration/license number (where applicable)
- 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 with Building Code objectives. Consideration may also be given to industry guidance provided in BRANZ Bulletin #456 (Dec 2004)

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

<p>The following listed and attached checklists have been completed to support justification for issuing the building consent</p>	
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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.