

Lodgement Checklist: Residential

Please attach this checklist with your application

Guidance information

This checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all the applicable questions. It is strongly recommended that all the relevant information is provided to ensure the application process is not delayed by requests for information. If an application lacks adequate information, it may be rejected.

Click [here](#) to submit your application online.

Standard of documentation

Section 7 of the Building Act defines ‘plans and specifications’ as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed.

Documentation is required to be of a high, professional standard. Refer to “Guide to applying for a building consent” which can be located at www.building.govt.nz.

Drawings and specifications must be: -

- Prepared in accordance with the relevant principles of AS/NZS1100. Font size, lettering, symbols and linework must be clear, legible, and capable of being accurately reproduced when printed or digitally reviewed.
- Text must be of an appropriate size to ensure drawings, dimensions, notes and annotations can be readily read without loss of clarity.
- Produced in black ink or colour (no freehand drawings), each drawing must contain:
 - site address and legal description (Lot and DP number)
 - a drawing number and title
 - designer’s name
 - owner’s name
 - be dated for version control
- Project specific and include relevant supporting documentation (installation details)

Restricted building work (RBW): RBW relates to residential construction and design for certain houses and small to medium apartment buildings. It can be new construction or alterations to an existing building. RBW is defined as building or design work that is critical to the integrity of a building and ensures the building is structurally sound and weathertight.

RBW includes:

- **The primary structure** (construction or alteration) – all the structural elements of the building that contribute to resisting vertical and horizontal loads
- **External moisture management systems** (construction or alteration) – the building elements and systems which prevent the ingress of external moisture and help control moisture within the building fabric
- **Fire safety systems** (design) – the building elements intended to protect people and property from fire.

The definition of a house is:

- A free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc.)

The definition of a small to medium apartment building:

- Contains 2 or more residential units (apartments) or residential facilities (foyer, laundry, garage, etc.)
- Does not contain commercial units or facilities (it has no shops)

- Has a maximum height of less than 10m (the vertical distance between the highest point of its roof (excluding aerials, chimneys, flagpoles and vents, and the lowest point of the ground)

Licensed building practitioners (LBPs): LBPs are the only people allowed to supervise or carry out RBW. For further information about licensing or restricted building work refer to the Ministry of Building Innovation and Employment website – [Licensed building practitioners for restricted building work](#)

Applications supported by a producer statement (PS): If an application is supported by a producer statement, the architectural plans must be signed and dated by the Engineer or structural drawings must be provided or a schedule listing the work covered in the producer statement must be provided. Producer statements must be dated no older than 90 days and within the scope of the author's professional competence. Click [here](#) for more information about Producer Statements.

Deposit: All applications must be supported by a deposit payable at the time of lodgement. An invoice will be sent when your building consent has been approved. The final invoice will include the full cost of processing the application as well as fees for inspections and the code compliance certificate, less the deposit already paid.

Watercare restrictions: Watercare are at or approaching capacity for new water or wastewater connections in several parts of Auckland. Please visit Watercare's website [Network capacity in Auckland](#) for more information on capacity constraints. You can also complete Watercare's [Network Capacity Check](#) to understand how capacity constraints may affect your development project.

If a connection for your project is available, please obtain written confirmation from Watercare and submit a copy of this with your application. By completing this application form, you acknowledge that if Watercare approval is required and has not been obtained, your building consent application may not be granted.

If no connection is available at this time, you may consider an alternative solution that meets the [Wastewater network standards](#). Watercare have advised they will not support wastewater tankering or off-peak pumping arrangements. Alternatively, you may choose to pause the development or withdraw your application for a building consent until such time as a connection is available.

Water meter applications: For new water meter connections, please download and complete an application form and submit it directly to Watercare.

Please note that separate fees and charges may apply.

For more information, visit [Water Connections](#)

For Papakura sites only, please contact Veolia Water Limited:

- Phone: (09) 295 0515
- Email: papakura.developments@veolia.com

Site and application details

Description of Work – Ensure the description accurately reflects the building work proposed.

Amendments – Ensure description accurately reflects the scope of work and outlines the changes when compared to the previous approval. Note that an amendment application can only be made once the original building consent application has been approved.

Property address:

Lot and DP numbers if multiple lots are part of the application:

Vehicle crossing

All building consent applicants should advise whether the property has an existing vehicle crossing that will be used to serve the new building or development. If you do not have an existing crossing OR are building within 1.0m of the road corridor OR a new building on a vacant lot, then a new vehicle crossing application must be submitted to Auckland Council who act as the receiving agent for Auckland Transport. A Vehicle Crossing Application Form, and description of the approval process, can be viewed and downloaded from the website www.at.govt.nz by typing “vehicle crossing” in the search bar and selecting the Vehicle Crossing link. The completed application form, together with the fee, must be submitted in person to your nearest Auckland Council Service Centre.

Customer use		
Yes	N/A	
		New vehicle crossing
		Building within 1.0m of road corridor
		Existing vehicle crossing

Watercare/Healthy Waters Approvals

Work Over items

Entire section N/A

Customer use		Description			
Yes	N/A				
		Building within 2m or over a Council drain and / or within 10m of a Watercare main trunk line requires Watercare Services Ltd (WSL) or other network utility operator (NUO) approval. Please tick one: Application has been made Approval is attached			
		Bridging design and details to build over the drain CCTV report provided for building over / near public stormwater drains. CCTV video should be made available on request			

Engineering plan approval (EPA)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		If a major Engineering Planning Approval (EPA) is required for your project, a copy of the approved EPA (stamped plans) is required before the building consent application can be lodged. You can Apply for a major engineering approval here .			
		If a Minor EPA is required and you have already applied for it, we can proceed with accepting your building consent application. Please provide the EPA reference number.			

Checklist items

General items

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Application form completed in full and signed			
		Full Record of Title (no older than 90 days) including all consent notices and encumbrances, sale and purchase agreement or lease agreement			
		Letter of authorisation from owner if application is submitted by an agent, company, trust or person other than the owner			

Memorandum / Certificate of design work (CoW)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		For projects involving restricted building work (RBW), please provide a completed and signed Memorandum of Design Works (CoW) by designer.			
		For projects involving restricted building work (RBW) that is specific engineering design (SED), please provide a completed and signed Memorandum of Design Works (CoW) from the engineer.			
		Owner / Building declaration provided if no design memorandum submitted for restricted building work			

Site plan (scale 1:100 for urban and 1:200 for rural)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Legal description including Lot, DP and street address, north point, land contours and finished ground levels; siting dimensions and details of all existing and proposed buildings and retaining walls (distances from boundaries and other buildings including notional boundaries if appropriate) and common areas			
		Provide Invert levels for new SW and WW outfall connections on site plan. The water supply and drainage connections must be consistent with any approved Auckland Council Engineering Plan Approval (EPA).			
		The datum used must be stated on the site plan. - New building consent applications - use vertical datum: NZVD2016 - Existing/amendments can use the previously approved AUK46 or NZVD2016			

B1 engineering reports

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		For recent subdivisions, a Geotechnical Completion Report (GCR) is required for earthworks as defined in the Auckland Council Earthworks and Geotechnical Code of Practice Chapter 2 Infrastructure Codes of Practice .			
		Soil and ground stability or where liquefaction risk is identified – Geotechnical Design Report(s) / calculations, plans and specifications.			
		Engineering calculations, PS1 and drawings. Architectural Plans signed and dated by engineer <u>or</u> structural drawings provided			
		Producer statement cover sheet for structural glass balustrade systems (AC2343)			
		M/F producer statement for computer software, fabricator design statement and truss layout plan			

Plans (scale 1:100 or 1:50) and specifications

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Slab construction detailed and dimensions, i.e. concrete, steel reinforcing, slab thickening and control joints. If SED (e.g. rib raft) engineers design provided			
		Cross section of footing details shown			
		Subfloor framing details for all subfloors and deck framing, i.e. pile type, treatment, size, embedment depth and layout, bearers, jack studs, braces, fixings			
		Joist layout plan for all floors on all levels and decks			
		Floor plans - Existing and proposed layout and use, and important details – internal/external stairs, handrails and decks Finished ground levels and floor levels			
		Wall, roof and deck framing shown (size, height, timber treatment, grading, insulation, lining and cladding)			
		Bracing calculations, specifications and layout (roof, wall, subfloor and deck)			
		Elevations for each external wall including: - External stairs, handrails and decking shown - Existing and finished ground levels/floor levels indicated - Subfloor venting where required.			
		A minimum of two cross-sections through the length and width of the building			
		Retaining wall details and height of wall (cut, fill, height of retained ground, waterproof membranes and drainage barrier)			

E1 surface water

Entire section N/A

Customer Use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Drainage plans should show existing and proposed stormwater pipes and connections. Where applicable, provide plans showing the location and size of rainwater heads, scuppers, internal gutters, spouting, downpipes and sumps			
		Erosion and sediment control plan; report and plans			
		Civil engineering plans, stormwater calculations or Infrastructure capacity report provided			
		Flooding and surface water (overland flow paths) assessment reports and plans			
		Where Detention or Retention tank is required, civil engineer's rain tank calculations, capacity report and the rain tank specifications and details (including volume, orifice height, orifice size) to be provided on plans.			
		Stormwater on site disposal design and calculations. Soakage report, specifications and provide construction details on plans.			

Building envelope (scale 1:100 or 1:50)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		E2/AS1 risk matrix for each elevation			
		Cross sections / details of all roof and wall junctions (eaves, balustraded, parapet, apron, penetrations, control joints and sill / head / jamb flashings, etc.)			
		Current manufacturer's technical specification / installation instructions and maintenance requirements for all cladding systems			
		Quality assurance programme for re-clads and pre-application meeting minutes			

Plumbing and drainage plan (scale 1:100 or 1:50)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Plumbing and drainage plans provided including: - Existing and proposed fixtures and fittings - Schematic for more than one level			
		On-site treatment systems where required, must be on the site plans and have clearance distances to boundaries. On-site wastewater disposal plans, M/F specifications and TP58 report.			

Swimming pool, spa pool and pool fencing

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Swimming pool Small heated pool			
		Pool specifications, i.e. type, brand, installation, etc.			
		Engineering calculations and producer statements provided for structural design elements (refer to SED section)			
		Site plan with location of proposed pool and pool fencing including any gates; gates to show opening direction (refer also to site plan section) and any changes in ground levels			
		Immediate pool area specified, i.e. pool isolated			
		<i>Manufacturer's specification for fencing</i>			
		Producer statement cover sheet for pool fencing / barrier (AC2344)			
		Plans to show details of fencing, i.e. materials, height, gate mechanisms (closing and latching devices) and latch heights specified			
		Photos related to all intersection points of the barrier with the dwelling and all other structures to assess adjacent climb points with the drawings Note: Photos should be clear, in colour, and show the various elements in detail including from farther away to allow them to be viewed in overall context			
		If building is used as part of fencing: Floor plan-indicating location and opening direction of all doors, and windows opening into pool area including a description of the use of the rooms that the doors open into, e.g., living room, dining room, bedroom etc. Doors by type and overall width - where the doors are bigger than F9/AS1 permits you must supply fully justified alternative solution evidence to support this as a proposal. This may include justification in some cases of the effects on occupants having their door/s closed all of the time when not being used to access the IPA, and why the barrier is unlikely to be deliberately disabled by them. Construction details and type of self-closing / latching devices for all doors opening into pool area Elevations including any windows opening into pool area and details of locking mechanisms, i.e. restrictors Existing or proposed barrier heights to the pool area for balconies or decks immediately adjacent but not part of the pool area			
		If boundary fencing is used as part of pool fencing: Photos showing all intersecting fences. Note – no climbable intersecting fences, rails, etc. permitted Photos showing the full length of the fence with measurement to current ground and finished levels adjacent to the barrier confirmed. Note – nothing should be able to be used to climb down onto in the upper 900 mm of the boundary fence. Cross-section showing details of fencing (height, openings, materials, etc.), show heights to the finished surface to any adjacent structure, proposed planting next to the barrier by species (if possible) and heights. These cannot grow into the upper 900 mm of the barrier if they can support a child's weight and could be climbed upon. NB: On sloping sections with sloping boundary fences, the finished distance of 1800 mm to the adjacent finished surface levels next to the boundary fence must be allowed for in the design, or alternative solutions applied for with the appropriate evidence to support them.			

Solid fuel heater appliance

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Location of solid fuel heating appliance and smoke alarms shown on floor plan			
		Location of all windows and doors in close proximity to appliance shown			
		Cross section through building to show penetrations through floor joists (required where building is 2 or more stories)			
		Cross section through roof showing roof material and flashing details, floor construction (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing appliance to hearth and hearth floor)			
		Cross section through chimney where false chimney surround constructed			
		Elevation or photo of external wall where appliance is being installed to show location and height of flue (dimensions to be included and clearances from upper storey windows where flue penetrates a lower storey)			
		Manufacturer's specifications (make and model, installation instructions, clearances, flue details, flashing details, hearth insulating method, etc.)			
		National Environmental Standard – details of emission and thermal efficiency ratings for model installed Authorisation number: ECAN Nelson			

Water heaters (solar or heat pump)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Location and capacity of hot water cylinder (temperature or pressure relief valve discharge point provided)			
		Details of supporting structural components in the roof space			
		Connection and weatherproofing details including flashing details			
		At least two elevations and roof plan provided to show compliance with height to boundary restrictions and position / inclination of solar panels			
		Location of solar panels in relation to rafters / trusses			
		Span and centres of rafters / trusses and under purlins if applicable			
		Specifications and technical data sheets provided			
		Engineering calculations / producer statement provided for structural design elements (refer to SED section)			
		Product certification / appraisal certificates			

Demolition, removal and relocation (if included as part of the building project)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Demolished buildings - services capped and sealed inside boundary			
		All existing buildings and buildings to be demolished / relocated shown			
		Third party report for second-hand relocatable building			

Other documentation (specification, reports, calculations)

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Waterproofing details and floor / wall linings and finishes specified for wet areas, i.e. bathroom and laundry			
		Site contamination – report / plans			
		Energy efficiency (H1) report and calculations			
		Agreement to provide producer statement construction			
		Product technical literature, e.g. Installation details, BRANZ appraisal, Codemark			
		Project specifications			

Planning information

Entire section N/A

Customer use		Description	Council use only		
Yes	N/A		Yes	No	N/A
		Copy of approved resource consent and conditions with stamped plans			
		Location, dimensions and gradient of car parking, manoeuvring, vehicle crossing shown on plan			
		All areas and volumes of proposed distributed earth indicated, e.g. excavation, fill, retaining			
		All areas of impermeable coverage, building and landscaping shown, and calculations			
		Show compliance with outdoor living space and outlook space standards where applicable			
		All streams and riparian margins show on plan			
		Identify all trees protected by the Unitary Plan (height, girth and drip line)			
		Height in relation to boundary controls shown at the critical points and with the maximum height control shown including relevant ground and floor levels			

Council only

Building complexity:	R1	R2	R3
Application accepted:	Yes	No, include reason(s) not accepted in the comments section below	
Name of Technical Co-ordinator:			Date:

Contact with customer:

Reasons for decision / comments: