

Form 2 - Residential application for a project information memorandum and/or building consent

Section 33 or section 45, Building Act 2004

Date received:

Application No:

APPLICATION TYPE (tick appropriately)

✓ As applicable; if you have an existing application relating to this building work, note the number beside the application type:

- | |
|---|
| ☐ Project information memorandum (PIM) |
| ☐ Building consent (BC) |
| ☐ Building consent (BC) & PIM Combo |
| ☐ Stage _____ of intended _____ stages |
| ☐ Amendment to building consent No: |
| ☐ National multi-use approval No: |
| ☐ Qualified partner No: |

✓ As applicable RBW = Restricted building work

FAP = Financial assistance package applicable

Does application involve RBW	☐ Yes	☐ No
Is this a re-clad application	☐ Yes	☐ No
Has a pre-application meeting been held	☐ Yes	☐ No
Is this application subject to a claim under the FAP scheme	☐ Yes	☐ No
Is Qualified Partner?	☐ Yes	☐ No
Is this a Master and Dependent application?	☐ Yes	☐ No
If yes, FAP claim number:		

THE BUILDING

Street address of building: (for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

Legal description of land where building is located: (state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

Building name:

Location of building within
site/block number:
(include nearest street access)

Number of levels: (include ground level and any levels below ground)

Level or unit
number:

Area: (total floor area; indicate area affected by the building work if less than the total floor area)

m²

Year first
constructed:

Current, lawfully
established, use:

HOUSING	☐ Detached dwelling	☐ Multi-unit dwelling	☐ Group dwelling
ANCILLARY	☐ Outdoor fire	☐ Retaining wall	☐ _____
OUTBUILDINGS	☐ Carport	☐ Garage	☐ Pool ☐ _____

THE OWNER

Name of owner: (Include preferred form of address e.g. Mr, Miss, Dr if an individual)

Contact person: (Insert n/a if the applicant is an individual)

Mailing address:

Postcode:

Street address/registered office:

Phone number: Daytime

After
hours:

Facsimile number:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>	Website:	<input type="text"/>

The follow evidence of ownership is attached to this application ☐ *Certificate of Title* ☐ *Lease agreement*
☐ *Sale & Purchase agreement* ☐ *Other document showing full name of legal owners of the building*

AGENT (only required if application is being made on behalf of the owner)

Name of agent:	<input type="text"/>		
Contact person:	<input type="text"/>		
Mailing address:	<input type="text"/>	Postcode:	<input type="text"/>
Street address / registered office:	<input type="text"/>		
Phone number: Daytime	<input type="text"/>	After hours:	<input type="text"/>
Facsimile number:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>	Website:	<input type="text"/>
Relationship to owner: (supply details of authorisation from the owner to make the application on the owner's behalf)	<input type="text"/>		

THE APPLICANT (only required where sale and purchase agreement in place or certificate of title has not been issued)

Name of applicant: (Include preferred form of address e.g. Mr, Miss, Dr if an individual)	<input type="text"/>		
Contact person: (Insert n/a if the applicant is an individual)	<input type="text"/>		
Mailing address:	<input type="text"/>	Postcode:	<input type="text"/>
Street address / registered office:	<input type="text"/>		
Phone number: Daytime	<input type="text"/>	After hours:	<input type="text"/>
Facsimile number:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>	Website:	<input type="text"/>
Relationship to owner: (supply details of authorisation from the owner to make the application on the owner's behalf)	<input type="text"/>		

FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH COUNCIL / BUILDING CONSENT AUTHORITY

Full name:	<input type="text"/>		
Mailing address:	<input type="text"/>	Postcode:	<input type="text"/>
Phone number:	<input type="text"/>	Mobile:	<input type="text"/>
Facsimile number:	<input type="text"/>	Email address:	<input type="text"/>

Preferred method of correspondence:

Email:

☐

Post:

☐

BILLING

All consent related invoices to be billed to:

Owner:

☐

Agent:

☐

Applicant:

☐

Preferred method of billing:

Email:

☐

Post:

☐

Purchase order/Reference number: (if applicable)

Please note: any refunds are paid to the receipted name unless written authorisation has been received from the receipted person or company stating otherwise

APPLICATION

I request that you issue a:

- ☐ project information memorandum
☐ project information memorandum and building consent
☐ building consent,

for the building work described in this application

Name:

Owner:

☐

Agent:

☐

Applicant:

☐

Signature:

Date:

If you are signing this application on behalf of a company/trust/other entity (the agent), you are declaring that you are duly authorised to sign on behalf of the owner to make this application

THE PROJECT

Description of the building work:

Will the building work result in a change of use?

Yes:

☐

No:

☐

If yes provide details of new use:

What is the estimated value of building work on which the building levy will be calculated (inc GST)?

Provide an estimated value of work, including all construction costs, professional fees and labour costs ([click here for guidelines](#))

\$

Stage: of an intended: stages.

Intended life of new building (if less than 50 years): number of years.

Are you increasing/decreasing the number of household units/dwellings on this property?

Yes:

☐

No:

☐

If yes, answer below. If no, move to the next section

A. Number of existing household units/ dwellings on this property:

B. Number of existing household units/ dwellings on this property to be demolished or removed:

C. Number of new household units/ dwellings proposed to be built on this property:

Will you be providing any alternative specifications, plans or product certificates?

☐ Yes ☐ No

Will you be providing current product or manufacture's certificates?

☐ Yes ☐ No

RESTRICTED BUILDING WORK

Will the building work include any restricted building work?

Yes: ☐

No: ☐

SELF-CERTIFIABLE PLUMBING

Will the building work include any self-certifiable plumbing that is intended to be self-certified?

Yes: ☐

No: ☐

If Yes, provide the following details of the self-certification endorsed plumber(s) who will do, assist in doing, or supervise the self-certifiable plumbing [If these details are unknown at the time of the application, they must be supplied before the building work begins]:

Name:

Plumbers, Gasfitters, and Drainlayers Board registration number:

If Yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

SELF-CERTIFIABLE DRAINLAYING

Will the building work include any self-certifiable drainlaying that is intended to be self-certified?

Yes: ☐

No: ☐

If Yes, provide the following details of the self-certification endorsed drainlayer(s) who will do, assist in doing, or supervise the self-certifiable drainlaying [If these details are unknown at the time of the application, they must be supplied before the building work begins]:

Name:

Plumbers, Gasfitters, and Drainlayers Board registration number:

If Yes, provide the following details about the self-certifiable drainlaying that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

SOLID FUEL HEATER

Is a solid fuel heater involved? (If yes, is exemption required?)

Yes: ☐

No: ☐

If the flue penetration through the roof exceeds 300mm; this is deemed restricted building work (RBW). All RBW is required to be installed by a licensed building practitioner; however, as there are no license classes available for this type of work Council will apply an exemption if requested. Where an exemption is requested, Council will either inspect the work or rely on a producer statement issued by a person approved to issue such statements (refer to Auckland Council Producer Statement Register on our website for further information).

PREFABRICATION / MODULAR

Does this project involve the proposed use of any factory built modular, panelised or prefabricated components such as panelised walls, relocatable buildings or full room(s) modules etc.? This does not include standard components such as roof trusses, joinery units etc.

Yes: ☐

No: ☐

PROJECT INFORMATION MEMORANDUM *(the following matters are involved in the project)*

☐ Subdivision

☐ New or altered access for vehicles

☐ Alterations to land contours

☐ Building work over or adjacent to any road or public place

- ☐ New or altered connections to public utilities

☐ Disposal of stormwater or wastewater

☐ New or altered locations and/or external dimensions of buildings

☐ 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 Building Consent Authority, please specify:
-

ATTACHMENTS *(the following documents are attached to this application)*

- ☐ Plans and specifications

☐ Development contribution notice

☐ Project information memorandum

☐ Completed relevant checklist(s)

☐ Certificate attached to project information memorandum

☐ Memoranda from Licensed Building Practitioner(s) who carried out or supervised any design work that is restricted building work

☐ Alternative plans and specifications (to obtain pre-approval for possible product substitutions list)

☐ Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions)

MEANS OF COMPLIANCE *(the building work will comply with the building code as follows)*

Clause <i>(involved in the proposed building work)</i>	Means of compliance <i>(refer to compliance documents) or detail of alternative solution in the plans or specifications</i>	Clause <i>(involved in the proposed building work)</i>	Means of compliance <i>(refer to compliance documents) or detail of alternative solution in the plans or specifications</i>
B1 Structure	☐ B1/AS1/3 ☐ B1/VM1-2 ☐ NZS 3604 ☐ SED ☐ NZS 4229 ☐ Other: _____ ☐ AS/NZS1170	G1 Personal hygiene	☐ G1/AS1 ☐ Other: _____
B2 Durability	☐ B2/AS1 ☐ NZS 3101 ☐ B2/VM1 ☐ Other: _____ ☐ NZS 3604 ☐ NZS 3602	G2 Laundering	☐ G2/AS1 ☐ Other: _____
C1-C6 Protection from Fire	☐ C/AS1 ☐ SED ☐ C/AS2 ☐ Other: _____ ☐ C/VM2	G3 Food preparation and prevention of contamination	☐ G3/AS1 ☐ Other: _____
D1 Access Routes	☐ D1/AS1 ☐ NZS 4121 ☐ Other: _____	G4 Ventilation	☐ G4/AS1 ☐ AS/NZS3666.1&2 ☐ NZS 4303 ☐ Other: _____ ☐ AS1668.2
D2 Mechanical installations for access	☐ D2/AS1 ☐ NZS 4332 ☐ NZS 4334 ☐ Other _____	G5 Interior environment	☐ G5/AS1 ☐ Other: _____ ☐ NZS 4214 ☐ NZS 4121

E1 Surface water	☐ E1/AS1 ☐ E1/VM1	☐ SED ☐ Other _____	G6 Airborne and impact sound	☐ G6/AS1 ☐ SED	☐ Other: _____
E2 External moisture	☐ E2/AS1 ☐ E2/AS2-4 ☐ E2/VM1-2	☐ SED ☐ Other _____	G7 Natural light	☐ G7/AS1 ☐ G7/AS2 ☐ G7/VM1	☐ NZS 6703 ☐ Other: _____
E3 Internal moisture	☐ E3/AS1 ☐ E3/AS2	☐ Other _____	G8 Artificial light	☐ G8/AS ☐ NZS 6703	☐ Other: _____
F1 Hazardous agents on site	☐ F1/AS1 F1/VM1	☐ Other _____	G9 Electricity	☐ G9/AS1 ☐ AS/NZS 3000	☐ Other: _____
F2 Hazardous building materials	☐ F2/AS1 ☐ NZS 4223.3	☐ Other _____	G10 Piped services	☐ G10/AS1 ☐ AS/NZS 5601.1	☐ NZS 7646 ☐ SED ☐ Other: _____
F3 Hazardous substances	☐ F3/VM1	☐ Other _____	G11 Gas as an energy source	☐ G11/AS1 ☐ AS/NZS 5601.1	☐ SED ☐ Other: _____
F4 Safety from falling	☐ F4/AS1	☐ Other _____	G12 Water supplies	☐ G12/AS1 ☐ AS/NZS 3500.1&4	☐ SED ☐ Other: _____
F5 Construction and demolition hazards	☐ F5/AS1	☐ Other _____	G13 Foul water	☐ G13/AS ☐ G13/AS2 ☐ G13/AS3	☐ SED ☐ Other: _____
F6 Visibility in Escape Routes	☐ F6/AS1 ☐ NZS 6104 ☐ AS 2293.1-3	☐ Other _____	G14 Industrial liquid waste	☐ G14/AS1 ☐ SED	☐ Other: _____
F7 Warning systems	☐ F7/AS1 ☐ NZS 4512 ☐ NZS 4514 ☐ NZS 4515	☐ NZS 4541 ☐ AS 3786 ☐ Other _____	G15 Solid waste	☐ G15/AS1	☐ Other: _____
F8 Signs	☐ F8/AS1 ☐ AS/NZS 2293.2	☐ Other _____	H1 Energy efficiency	☐ H1/AS1 ☐ H1/AS2 ☐ H1/VM1-3 ☐ NZS 4214 ☐ NZS 4218	☐ NZS 4243 ☐ SED ☐ Other: _____
F9 Restricting Access to Residential Pools	☐ F9/AS1 ☐ F9/AS2	☐ NZS 8500 ☐ Other _____	Accessibility	☐ NZS 4121 ☐ Acceptable Solutions	☐ Other: _____

Waivers and modifications: State nature of waiver or modification of building code required

PRODUCER STATEMENTS

The design professional is responsible for ensuring architectural drawings are stamped verifying that the plans accurately reflect their intentions; if required, construction monitoring levels and inspections must be attached to the producer statement.

For further information please refer to Auckland Councils producer statement policy at www.aucklandcouncil.govt.nz

LIST OF OTHER APPROVALS GAINED *(please provide details)*

APPROVAL	REFERENCE NUMBER	DETAILS
Building consents previously issued for this project: <i>(if any)</i>		
Resource consent		
Engineering approval		
Certificate of Acceptance		
Other		

KEY CONTACTS

Please provide the following details for all licensed building practitioners (LPB) who will be involved in carrying out or supervising restricted building work. *(If these details are unknown at the time of application, they **must** be supplied before the building work begins).*

Designer or Architect

Structural Engineer

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:
Registration or LBP Registration No:		Registration or LBP Registration No:	

Head Contractor / Site Manager

Builder / Carpentry work

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:
Registration or LBP Registration No:		Registration or LBP Registration No:	

Drainlayer

Plumber

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:
Registration or LBP Registration No:		Registration or LBP Registration No:	

Electrician

Gas Fitter

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:

Registration or LBP Registration No:	Registration or LBP Registration No:
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Foundation work

Bricklaying

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:
Registration or LBP Registration No:		Registration or LBP Registration No:	

Blocklaying

External Plastering

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:
Registration or LBP Registration No:		Registration or LBP Registration No:	

KEY CONTACTS

Roofing work

Other

Name:		Name:	
Address:		Address:	
Daytime:	After hours:	Daytime:	After hours:
Mobile:	Fax:	Mobile:	Fax:
Registration or LBP Registration No:		Registration or LBP Registration No:	

OFFICE ONLY USE

Receipt No:	
Deposit \$:	
PIM/BC No:	
Date:	
New compliance schedule required	☐ Yes ☐ No
Existing compliance schedule requires amending	☐ Yes ☐ No

Area Office		
☐ Central	☐ Henderson	☐ Orewa
☐ Takapuna	☐ Southern	
☐ Professional Building Consultants		

COMMENTS
