

Date

## Application Checklist for Pole Shed

Please complete this user guide, your exemption application and compile all the necessary documentation. This user guide must accompany your application.

Please submit your application either by emailing it to [building@waitaki.govt.nz](mailto:building@waitaki.govt.nz) or by dropping it in to one of our service centres – our main council office at 20 Thames Street, Oamaru or 54 Tiverton Street, Palmerston. An appointment is not required. However, if you would like to discuss the completeness of your application, you may book an appointment with our vetting officer for a vetting pre-assessment. If you have technical questions, you may book an appointment with our duty building control officer.

Your application will be vetted for completeness and compliance prior to being accepted. Your application may be returned if the application is not fully completed.

If there is further information required after the application is accepted you will be contacted requesting this detail. A deposit is required at submission.

**Complete and technically correct building consent applications are processed FASTER than incorrect ones.**

Name  Project Location:	Applicant to complete	
	Yes	N/A
Application Form Please provide two copies of the following Plans Specifications Specific design	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Are the plans done in black lines on a white background?		
Has only information relevant to this project been included?		
Is the legal description and location address completed? Has the application form been completed, signed and dated?		
Has the correct total value of building work been shown? Has the total floor area been shown?	<input type="checkbox"/>	
Is a current copy of the Certificate of Title provided or requested? (where easements listed a full Certificate of Title is required)	<input type="checkbox"/>	
Project personnel completed	<input type="checkbox"/>	
Authorisation to act as Agent for Owner (for applications made on behalf of the owner)	<input type="checkbox"/>	

<b>Other Council Services - Planning</b>	<b>Yes</b>	<b>N/A</b>
Have you supplied a site plan showing the following;		
A location plan (typically 1:1000 or 1:2000) been provided if application is for a rural block.	<input type="checkbox"/>	
The locations of all buildings from the legal boundaries been shown.	<input type="checkbox"/>	
Storm water disposal method shown on a site plan including down pipes/soak pits.	<input type="checkbox"/>	
Any easements, water courses or hazards been shown	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Council Services – Water/Waste Water/Roading</b>		
Are you making a new vehicle/upgrade entrance? (Refer to roading document)	<input type="checkbox"/>	<input type="checkbox"/>
Has a new vehicle crossing application been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are you discharging storm water to a road side?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Site Drainage Plan</b>		
Storm water - downpipe locations and sizes, drain pipe size and fall, size of soak pit and cross section of soak pit design provided (or alternative method)	<input type="checkbox"/>	

<b>Floor Plan</b>		
Has the floor layout been shown?		
Have the external and internal dimensions been shown?		
Has the position and size of structural beams been shown?		
Have all window and door lintel sizes been shown?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Elevations</b>		
Have the proposed cladding materials been shown?	<input type="checkbox"/>	
Are the natural ground lines shown prior to excavations and in relation to any excavation intended?	<input type="checkbox"/>	

<b>Cross Section</b>	<b>Yes</b>	<b>N/A</b>
Has the depth and width of foundations been shown?	<input type="checkbox"/>	
Has the exterior wall cladding been specified?	<input type="checkbox"/>	
Have wall framing sizes and centres been shown?	<input type="checkbox"/>	
Have timber treatments been specified?		
Have all flashing details been shown?	<input type="checkbox"/>	

<b>Wall Bracing</b>		
Has a bracing plan been provided?	<input type="checkbox"/>	<input type="checkbox"/>

**Specific Design**

Has an Engineer's Producer Statement been provided for structural elements outside the scope of NZS 3604:1999?	<input type="checkbox"/>	<input type="checkbox"/>
Is there consistency of information between all documentation? (e.g. engineers design details do not conflict with other design details)	<input type="checkbox"/>	

**Project Specifications**

Application checklist completed by: Owner                  Agent                  Designer                  Other

Signed \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_

**EXEMPTION FEE**

**The exemption fee of \$300 is non-refundable if the application is declined.  
The exemption fee is payable upon lodgement of the application form.**

<b><u>Office Use Only</u></b>	
Application checked for completeness	
Building Control Officer	
Date	