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Building Consent No:
 PIM No:
 Valuation or Property No:

Application For Project Information Memorandum and/or Building Consent

Section 33 or Section 45, Building Act 2004

The Building: Street Address: Legal Description: Lot: DP: Building Name: [If applicable] Location within site/block: Number of levels: Level/Unit No: [If applicable] Area:[Floor area of building work] M ² Current Use: Year first constructed [If applicable]	The Owner: Name: Contact Person: Mailing Address: Street Address: Ph: Mob: Fax: After hrs: Email: Website:
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The following evidence of ownership is attached to this application: [Please delete those not applicable]

- I. **Certificate of Title – not less than 3 months old (Consent Notices and Easement Documents to be provided)**
- II. Lease Agreement
- III. Agreement for Sale and Purchase

First Point of Contact: (Agent who we contact in respect of this consent)

Relationship to owner:	
Name:	Ph: Mob:
Contact Person:	Fax: After hrs:
Mailing Address:	Email:
.....	Website:

Application:

I request that you issue a: [Delete what is inapplicable]

- I. Project Information Memorandum
- II. Building Consent
- III. Project Information Memorandum and Building Consent

for the building work described in this application.

.....
Signature of owner/agent on behalf of and with the authority of the owner

Date:

The Project:

Description of building work:

Will the building work result in a change of use: Yes / No

If yes provide details of the new use:

.....

Specified Intended life of the building if less than 50 years: years

Building Consent numbers of those building consents previously issued for this project:

.....

Value of building work inclusive of labour & GST: \$.....

Project Information Memorandum:

The following matters are involved in the project: [✓ Tick those applicable]

- | | |
|---|---|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Location of a new building |
| <input type="checkbox"/> Alterations to land contours | <input type="checkbox"/> Alteration of an existing building |
| <input type="checkbox"/> New or altered access for vehicles | <input type="checkbox"/> Engineered foundations |
| <input type="checkbox"/> New or altered connections to public utilities | <input type="checkbox"/> Dwelling Separation |
| <input type="checkbox"/> Onsite stormwater disposal | <input type="checkbox"/> Specified Building Platform |
| <input type="checkbox"/> Onsite effluent disposal (Horizons Approval required) | <input type="checkbox"/> Easement |
| <input type="checkbox"/> Flooding and/or subsidence | <input type="checkbox"/> Consent Notice |
| <input type="checkbox"/> Building work over existing drains or sewers or in close proximity to wells or water mains | <input type="checkbox"/> Building work over or adjacent to any road or public place |

Other matters known to the applicant that may require authorisations from the territorial authority as listed below:

.....
.....
.....
.....

Building Consent:

The following plans and specifications are attached to this application:

.....

.....

The building work will comply with the building code as follows:

See details on attached checksheet

Clause	Means of Compliance	Waiver/Modification required

Compliance Schedule: [✓ Tick those applicable:]

There are no specified systems or features in this building:

The specified systems and features for this building are as follows: (Tick appropriate boxes)

The following specified systems and features are being altered, added to, or removed in the course of the building work: (Tick appropriate boxes)

✓ **SPECIFIED SYSTEMS INCLUDED IN PROJECT – BOTH EXISTING & PROPOSED**
Please tick appropriate boxes

	SS1	Automatic systems for fire suppression
	SS2	Automatic or manual warning systems for fire or other dangers
	SS3	Electromagnetic or automatic doors or windows
	SS4	Emergency lighting systems
	SS5	Escape route pressurisation systems
	SS6	Riser mains for use by fire services
	SS7	Automatic back-flow preventers connected to a potable water supply
	SS8	Lifts, escalators, travelators, or other systems for moving people or goods within buildings
	SS9	Mechanical ventilation or airconditioning systems
	SS10	Building maintenance units providing access to exterior and interior walls of buildings
	SS11	Laboratory fume cupboards
	SS12	Audio loops or other assistive listening systems
	SS13	Smoke control systems
	SS14	Emergency power systems for, or signs relating to, a system or feature specified in any of the SS1 – SS13 systems above
	SS15	Other fire safety systems or features ie: final exits, fire separations, signs, or systems for communicating evacuation information
	SS16	Cable cars (includes residential)

PLEASE FILL OUT THE SPECIFIED SYSTEM DETAILS INCLUDING SPECIFIC TYPE & INSPECTION, MAINTENANCE AND REPORTING PROCEDURES FOR EACH SPECIFIED SYSTEM INCLUDED IN THE PROJECT AS SHOWN ON THE EXAMPLE BELOW.

SS2 - Automatic or manual emergency warning systems for fire or other dangers	
System Name	Type 5 Automatic Fire Alarm System with Back-up battery
Model, type, number, location	Type 5 Analogue Addressable Fire Alarm System including: smoke detection, heat detection, manual call points, and early detection. See Floor layout plans attached for location.
Performance Standard	F7.3.1, F7.3.3,
Inspections & Maintenance	Inspection content shall be as described in NZS 4512: 2003
Maintenance	Planned preventative maintenance shall be carried out in accordance with NSZ 4512: 2003 . Responsive maintenance shall be carried out immediately where the system or a component of the system has failed, resulting in the performance standard not being satisfied.
Frequency	Monthly and annual checks as described in NZS 4512: 2003 to ensure system is in good working order at all times.
Persons Responsible	All checks and testing to be carried out by IQP (as defined NZS 4512: 2003 601.5)

SPECIFIED SYSTEM:

System Name	
Model, type, number, location	
Performance Standard	
Inspections & Maintenance	
Maintenance	
Frequency	
Persons Responsible	

Attachments:			
The following documents are attached to this application: [✓]			
Plans		Development Contribution Notice	
Specifications		Project Information Memorandum	
Certificate of Title		Certificate attached to PIM	
Consent Notice		Copies of other Authorisations	
Horizons Approval of Waste Water Disposal System		Other (Specify)	

Restricted Building Work and Licensed Building Practitioners: Includes: Electricians, Plumbers, Drainlayers		
Restricted Building Work:	Licensed Building Practitioner:	Licence No:
	Name:	
	Address:	
	Phone:	
	Name:	
	Address:	
	Phone:	
	Name:	
	Address:	
	Phone:	
	Name:	
	Address:	
	Phone:	