APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT (FORM 2)

Section 33 or 45, Building Act 2004

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HOW IT WORKS

All building work done in New Zealand must comply with the Building Code, and a building consent is often needed. Some building work is exempt from needing a consent. For more information go to www.building.govt.nz

Commercial and multi-unit building work will also need careful planning and may have additional requirements.

Your council can tell you about any district or regional plans that may require you to get resource consent or other permits.

WHEN YOU NEED A BUILDING CONSENT

The following list is a summary of building work that will need a consent, but you should always check with your local council to confirm.

- structural building - including additions, alterations, re-piling and some demolitions
- plumbing and drainage where an additional sanitary fixture is created
- relocating a building
- installing a wood burner
- retaining walls higher than 1.5 metres
- fences or walls higher than 2.5 metres, and all swimming pools and their associated fences
- decks, platforms or bridges more than 1.5 metres above ground level
- sheds greater than 30 m² in floor area (restrictions apply to sheds between 10 and 30 m².

You are breaking the law if you carry out building work that is not exempt and does not have a building consent. You may be fined up to $200,000 and, if work continues, a further fine of up to $20,000 for every day or part-day during which the offence continues.

Your council can also issue you a notice to fix for carrying out building work without consent, including instant fines of up to $1,000. They can remove the building work if it is dangerous or insanitary.

HOW TO APPLY

As a minimum, the documents listed below must be included in your application. Depending type of application, additional documents might be required or requested while the Council/Territorial Authority (TA)/Building Consent Authority (BCA) process your application.

- Proof of ownership
- Detailed drawings and plans
- Specifications.

HOW TO SUBMIT YOUR APPLICATION

Check with the Council/TA/BCA you are applying to for more information on how to submit your application. Electronic submissions may be available with the relevant Council/TA/BCA on the simpli.govt.nz website.

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Section 33 or 45, Building Act 2004

Official Use Only

1. WHAT ARE YOU APPLYING FOR?

- ☐ Building Consent
- ☐ Amendment to Building Consent
- ☐ Project Information Memorandum (PIM) *complete only sections 1-6 and 10-12*
- ☐ Staged Building Consent - Stage number _____ of _____ expected number of stages.
- ☐ Building Consent for a National Multi-use Approval (MultiProof) - MultiProof Number _____

List PIM, building and resource consents related to this project (if any):	**Consent Number**	**Description**

Have you discussed your application with the Council / BCA before making this application?	○ No ○ Yes - provide details

Are you applying for Owner-Builder exemption to complete the Restricted Building Work? *If Yes, complete and attach the 'Statutory Declaration as to Owner Builder Status (Form2B)'.* *If No, complete and attach the 'Memorandum from Licensed Building Practitioner: Certificate of Design Work (form2A)'.*	○ No ○ Yes

2. PROPERTY INFORMATION

Street address of the 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 the land where the 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*	
Lot:	
DP:	
Building Name:	
Level/ Unit number:	

Location of building within the site/block number:	
Current, lawfully established use: *Include the number of occupants per level and per use if more than 1. If the use was changed by the building work, state previous use*	
Area: *Total floor area. Indicate area affected by the building work if less than the total area*	m²
Current number of levels:	
Current number of levels below ground:	
Year first constructed: *Insert year. An approximate date is acceptable, e.g. the 1920s or 1960-1970*	

3. OWNER AND AGENT INFORMATION

Owner	
Name of Owner: *Include title*	
Contact person: *If not an individual*	
Email:	
Mobile:	
Alternative Phone:	
Street address:	
Mailing Address: *If different from street address*	

Agent *If the application is made on behalf of the owner*	
Name of Agent:	
Contact person: *If not an individual*	
Relationship to owner:	
Email:	
Mobile:	
Alternative Phone:	
Street address:	
Mailing Address: *If different from street address*	

The first point of contact:	☐ Agent	☐ Owner
Who should we contact for invoicing?	☐ Agent	☐ Owner
Payee name for invoicing:		

4. WHO IS INVOLVED?

In addition to the Designer, Architect and Engineers, provide the details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. If these details are unknown at the time of the application, they must be supplied before the work begins. If you have additional roles to add, please use the table in Appendix A.

Name:			**Entity or Company:**	
Licensing class/ Role:			**LBP or Registration number:**	
Email:				
Street Address:			**Mailing Address:** *If different from street address*	
Contact numbers	**Mobile:**		**Other:**	

Name:			**Entity or Company:**		
Licensing class/ Role:			**LBP or Registration number:**		
Email:					
Street Address:			**Mailing Address:** *If different from street address*		
Contact numbers	**Mobile:**			**Other:**	

5. THE SPECIFICS OF THE SITE

What is the wind zone?
○Low ○Medium ○High ○Very High ○Extra High ○Specific Design - Value _____
What is the exposure zone?
○Low(B) ○Medium(C) ○High / Sea Spray(D)

	Yes	**No**
Are you building in a zone that requires a land-use Resource Consent?	○	○
Does the site have any cultural or heritage significance, or is it a Marae?	○	○
Does the proposed building work cover two or more allotments?	○	○
Is it a sub-division?	○	○
Is the subdivision of an existing site involved? If yes, provide details below. *If a subdivision is proposed and you have not yet received an s224 certificate, the application will also need to provide any relevant information stating legal description as at the date of application and, if a subdivision is proposed, include details of the relevant resource consent number and any proposed lot numbers.*	○	○
Is the building work over or adjacent to any road or public place?	○	○
Is there new or altered access for vehicles?	○	○
Are there new or altered connections to public utilities?	○	○
Are there public drains on the site?	○	○
Does the building work involve the disposal of stormwater or wastewater?	○	○
Is the building work over any existing drains or sewers or in close proximity to wells or water mains?	○	○
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination?	○	○
Are there any alterations to land contours (e.g. earthworks)?	○	○
Are there new or altered locations and/or external dimensions of buildings?	○	○
Are there any other matters known to the applicant that may require authorisation from the Territorial Authority? *Provide details below*	○	○
Details from any of the above questions:		

6. DETAIL OF THE BUILDING WORK

What building work are you doing? *Select all that apply*	
Residential:	
☐ New detached dwelling ☐ New Multi-residential dwelling ☐ Plumbing works ☐ Major alterations/additions *(altering or attaching to the exterior of a building)*	☐ Minor alterations *(only internal work)* ☐ New or relocation of a solid fuel burner ☐ Garage / detached carport ☐ Other *(provide detail below)* _____
Commercial:	
☐ New commercial / industrial building ☐ Seismic strengthening ☐ Major alterations/additions *(altering or attaching to the exterior of a building)*	☐ Minor alterations *(only internal work)* ☐ Internal fit-out *(including plumbing and ventilation)* ☐ Other *(provide detail below)* _____

Short description of the building work: *E.g. 4 Bedroom dwelling with multiple cladding types and attached garage. Limited to 340 characters.*			
Does the project include Restricted Building Work?	☐ No ☐ Yes	**Proposed new total floor area:**	*m²*
Number of levels after building work:		**Number of levels below ground, after building work:**	
What is the intended life of the building?	☐ 50+ years ☐ Limited life	**Intended life of the building if 50 years or less:**	*years*
Does the building work involve a swimming pool?	☐ No ☐ Yes		
Does the design feature a modular component by an accredited manufacturer as per the BuiltReady scheme?	☐ No ☐ Yes - If yes, please add relevant product and manufacturers certificates in Section 10		
Proposed use: *Building code clause A1 classified uses*	☐ **Housing** ☐ Detatched dwellings ☐ Multi-unit dwellings ☐ Group dwellings ☐ **Communal Residential** ☐ Community care unrestrained ☐ Community care restrained ☐ Community service ☐ **Communal Non-Residential** ☐ Assembly service ☐ Assembly care ☐ **Commercial** ☐ **Industrial** ☐ **Outbuildings** ☐ **Ancillary**		
The estimated value of the building work: *If an amendment, capture the original value of work. Capture the additional value in the next field.*	$ *Inc GST*	**If an amendment to a consent, what is the additional value?**	$ *Inc GST*
Will the building work result in a change of use?	☐ No ☐ Yes - If Yes, please provide details of the new use:		

Will there be any recladding?	◯ No ◯ Yes
Is this application related to a claim under the WHRS[1] or FAP[2] scheme? *[1]Weathertight Homes Resolution Service* *[2]Leaky Homes Financial Assistance Package*	◯ No ◯ Yes - If Yes, please provide the WHRS / FAP reference number(s):

Is your building consent application of a type defined in Gazette Notice[1] and section 46 of the Building Act 2004? *Certain applications for building consent must be submitted to Fire and Emergency New Zealand's Fire Engineering Unit (FEU) for review. [1](New Zealand Gazette, 3 May 2012, Issue 49 page 1406)*	◯ No ◯ Yes

7. SOLID FUEL BURNER INFORMATION

Does this application include the installation of a new or relocation of a solid fuel burner?

◯ Yes ◯ No – Go to section 8

Make of the heater/burner:		**Model of the heater/burner:**	
Design:	◯ Freestanding ◯ Inbuild	**Type of fuel:**	
Wetback connection:	◯ New ◯ n/a ◯ Existing	**Hearth construction type:**	
Hearth thickness:	*mm*	**Specify the fixings of the hearth:**	
What is the floor constructed of?	☐ n/a	**Specify air gap between hearth and floor:**	☐ n/a *mm*
Height of flue above roof ridge:	*mm*	**Will the installation require new penetration through the roof or exterior wall?** *If yes, specify the material the penetration will be made through*	◯ No ◯ Yes
Type of flue kit:			
Will the flue termination be more than 3m from any structure, including neighbours buildings?	◯ No ◯ Yes	**Distance from outer flue shield to framing timbers:**	*mm*
		Will the flue pass through more than one storey?	◯ No ◯ Yes

Will the proposed appliance need to be installed closer to combustible material than manufacturers recommendations?		◯ No – continue to section 8 ◯ Yes	
Distance hearth projects from the front of the heater:	*mm*	**Distance hearth projects from the side of the heater:**	*mm*
Distance from the centre of the chimney to the walls:	*mm*	**Distance from the back of the heater to the wall:**	*mm*
Is the heater installed on an angle to the walls?	◯ No ◯ Yes		
Provide method of wall protection if required:			

8. THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:

- You are required to indicate what code clause(s) your building work complies with.
- Unless otherwise noted below, your application will be assessed under Acceptable Solutions.
- If you are using another means of compliance, please provide details of the standard(s) that your building work complies with and the means of compliance in the space provided. Use a separate sheet of paper if necessary.
- If you do not provide all the necessary information to show how your application complies with the Building Code, it will be returned unprocessed.

☐ B1 - Structure	☐ B2 - Durability	
☐ C1 – Outbreak of fire	☐ C2 – Prevention of a fire occurring	☐ C3 Fire affecting areas beyond fire source
☐ C4 Movement to a place of safety	☐ C5 Access & safety for firefighting operations	☐ C6 Structural stability
☐ D1 Access routes	☐ D2 Mechanical installations for access	
☐ E1 Surface water	☐ E2 External moisture	☐ E3 Internal moisture
☐ F1 Hazardous agents on-site	☐ F2 Hazardous building materials	☐ F3 Hazardous substances and processes
☐ F4 Safety from falling	☐ F5 Construction & demolition hazards	☐ F6 Visibility in escape routes
☐ F7 Warning systems	☐ F8 Signs	☐ F9 Restricting access to residential pools
☐ G1 Personal hygiene	☐ G2 Laundering	☐ G3 Food preparation & prevention of contamination
☐ G4 Ventilation	☐ G5 Interior environment	☐ G6 Airborne & impact sound
☐ G7 Natural light	☐ G8 Artificial light	☐ G9 Electricity
☐ G10 Piped services	☐ G11 Gas as an energy source	☐ G12 Water supplies
☐ G13 Foul water	☐ G14 Industrial liquid waste	☐ G15 Solid waste
☐ H1 Energy efficiency		
☐ Backcountry Huts		
Provide details of all Verification Methods being used. *(Include relevant code clause and means of compliance)*		
Provide details of all Alternative Solutions being used. *(Include relevant code clause and means of compliance or details of any waivers and modifications, including code clauses)*		

9. COMPLIANCE SCHEDULE

Are there any specified systems in the building? *Residential cable cars are considered specified systems, see SS16*

◯ Yes ◯ No – Go to section 10

You need to provide information on the specified systems contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent.

For more information on how to complete this section, see MBIE's Compliance Schedule Handbook

What is the existing compliance schedule number? *(if applicable)*	
Risk Group: *(for more information, see C/AS2)*	
Total occupancy numbers:	
Highest fire hazard category for building use *(insert number)*	

The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

Specified System		Existing	Altered	Added / New	Removed	n/a	Performance Standards *Acceptable Solution, Verification Method, Standard or specific document*	Inspection *Inspection Procedures may be identified by a written description, or a reference to a Standard or other document*	Maintenance *Maintenance procedures may be identified by a written description, or a reference to a Standard or other document*	Reporting *Reporting procedures may be identified by a written description, or a reference to a Standard or other document*	Responsibility *List persons/ companies for the adjacent procedures*
SS1	Automatic system for fire suppression	◯	◯	◯	◯	◯					
SS2	Automatic or manual emergency warning systems for fire or other dangers	◯	◯	◯	◯	◯					

Specified System	Existing	Altered	Added / New	Removed	n/a	Performance Standards	Inspection	Maintenance	Reporting	Responsibility
SS3 Electromagnetic or automatic doors or windows										
SS3.1 Automatic doors	☐	☐	☐	☐	☐					
SS3.2 Access control doors	☐	☐	☐	☐	☐					
SS3.3 Interfaced fire or smoke doors or windows	☐	☐	☐	☐	☐					
SS4 Emergency lighting systems	☐	☐	☐	☐	☐					
SS5 Escape route pressurisation systems	☐	☐	☐	☐	☐					
SS6 Riser mains for use by fire services	☐	☐	☐	☐	☐					

Specified System	Existing	Altered	Added / New	Removed	n/a	Performance Standards	Inspection	Maintenance	Reporting	Responsibility
SS7 Automatic backflow preventers connected to a potable water supply	○	○	○	○	○					
SS8 Lifts, escalators, travellators, or other systems for moving people or goods within buildings										
SS8.1 Passenger-carrying lifts	○	○	○	○	○					
SS8.2 Service lifts	○	○	○	○	○					
SS8.3 Escalators and moving walkways	○	○	○	○	○					
SS9 Mechanical ventilation or air-conditioning 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										
SS12.1 Audio loops	○	○	○	○	○					
SS12.2 FM radio frequency and infrared beam transmission systems	○	○	○	○	○					
SS13 Smoke control systems										
SS13.1 Mechanical smoke control	○	○	○	○	○					
SS13.2 Natural smoke control	○	○	○	○	○					
SS13.3 Smoke curtains	○	○	○	○	○					
SS14 Emergency power systems for, or signs relating to, a system or feature specified in SS1-13										
SS14.1 Emergency power systems	○	○	○	○	○					
SS14.2 Signs for systems	○	○	○	○	○					

Specified System	Existing	Altered	Added / New	Removed	n/a	Performance Standards	Inspection	Maintenance	Reporting	Responsibility
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:										
SS15.1 Systems for communicating spoken information intended to facilitate evacuation; and	○	○	○	○	○					
SS15.2 Final exits As defined by clause A2 of the building code	○	○	○	○	○					
SS15.3 Fire separations	○	○	○	○	○					
SS15.4 Signs for communicating information intended to facilitate evacuation	○	○	○	○	○					
SS15.5 Smoke separations	○	○	○	○	○					
SS16 Cable car *All buildings with a cable car, including single residential buildings, require a compliance schedule.*	○	○	○	○	○					

10. HAVE YOU ATTACHED ALL THE REQUIRED DOCUMENTS?

Please include the following documents as part of your application. Additional documents might be requested as part of the assessment of your application. Incomplete applications may be returned unprocessed.

Proof of ownership

- ◯ Copy of Record of Title
- ◯ Copy of Lease Agreement
- ◯ Agreement for Sale & Purchase
- ◯ Other document showing the full name of the legal owner(s)

- ☐ **Project Information Memorandum (PIM)**
- ☐ **Certificate attached to PIM**
- ☐ **Development Contribution Notice**
- ☐ **Plans, specifications and other supporting information** *(Include information on the compliance method, e.g. where the work deviates from an Acceptable Solution method.)*
- ☐ **Memorandum from Licensed Building Practitioner – Certificate of Design Work (Form 2A)**
- ☐ **Statutory Declaration as to Owner Builder Status (Form 2B)**
- ☐ **Alternative plans and specifications** (if you want to obtain pre-approval for possible product substitutions)
- ☐ **Alternative product certificate(s)** (if you want to obtain pre-approval for possible product substitutions)

If the design features a modular component by an accredited manufacturer as per the BuiltReady scheme, please also include the following documents.

- ☐ **Current manufacturer's certificate(s)** *referred to in sections 45(1)(bb) and 45(1)(bc) of the Building Act*
- ☐ **Current product certificate(s)**

11. APPLICATION FEES

The Council/ Building Consent Authority (BCA)/ Territorial Authority (TA) will charge a fee for your application and any subsequent work involved in processing your application. The fee will include statutory levies payable to BRANZ and the Ministry of Business, Innovation and Employment.

12. ACKNOWLEDGEMENTS

The information you have provided on this form is required so that your application or the building consent it relates to can be processed under the Building Act 2004. The Council, Territorial Authority (TA) or Building Consent Authority (BCA) collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information the Council, TA and BCA hold about you.

In providing this information, you agree to your details being used for customer surveys carried out by the Council, TA or BCA.

All the information contained in the application is, to the best of my knowledge, true and correct.

I request that you issue a project information memorandum, project information memorandum and building consent, or building consent for the building work described in this application.

- ☐ I understand that this application is to be assessed against Acceptable Solutions unless otherwise stated in section 8.
- ☐ I understand that work must not commence until the building consent is issued and uplifted.
- ☐ I understand that this application may only be made with the owner's approval.

Full name:	
Signature: *Digital signatures acceptable*	
Date:	

Appendix A – List of those involved in the build

Complete if additional space is required for Section 4

Name:				**Entity or Company:**	
Licensing class:				**LBP or Registration number:**	
Email:					
Street Address:				**Mailing Address:** *If different from street address*	
Contact numbers	**Mobile:**		**Other:**		

Name:				**Entity or Company:**	
Licensing class:				**LBP or Registration number:**	
Email:					
Street Address:				**Mailing Address:** *If different from street address*	
Contact numbers	**Mobile:**		**Other:**		

Name:				**Entity or Company:**	
Licensing class:				**LBP or Registration number:**	
Email:					
Street Address:				**Mailing Address:** *If different from street address*	
Contact numbers	**Mobile:**		**Other:**		

Name:				**Entity or Company:**	
Licensing class:				**LBP or Registration number:**	
Email:					
Street Address:				**Mailing Address:** *If different from street address*	
Contact numbers	**Mobile:**		**Other:**		