



How to use this checklist

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

Later, additional information may be requested during the processing of your building consent to confirm compliance with the Building Code. Processing time will be suspended until information is received.

- All items on this checklist must be ticked to show that they are either provided (P) or are not applicable to your project (N/A).

OFFICE USE

Applicant use P - Information provided N/A - Not applicable to this project

Table with 3 columns: Office Use (radio buttons), Applicant Use (radio buttons), and Item Description (numbered sections 1-7). Section 1: Minimum building consent application documentation. Section 2: Site/location plan. Section 3: Plumbing and drainage (for swimming/spa pool). Section 4: Plumbing and drainage (for retaining walls). Section 5: Foundation plan. Section 6: Cross sections and details. Section 7: Specifications.

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Other information that may be required

OFFICE USE

Applicant use

P - Information provided

N/A - Not applicable to this project

P N/A

8. Specific engineering design

Design work from an engineer must have calculations and structural drawings provided. When engineering drawings are provided from persons other than the engineer, they must be acknowledged (signed) by the engineer as meeting engineering design requirements.

Specific engineering design may include (this list is not exhaustive):

- a. Special ground conditions, including building over uncertified fill, peat or soft ground, or closeness to steep banks.
- b. Retaining walls.
- c. Earthworks/stability of adjacent sites and support of adjacent structures.
- d. Any building work outside the scope of New Zealand Standards.

P N/A

9. Extraordinary water supply

- a. A completed water connection/disconnection form.

10. Tick method of payment

- Cash/efpos
- Pre-approved account customer.

OFFICE USE ONLY

Further information required?

 Yes No

Application accepted?

 Yes No

Date of acceptance

Officer