

# Building Consent Minor Building Work

## SECTION 1: INTRODUCTION

Manukau Building Consultants Ltd [MBCL] will manage your Building Consent process from start to finish, ensuring a seamless and hassle free building consent process.

To enable MBCL staff to deliver you a high level of service, without compromising quality, please complete the attached Application [Section 2] and Project Checklist [Sections 3-5 as applicable]. Attach these to the rest of your building application documents when you lodge for your building consent.

By completing the Application and Project Checklist you will be reducing the risk of unnecessary delays as a result of not having all the information required. These delays lead to increased costs and longer lead times.

When you have completed all the documentation, and are ready to lodge your consent, please phone us on **09 272 7890** or **0800 4 A CONSENT [0800 4 2 26673]** to arrange for a lodgement appointment if needed.

### OFFICE LOCATION

Manukau Building Consultants Ltd  
277 Te Irirangi Drive [corner of Te Irirangi Dr & Ormiston Rd]  
*[We are located directly above the Coffee Club at Botany Junction]*  
Botany Junction  
Manukau  
[www.mbcl.co.nz](http://www.mbcl.co.nz)

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## SECTION 2: APPLICATION

**Application for:**     PIM only     Building Consent only     PIM & Building Consent

LOCATION OF PROJECT					
Project Address:					
Lot No:		DP No:			
Site Area [M <sup>2</sup> ]:		Floor [M <sup>2</sup> ]:	Area	Value [\$]:	
<b>Description of Proposed Work:</b>					

APPLICANTS DETAILS [main point of contact through consent processing]					
Name:					
Address:					
Phone [home]:		[work]		[mobile]	
Fax:		Email:			
OWNERS DETAILS [if not applicant]					
Owner's Name:					
Owner's Address:					
Phone [home]:		[work]		[mobile]	
Fax:		Email:			

**Invoices to:**     Applicant     Owner     Other

INVOICE TO DETAILS [if not applicant or owner]					
Name:					
Address:					
Phone [home]:		[work]		[mobile]	
Fax:		Email:			

By signing this application form you are acknowledging you have read, understood, accept and abide by the terms and conditions as advised within the contents of this application form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Person signing [please print]:** \_\_\_\_\_ Owner  Applicant

I / we required that the  plans  specifications be treated as confidential in order to protect the security of the  building  copyright

# Building Consent Minor Building Work

## TERMS OF ENGAGEMENT

I hereby authorise Manukau Building Consultants Ltd [MBCL] to prepare and lodge a Building Consent, and / or PIM application(s) on my behalf.

I have read and understood and accept all terms and conditions set out in this application.

I declare that the information contained in this application and otherwise provided to MBCL is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of this application are required to be kept available for public record. Therefore the public may view this application once submitted.

I/we accept that we are liable for all charges, fees, development contributions, levies and other costs with respect to lodgement and processing of my / our Building Consent application, and the PIM lodgement including Manukau City Council [and Manukau Water Ltd] charges. See the guidelines at the end of this application for more information on fees and charges.

Fees are payable on demand prior to consent issue. Payment should be made by eftpos or cheque payable to Manukau City Council. Payment can be made at MBCL's office.

Code Compliance Certificate will not be issued if fees, including Development Contribution, are outstanding.

I / we agree that MBCL is entitled to disclose the plans and specifications to Manukau City Council and Manukau Water Ltd during the building consent / PIM Process

I / we declare that we are authorised by the owner to provide the information required under and to sign, this application.

The provisions of the Consumer Guarantees Act 1993 will not apply to services supplied by MBCL for the purposes of my / our business

MBCL liability [whether in contract, tort (including negligence and breach of statutory duty) or otherwise] for any loss, cost, damage or injury, however arising, is limited to an amount equal to the fees paid by the applicant / owner in respect of this application. MBCL is not liable for any consequential, indirect loss or damage, loss of business or profit or other economic loss of any kind whether arising from negligence, breach of contract or otherwise.

I / we acknowledge that MBCL provides services to Manukau City Council including processing building consent applications, undertaking inspections of property and ensuring compliance with building consent conditions. In undertaking the preparation and lodgement of this application, MBCL is deemed to be acting in its capacity as service provider to Manukau City Council.

## FEES & CHARGES

Building consents are required to be collected and outstanding fees paid within 21 days of notification that the consent is available for collection. Consents are liable for cancellation after this date.

Where a building consent is cancelled, you will be charged for all costs incurred by MBCL and Manukau City Council [including for administration and processing] up to the time of cancellation plus the applicable cancellation fee.

PIM and building consent fees are set out in Manukau City Council's *Building Act and Associated Charges* document located at [www.manukau.govt.nz](http://www.manukau.govt.nz) [on the Building Consent Forms page] or available from our office.

PIM fees will comprise the non-refundable base fee with the recovery of costs on an hourly charge-out basis for applications taking more than the standard one hour processing time.

## IMPORTANT TERMS

### Commencement of Work

A building consent cannot be issued for any work that has been commenced / completed prior to the granting of the building consent. Carrying out building work before a consent is granted is an offence under Section 40 of the Building Act 2004 and could result in the owner and contractors being prosecuted or fined.

### Other Consents

If the building work requires a Resource Consent or the consent of a network utility operator such as Manukau Water Ltd, and such consents and / or approvals have not been obtained, the building consent will be issued with a restriction that no work may commence until all these other necessary consents and / or approvals have been granted and paid for.

### Check your Project Information Memorandum

The details of the PIM should always be checked closely. Should the project infringe the District Plan this will be advised in the PIM. A Resource Consent or a re-design of the building work may be necessary to resolve the infringement. However, processing of the application will not be suspended as a result of the District Plan infringement unless specifically requested by the applicant.

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## SECTION 3: MINOR PLUMBING & DRAINAGE [BACKFLOW PREVENTION] CHECKLIST

Y	N/A	Pg #		MBCL
<b>GENERAL REQUIREMENTS</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Application form completed as required and signed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Authorisation letter provided if application is submitted on behalf of a company or trust	<input type="checkbox"/>
<b>PROOF OF OWNERSHIP</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Title [not older than 90 days] with flats plan provided <i>MBCL can provide if required</i>	<input type="checkbox"/>
<b>WORKING DRAWINGS</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Three (3) full sets of working drawings that meet the following standard requirements: 1. Drawings must be produced on a minimum A3 sheet size, and named, dated and uniquely numbered 2. All drawings must meet the minimum requirements of the Technical Drawings standard AS/NZS1100 with equivalent Microsoft Word text size 10 3. Legal description [Lot & DP No] and street address indicated on plan	<input type="checkbox"/>
<b>SITE PLAN [Scale 1:100 for urban areas or 1:20 for rural areas]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Location of backflow prevention device indicated	<input type="checkbox"/>
<b>OTHER DOCUMENTATION</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Manufacturer's specifications and installation data provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Hazard nominated: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/>
<b>Comments:</b>				

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## SECTION 4: RETAINING WALLS CHECKLIST

Y	N/A	Pg #		MBCL
<b>GENERAL REQUIREMENTS</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Application form completed as required and signed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Authorisation letter provided if application is submitted on behalf of a company or trust	<input type="checkbox"/>
<b>PROOF OF OWNERSHIP</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Title [not older than 90 days] with flats plan provided <i>MBCL can provide if required</i>	<input type="checkbox"/>
<b>WORKING DRAWINGS</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Three (3) full sets of working drawings that meet the following standard requirements: 1. Drawings must be produced on a minimum A3 sheet size, and named, dated and uniquely numbered 2. All drawings must meet the minimum requirements of the Technical Drawings standard AS/NZS1100 with equivalent Microsoft Word text size 10 3. Legal description [Lot & DP No] and street address indicated on plan	<input type="checkbox"/>
<b>SITE PLAN [Scale 1:100 for urban areas or 1:20 for rural areas]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		North arrow or point indicated on the plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Land contours / spot levels shown at maximum 1m increments	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Site boundaries / exclusive area boundaries for cross lease properties and common areas clearly shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed buildings clearly defined with dimensions from boundaries and other buildings, including any buildings on adjoining property boundaries	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Location and height of proposed retaining walls shown at each end with change of direction and dimensions from boundaries and other buildings	<input type="checkbox"/>
<b>ELEVATIONS [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Elevations provided showing the height of the retaining wall	<input type="checkbox"/>
<b>FOUNDATION PLAN [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Foundation layout details shown	<input type="checkbox"/>
<b>CROSS SECTIONS [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Section provided showing construction of retaining wall and proximity to services	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Timber treatment indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Drainage and tanking shown	<input type="checkbox"/>

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SPECIFIC DESIGN OUTSIDE THE SCOPE OF NZS3604				
<input type="checkbox"/>	<input type="checkbox"/>		Plans signed by engineer, with name and address indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Engineering calculations provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement [PS1] provided, fully completed and signed	<input type="checkbox"/>
OTHER DOCUMENTATION				
<input type="checkbox"/>	<input type="checkbox"/>		Soil and ground stability – Geotechnical report provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		CCTV video / CD and report provided for building over / near public sewer	<input type="checkbox"/>
PLANNING INFORMATION				
<input type="checkbox"/>	<input type="checkbox"/>		Copy of approved Resource Consent with stamped plans provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Are all trees protected by the District Plan [height, girth & dripline] shown	<input type="checkbox"/>
Comments:				

# Building Consent Minor Building Work

## SECTION 5: SIGNS CHECKLIST

Y	N/A	Pg #		MBCL
<b>GENERAL REQUIREMENTS</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Application form completed as required and signed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Authorisation letter provided if application is submitted on behalf of a company or trust	<input type="checkbox"/>
<b>PROOF OF OWNERSHIP</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Title [not older than 90 days] with flats plan provided <i>MBCL can provide if required</i>	<input type="checkbox"/>
<b>WORKING DRAWINGS</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Three (3) full sets of working drawings that meet the following standard requirements: 1. Drawings must be produced on a minimum A3 sheet size, and named, dated and uniquely numbered 2. All drawings must meet the minimum requirements of the Technical Drawings standard AS/NZS1100 with equivalent Microsoft Word text size 10 3. Legal description [Lot & DP No] and street address indicated on plan	<input type="checkbox"/>
<b>SITE PLAN [Scale 1:100 for urban areas or 1:20 for rural areas]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		North arrow or point indicated on the plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Site boundaries / exclusive area boundaries for cross lease properties and common areas clearly shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Location of sign shown on the plan, including dimensions	<input type="checkbox"/>
<b>ELEVATIONS [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Elevations of building provided showing the location of the sign if fixed to building	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Height above pavement level and height of sign above roof line shown	<input type="checkbox"/>
<b>CONSTRUCTION DETAILS [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Flashing details provided for all penetrations through walls / roof	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Construction / connection details provided for the sign, including dimensions of the sign	<input type="checkbox"/>
<b>SPECIFIC ENGINEERING DESIGN</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Plans signed by engineer, with name and address indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Engineering calculations provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement provided, fully completed and signed	<input type="checkbox"/>
<b>OTHER DOCUMENTATION</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Soil and ground stability – Geotechnical report provided	<input type="checkbox"/>

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PLANNING INFORMATION				
<input type="checkbox"/>	<input type="checkbox"/>		Copy of approved Resource Consent with stamped plans provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		All trees protected by the District Plan [height, girth & dripline] shown	<input type="checkbox"/>
Comments:				



Office Use Only:

Application for Project Information Memorandum And/or Building Consent No: \_\_\_\_\_

## Application

I request that you issue a:	
<b><u>Project Information Memorandum</u> Yes/No</b>	<b><u>Building Consent</u> Yes/No</b>
For the building work described in this application. (Select 'Yes' or 'No' for one or both above boxes above as appropriate)	
I declare that the information contained in this application is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of this application are required to be kept available for public record. Therefore the public may view this application, once submitted.	
Signature of <b>owner / agent</b> on behalf of and with the authority of the owner(s) <i>(delete one)</i> :	
Name of person signing <i>(please print)</i> :	
Signed:	 Date:
Project Information Memorandum already issued for this project	<b>Yes/No</b> (PIM number):

## 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: Lot No:	DP No:	
Holding No. <i>(Office use)</i> :		
<b>NOTE:</b> If the title for the site has not yet been issued, please list the proposed Lot and Council Scheme Plan (SP) number:	Lot No:	SP No:
Building Name <i>(if applicable)</i> :		
Site Area: (Square meters/Hectares):	Level/Unit Number <i>(if applicable)</i> :	
Number of Levels:	Existing Floor Area Affected by the Work(m <sup>2</sup> ):	New Floor Area(m <sup>2</sup> ):
Area(m <sup>2</sup> ) of new enclosed floor space created <i>(commercial/industrial only)</i> :		
Current lawful established use <i>(include number of occupants per level and per use if more than one level)</i> :		
Year first constructed <i>(approximate date is acceptable e.g. c1920s or 1960-1970)</i> :		



### Owner

Name of owner(s) (include Mr, Mrs, Miss, Dr etc if an individual):		
Contact person:		
Mailing Address:		
Physical Address:		
Phone Numbers: Work:	Mobile:	Home:
Email address:		Facsimile:

<b>The following evidence of ownership is attached to this application:</b>			
- Copy of Certificate of Title (CT)*	<b>Yes/No</b>	- Sale & Purchase Agreement*	<b>Yes/No</b>
- Copy of CT, Lease Agreement and a Letter of Authorisation from the Owner (commercial only)			<b>Yes/No</b>
Include copies of all consent notices, encumbrances, building line restrictions, caveats, covenants			
* Certificate of Title should not be older than 90 days			
* Sale & Purchase Agreement should not be older then 60 days			

### Agent

Only required if the owner has appointed an agent to deal with all enquiries arising from this application. All communications, including the PIM, building consent and code compliance certificate will be forwarded to the agent. <b>Has an agent been appointed?</b>	<b>Yes/No</b>	
Name of agent:		
Contact person::		
Mailing Address:		
Physical Address:		
Phone Numbers: Work:	Mobile:	Home:
Email address:		Facsimile:

### Fee Payee

I confirm that I am responsible for the payment of fees and any development contributions or other financial contributions arising from this application: <b>I am the:</b>		
<b>Owner</b> <input type="checkbox"/>	<b>Agent</b> <input type="checkbox"/>	<b>Other</b> (provide details) <input type="checkbox"/>
Name (please print):		
Mailing Address for accounts/refunds:		
Phone Numbers: Work:	Mobile:	Home:
Email address:		Facsimile:
Signed:		Date:
<b>Note:</b> Building consents are required to be collected and fees paid within 21 days of notification that the consent is available for collection. Consents are liable for cancellation after this date. Cancelled consents will be invoiced for the costs of administration and processing plus the applicable cancellation fee.		



### Owner and Location

Name:
Project Location:

### Service Provider

Please select one of the following service providers to undertake the processing of your consent and the compliance inspections during the development of your project. Listed below are the services that each unit offers:

<b>Compass Building Consultants Ltd</b> <ul style="list-style-type: none"> <li>• Residential</li> <li>• Commercial</li> <li>• Industrial</li> </ul>	Unit 23/ 2 Bishop Dunn Place Botany South, Manukau, 2013 Ph: (09) 272 2269 Fax: (09) 272 2270 www.compassbuilding.co.nz	<input type="checkbox"/>
<b>Manukau Building Consultants Ltd</b> <ul style="list-style-type: none"> <li>• Residential</li> <li>• Commercial</li> <li>• Industrial</li> </ul>	277 Ti Irirangi Drive Manukau City, 2104 Ph: (09) 272 7890 0800 4 A CONSENT (0800 4 2 26673) Fax: (09) 272 7892 www.mbcl.co.nz	<input checked="" type="checkbox"/>
<b>Professional Building Consultants Ltd</b> <ul style="list-style-type: none"> <li>• Residential</li> </ul>	Level 1, 83d Springs Road East Tamaki, Auckland, 2013 Ph: (09) 272 3443 Fax: (09) 272 3442 www.pbc.co.nz	<input type="checkbox"/>

### Fees

I/we accept that we are liable for all fees with respect to this Building Consent.

Fees are payable prior to consent issue.

Code Compliance Certificate will not be issued if the fees, including Development Contribution are outstanding.

Signature:		Date:
Signed by: Name of person signing ( <i>please print</i> ):		Owner <input type="checkbox"/>

### Confidentiality

I/we require that my/our plans <input type="checkbox"/> specifications <input type="checkbox"/> Be treated as confidential in order to protect: the security of the building <input type="checkbox"/> copyright <input type="checkbox"/>
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