

# Building Consent Commercial Lodgement

## 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 [Section 3]. 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

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## 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: COMMERCIAL LODGEMENT 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 <b>Note:</b> Four (4) sets of plans required if Manukau Water approval required	<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"/>		Is the 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 with bearings indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Are existing and proposed buildings clearly defined with dimensions from boundaries and other buildings [including notational boundaries if appropriate]	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Location and dimensions of all signage	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Drainage plan showing existing and proposed	<input type="checkbox"/>
<b>FOUNDATION &amp; SUPERSTRUCTURE DESIGN [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Structural drawings and engineers calculations provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design – PS1 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design Review – PS2 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Is there excavation close to the boundary	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Proposed method of temporary support for excavation shown [i.e. soldier pile system]	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Are any ground anchors proposed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Details of underpinning provided	<input type="checkbox"/>

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<b>FLOOR PLAN [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		If an alteration, is existing layout and use, as well as proposed layout and use shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Location of lifts and dimensions of lift cars shown	<input type="checkbox"/>
<b>ELEVATIONS [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Elevations for each external wall provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Existing and finished ground levels / floor levels indicated	<input type="checkbox"/>
<b>CROSS SECTIONS [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Sections along the length and across the width of building provided with cross reference to details	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Stair and handrail details provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Finished floor levels and roof covering indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Tanking details to sub-terrainian areas provided	<input type="checkbox"/>
<b>PLUMBING [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Plumbing schematic showing wastes, pipe material and falls provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Building stormwater disposal design and calculations provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Location and size of rainwater heads, scuppers, internal gutters, spouting and downpipes indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Fixtures and number of proposed fixtures and fittings [including location of cleaner's sink] shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Specifications and details for wet areas [bathroom and laundry] provided	<input type="checkbox"/>
<b>DRAINAGE [Scale 1:100 or 1:50]</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Infrastructure capacity report [sanitary and / or stormwater] provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed sanitary sewer and stormwater drainage shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		On-site waste water disposal system shown and report provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Flooding and surface water – assessment report provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Soakage 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"/>
<input type="checkbox"/>	<input type="checkbox"/>		Detention / retention tank shown with distances from buildings and boundaries and calculations provided	<input type="checkbox"/>
<b>BUILDING ENVELOPE</b>				
<input type="checkbox"/>	<input type="checkbox"/>		Building envelope [façade] design provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design – PS1 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design Review – PS2 provided	<input type="checkbox"/>

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BUILDING ENVELOPE				
<input type="checkbox"/>	<input type="checkbox"/>		Roof / wall junctions, eaves, balustrade, parapets, junctions, penetrations, control joints and sill / head / jamb details for all openings provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Appraisal certificates / specifications for cladding system provided	<input type="checkbox"/>
LIFTS				
<input type="checkbox"/>	<input type="checkbox"/>		Manufacturer's specifications and lift design plans provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design – PS1 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design Review – PS2 provided	<input type="checkbox"/>
MECHANICAL SERVICES ENGINEERING				
<input type="checkbox"/>	<input type="checkbox"/>		Engineering calculations provided for ventilation systems	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design – PS1 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design Review – PS2 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		All details shown on plans and design specifications provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Manufacturer's specifications / technical data sheets provided for ventilation system(s)	<input type="checkbox"/>
FIRE SAFETY ENGINEERING				
<input type="checkbox"/>	<input type="checkbox"/>		Fire report	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Is this an Alternative Solution	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Fire report provided including calculations / computer modelling if relevant	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Fire safety precautions and other requirements shown on plans with the Fire Engineer's name and signature	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Fire rating requirements indicated on elevations / sections as applicable	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Adequacy of water pressure for sprinkler system tested and certified	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Emergency lighting provided and shown on plans	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design – PS1 provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Producer Statement Design Review – PS2 provided	<input type="checkbox"/>
ACOUSTICS				
<input type="checkbox"/>	<input type="checkbox"/>		Acoustic report from qualified professional stating requirements provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		All acoustic details / requirements indicated on plans	<input type="checkbox"/>
ACCESSIBILITY				
<input type="checkbox"/>	<input type="checkbox"/>		Access and facilities for disable persons provided in accordance with Building Act / Building Code requirements and shown on plans	<input type="checkbox"/>

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PUBLIC SAFETY DURING CONSTRUCTION				
<input type="checkbox"/>	<input type="checkbox"/>		Details and measures provided for public safety during construction	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Site / traffic management plan provided addressing public access, delivery access and storage areas, as well as dust and noise controls	<input type="checkbox"/>
HAZARDOUS SUBSTANCES				
<input type="checkbox"/>	<input type="checkbox"/>		Details of handling and storage of hazardous materials provided	<input type="checkbox"/>
FOOD PREMISES				
<input type="checkbox"/>	<input type="checkbox"/>		Details provided with regards to the type of business and operations	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Number of staff and patrons indicated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Details of surface finishes in food preparation, cooking, servery, storage and dishwashing areas provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Full details and location of appliances [cooking / fridges / freezers] provided	<input type="checkbox"/>
OTHER DOCUMENTATION				
<input type="checkbox"/>	<input type="checkbox"/>		Certificate for Public Use application provided for proposed work within an existing building	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Energy efficiency [H1] report / calculations attached	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Soil and ground stability – assessment checklist / Geotechnical report provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Site contamination – assessment checklist / report provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Secondhand inspection report provided for relocated buildings	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Lease agreements [i.e. air space] provided	<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"/>		Location, size, volume and depth of excavation for storm water management devices [rain gardens / retention / detention tanks/ shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Location, dimensions and gradient of carparking / manouvering / vehicle crossing shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		All floor areas and uses, gross floor areas and landscaping shown with all calculations provided	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Are all streams and riparian margins shown on the plan	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Are all trees protected by the District Plan [height, girth & dripline] shown	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Compliance with Height in Relation to Boundary Controls shown on the plan	<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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