



INFORMATION REQUIRED FOR A COMMERCIAL BUILDING CONSENT APPLICATION

October 2019

GENERAL

Building Consent Application Form 2 completed in full (online).

>> [CLICK HERE FOR BUILDING CONSENT ONLINE PAGE](#)

Proof of ownership:

- Owner identified on application form must match Record of Title (Certificate of Title)
- or a signed sale & purchase agreement confirming legal ownership must be supplied with the application

BUILDING PLANS

Refer to the MBIE Guide to applying for a building consent

>> [CLICK HERE FOR GUIDE](#)

SITE MANAGEMENT AND PROTECTION OF PUBLIC

Hoardings:

- Provide details of barriers for the protection of public and for restricting public access to site, details of gantries, scaffolding and hoardings.

Site management plan covering:

- Delivery and storage of materials, management to control silt run off, noise and dust, traffic management and parking.

Hazardous building materials:

- Provide safety plan detailing the safe handling and disposal of hazardous materials.

EXISTING BUILDING

Existing floor plan (1:100/1:50) showing:

- Dimensions of existing floor plan
- Location and dimensions of exit stairs
- Locations and dimensions of toilets and other facilities
- Exit door sizes.

Means of escape from fire:

- Assessment of means of escape for the whole building including floor plans showing egress routes to safe places.

Accessibility (for buildings/uses listed in Schedule 2 of the Building Act 2004):

- Assessment of access and facilities for people with disabilities for the whole building. The assessment must incorporate a statement that the assessor is suitably experienced/qualified and has carried out a site inspection as part of the assessment.

Application for Discretion re Upgrades (pursuant to section 112(2) of the Building Act 2004) including:

- Supporting information as to why the project would not proceed if the building was required to comply
- Description of improvements proposed related to means of escape from fire and access and facilities for people with disabilities.

CHANGE OF USE

Complete for existing buildings where proposal will change the established use of all or part of the building.

Fire assessment:

- In addition to the assessment of means of escape documentation must also include assessment of the whole building for structural stability in fire and protection afforded to the other sleeping areas and other property.

Structural assessment:

- Assessment against non-specific codes (NZS3604 and NZS4229) or engineering assessment included as part of the structural specific design.

Sanitary facilities:

- Assessment of existing facilities within the building comparative to current code and levels of amenity provided by the acceptable solution.

Additional household units:

- An assessment of the building is required with respect to all building code clauses. If the proposal is for the project to meet anything less than full compliance with any clause of the building code, your application must clearly state your reasoning, with supporting documentation, and show how you will meet the highest level of compliance that can be considered reasonably practicable.

ACCESSIBILITY

Access and facilities for the disabled (1:100/1:50) for the whole building showing:

- Access routes
- Accessible toilet compartment
- Location and height of fittings (toilet pan, basin, urinal, shower) handrails on both sides
- Width of access routes
- Dimensions of toilet compartments
- Lift car controls
- Accessible stairs
- Accessible low height counters (including reception)
- Accessible car parks (for new buildings).

Reasonably practicable:

- Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code for the above proposal is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so.

FOUNDATION / FLOORS

Site Plan (1:200) showing:

- Dimensions of all boundaries
- North point
- Finished floor levels
- Ground contours (extended to boundaries) and/or levels
- Site area
- Street name and number
- Lot and DP number
- Outline of building and distances to boundaries
- Include on the site plan the designated wind zone of the site (e.g. low, medium, high, very high, specific design).

Foundation plan (1:100/1:50) showing:

- Dimensions of all new foundations
- Footing details including reinforcing and connections
- If a concrete slab, show specific details including slab reinforcing and construction joints
- Piles and footings including reinforcing and connections, load bearing pads
- Sub-floor including bracing
- Sub-floor bracing for timber floor
- Indicate ventilation of subfloor spaces.

Foundation details:

- Details including reinforcing and connections and finished floor levels. If the addition is an upper storey show details of upgrading existing foundation joists, piles etc.

Geotechnical Assessment

- Has the site been identified as a liquefiable area? If yes, has the application identified how this will be mitigated?
- Are there any other requirements for geotech assessment on site? e.g. consent notice requirements, suspected fill
- Please refer to the Geotechnical Site Investigation Guidelines on the Hastings District Council website
>> [Click here for Geotechnical Site Investigation Guidelines](#)
- Refer to the Hastings District Council intra-maps for areas of liquefaction and suspected fill
>> [Click here for Intra Maps](#)

CONSTRUCTION

Existing floor plan (1:100/1:50) showing (for additional and alterations only):

- All levels
- All designated spaces
- All demolition work
- Sanitary fixtures
- Smoke detectors.

Proposed floor plans (1:100/1:50) showing:

- Room dimensions
- Location of partitions
- All designated spaces named
- All floors (new or altered)
- Plan of complete floor showing where work is to take place
- Smoke detectors.

Floor Plan with dimensions and to scale Location of Partitions showing:

- All floors
- All doors – internal and external.

Wall bracing plan (1:100/1:50) showing:

- Location, type and number of bracing elements
- Bracing details and calculations for wall bracing
- If the bracing was specifically designed by a structural engineer, provide calculations.

Sections and details (1:50/1:20/1:10) showing:

- Stairs, handrails, decks and decking
- Insulation systems and materials to floors, walls and roof
- Barriers providing safety from falling. Specific engineering design required
- Details of fire rated partitions from floor to underside of floor above (is more than one fire cell)
- Details of sound rated partitions and floor/ceiling construction
- Framing sizes, beams, lintel span tables showing selection, trusses including fixing and other structural items. Lintels carrying point loads, such as girder trusses, require specific design
- Roof cladding, eaves, fascia, gutters, flashings to opening, roof pitch
- Fire rated systems on all walls in relation to boundary distance
- Stud heights of rooms and total height from lowest ground floor level to top of ridge, finished floor levels
- Truss layout supported by design certificate and design of fixing details and load path to ground
- Retaining wall details e.g. type, height of retained ground, relationship to boundary, waterproof membrane and proposed drainage.

EXTERNAL ENVELOPE

Risk assessment:

- Risk matrix in E2/AS1 may be used (Consider exposure design and detailing to support appropriate selection of cladding).

Elevations (1:100/1:50) showing:

- Accurate line from boundary to boundary on each elevation, relevant District Plan daylight control lines
- The maximum height on each elevation, location of door and window openings
- Fixed and opening window sashes, sill heights, floor levels in relation to ground levels
- Window schedule, exterior cladding nominated to all elevations, down pipes and spouting
- Ventilators to sub-floor area (suspended floors only), control joints in masonry and monolithic claddings
- A risk score greater than 20 requires specific design.

Cladding details (1:50/1:20/1:10):

- Provide details around all penetrations, joinery and other junctions at a level appropriate to the level of risk e.g. roof/wall, balcony/wall, junction of different types of cladding, back flashing details for cavity systems, control joint details.

Product certification:

- Supply copies of product certificates relied on as compliance documents.

Alternative solutions:

- If the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code, provide supporting current information including independent test results (fully report, signed by author), case studies, expert opinion (including evidence of experience/qualifications, basis for forming opinion and statement of independence) etc to demonstrate compliance.

SERVICES

Plumbing and Drainage plan showing:

- Fixtures and fittings, hot water system(s)
- Nominated plumbing/drainage design to be installed
- Drainage layout with pipe size gradients, ventilation, inspection bends and junctions indicated for both sewer and stormwater
- Any other drainage on site including council mains and retaining wall field drains
- Calculations for sizing of downpipes
- Retention calculations
- Trade waste pre-treatment system
- Location and details of backflow prevention devices.

Effluent disposal system:

- Effluent disposal system (rural only) provided (including a completed 'Onsite Wastewater Disposal Site Assessment', a site plan with the location of the effluent system, trenches clearly identified, including distances to boundaries and buildings).
- A copy of Hawke's Bay Regional Council's (HBRC) Resource Consent for effluent disposal is provided, or a letter from HBRC confirming it is not required if over aquifer or under 2000sqm.

SPECIFICATIONS

Specification - specific to project:

- Standards and NZBC means of compliance
- Elements of structure (size, spacing, timber treatment and grading)
- Finish of fixings to meet durability requirements
- Plumbing and drainage materials and design that installation is to comply with
- Wet area surfaces
- Interior/wet area wall linings information provided
- Waterproof membrane specification/appraisal
- Ventilation systems
- HVAC systems
- Flooring slip resistance for access routes
- Glazing
- Quality Assurance programmes
- Electrical standards used in the design of the electrical system are to be included on the electrical plan or electrical specification and demonstrate compliance with NZBC G9 Electricity.

External Cladding:

For each of the following claddings provide details of the product name, manufacturer, maintenance requirements and warranties offered.

- Building wraps
- Wall claddings
- Roof claddings
- Membranes (roof and decks)
- Tanking
- Joinery.

Energy Efficiency

- Proposed insulation compliance calculations assessment against non-specific codes (NZS 4218 or NZS 4214) or engineered/modelled assessments showing compliance with Clause H1.

STRUCTURAL

Structural calculation:

- If any design work required the services of a structural engineer, attach 1 copy of the calculations with this application along with structural drawings. The calculations must be prefaced with information explaining the design philosophy and justification of assumptions and methodologies used in analysis.

Specific design:

- Structural engineers must initial (sign off) all drawings (produced by others) that include their structural details to confirm they are a true and accurate representation.
- Alternatively the structural engineers can provide Hastings District Council with a letter confirming they have checked and are satisfied all (itemised) drawings (produced by others) are a true and accurate representation.

Producer statements:

- If this application for consent relies on any producer statements certifying compliance with the New Zealand Building Code, a copy must be attached with this application. (Note all structural producer statements are required to have accompanying calculations).

FIRE

Proposed fire protection plan (1:100/1:50) showing:

- Smoke alarms
- Sprinkler system
- Emergency lights
- Fire alarm sounders
- Any 'protected' path
- Thermal (heat) detectors
- Fire alarm call points
- 'Open path' travel to exits
- Method or systems for fire rating penetrations through or between fire cells.

Fire report:

- Discussing the philosophy behind the proposal and demonstrating compliance with the building code.

Reasonably practicable:

- The proposal is required to meet full compliance with the building code. Where upgrading to fully comply with the fire clauses of the building code is not proposed you are required to supply supporting documentation, making the case as to why full compliance is not reasonably practicable.

COMPLIANCE SCHEDULE

Existing compliance schedule:

- Provide a copy of the existing compliance schedule and details of proposed changes. Confirmation that the building has a current warrant of fitness (1 copy of the current BWOF or confirmation from Council records).

Specified systems:

- For each specified system to be installed or altered provide details of the system and the proposed inspection and maintenance performance standards, the testing regime and reporting frequency for inclusion in the compliance schedule (see Hastings District Council website for details).

HAZARDOUS

Details:

- Provide details of the materials used or stored, their hazardous substances classification (HSNO), individual container size and aggregated volume.

Plans and specifications describing:

- Spaces where hazardous substances are stored and used and the method of disposal of waste.
- Consideration of containment, pressure relief, electrical hazardous area zoning and ventilation.

Fire Report:

- Include specific considerations of these activities.

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