

PLEASE NOTE

IF ALL INFORMATION REQUIRED TO PROCESS YOUR BUILDING CONSENT IS NOT PROVIDED YOUR APPLICATION WILL BE REJECTED.

PURPOSE

To provide clear guidelines to customers of Rodney District Council on what information is required for Building Consent and Project Information Memorandum (PIM) for Swimming Pool and Retaining Wall applications at time of lodgement and to allow processing of the application to commence.

The information submitted with the application needs to be sufficiently clear so that,

1. The Building Consent Authority (Rodney District Council) is able to determine whether the application complies with the New Zealand Building Code.
2. Any reasonably competent builder picking up the plans is able to build the building in compliance with the Building Code and as the designer intended.
3. The plans and drawings are legible, easily followed, details clearly identified and easily distinguished from the specifications
4. The Rodney District Council is required to keep records of buildings built in this district. This is primarily for future owners of the property.

Items that we require	Customer	Complementary information	RDC
1. APPLICATION FORM (1 ORIGINAL AND 1 COPY)	<input type="checkbox"/>	Completed application form signed by the owner or owner's agent. Note: The definition of owner includes a person who has agreed, in writing, to purchase or lease the land. In this case a copy of the written agreement to purchase or lease must be included in the application. (All parts of the application form must be completed in full)	<input type="checkbox"/>
2. CERTIFICATE OF TITLE WITH A COPY OF ANY ENCUMBRANCES OR ANY CONSENT NOTICES (2 COPIES)	<input type="checkbox"/>	Recent Certificate of Title with plan or diagram of site attached (no older than 1 month) together with encumbrances or consent notices if any. If there is no certificate of title for a new lot recently subdivided from a larger lot, the applicant must supply the following: <ul style="list-style-type: none"> A recent Certificate of Title for the larger (parent) lot together with encumbrances and or consent notices if any. A copy of the subdivision resource consent together with the conditions. A 224c certificate certifying that all of the services constructed for Council as part of the subdivision have been accepted by Council. The 224c certificate may not be necessary if the subdivision consent allows the development to proceed prior to the issue of the 224c certificate. Proof of such approval must be provided with the resource consent application.	<input type="checkbox"/>
3. RESOURCE CONSENTS (IF ANY - 1 COPY)	<input type="checkbox"/>	Provide details of application, application number and conditions if applicable for any current or granted resource consent.	<input type="checkbox"/>
4. SITE SUITABILITY ASSESSMENT (2 COPIES)	<input type="checkbox"/>	The applicant must supply a site suitability assessment no older than 6 months that provides: <ul style="list-style-type: none"> A basis for the foundation design i.e. Good ground or a geotechnical assessment. The corrosion zone used in specifying building components that need to be protected. A flooding assessment for the swimming pool required by clause E1 of the building code. A site ground contamination assessment required by clause F1 of the building code <p>The site suitability assessment should be carried out by a competent designer.</p>	<input type="checkbox"/>

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Note: If the site is affected by one or more natural hazards a specialist report will be required such as a geotechnical assessment or a flooding/inundation assessment.

5. QUALITY OF PLANS (2 COPIES)	<input type="checkbox"/>	<ul style="list-style-type: none"> • All drawings should be drawn to an accurate scale: Example 1:50, 1:100, 1:200 and 1:500 • All drawings should be named, dated and uniquely numbered. • The plans should contain the project name, location, the designer's name, contact details and the name of the owner. • Text Clear and readable (recommended minimum size 2mm) • The drawing lines are to be drawn in black ink or printed • No free hand drawings are acceptable. • For scanning purposes only yellow highlighter allowed. • Revised/amended plans dated and clearly identified on drawings. • Minimum paper size is A3 • Structural details must be part of the plans • Details numbered and cross reference on plans • Manufacturers details transferred to the plans (these have to be referenced to the manufacturers specifications and noted as direct and unchanged copies) 	<input type="checkbox"/>
6. SITE PLAN (2 COPIES)	<input type="checkbox"/>	<p>Site Plan Showing scale 1:100 or 1:200 minimum, text and drawings clear and readable (recommended minimum size 2mm)</p> <ul style="list-style-type: none"> • Show boundaries, legal description, dimensions and North point. • Show proposed landscaping, swimming pool and fencing around the proposed pool and location of gates in compliance with Fencing of Swimming Pools Act 1987. • All existing buildings including their use and other structures such as decks and retaining walls • Show location of proposed retaining walls. • Earthworks design and cut and fill volumes • Existing and proposed public and private drainage system showing depth, drains, manholes, etc. • Show topographical information, contour lines and spot levels at building corner and along boundaries by surveyor. • Natural features, including trees, indigenous vegetation, water courses and open drains. 	<input type="checkbox"/>
7. PLUMBING SCHEMATIC (2 COPIES)	<input type="checkbox"/>	<ul style="list-style-type: none"> • Nominate which acceptable solution is used for the design; G13/AS1 or AS/NZS 3500 • Backwash disposal connection or treatment system • Backflow prevention devices 	<input type="checkbox"/>
8. FLOOR PLANS (2 COPIES)	<input type="checkbox"/>	<p>Floor plans Scale 1:50 OR 1:100 minimum, text and drawings clear and readable (recommended minimum size 2mm)</p> <ul style="list-style-type: none"> • Show any new retaining walls with dimensions • Show any new Swimming Pool and fence with dimensions • Plumbing Fixtures • Ground Levels <p>Only applicable if the dwelling forms part of the fence around the pool.</p> <ul style="list-style-type: none"> • Doors and windows which form part of the pool fencing • Internal dwelling floor plan showing the type of rooms opening into the immediate pool area (fenced pool area) • Method of automatic latching and closing for doors and opening restrictors for windows. (Doors not complying with this requirement will need specific approval from a committee of Council) <p>Only applicable for Spa pools</p> <ul style="list-style-type: none"> • Spa pools fencing are covered by definition of swimming pools and are required to be fenced in compliance with the Fencing of Swimming Pool Act 1987. Exemptions to pool fencing must be via council Pool Fencing Exemption Application. 	<input type="checkbox"/>

For more information please go to www.rodney.govt.nz

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9. FOUNDATION PLAN (2 COPIES)	<input type="checkbox"/>	Foundation Plans Scale 1:100 OR 1:50 minimum, text and drawings clear and readable (recommended minimum size 2mm) <ul style="list-style-type: none"> • Swimming pool concrete foundation details • Retaining walls foundation details • In ground or above ground • Dimensions 	<input type="checkbox"/>
10. ELEVATION PLAN (2 COPIES)	<input type="checkbox"/>	Elevation Plans Scale 1:100 OR 1:50 minimum, text and drawings clear and readable (recommended minimum size 2mm) <ul style="list-style-type: none"> • If the wall of a house forms part of the pool fence, provide an elevation of this wall showing all windows and doors. The direction and manner in which, these doors open. (i.e. sliding, folding or hinged) • Retaining wall elevations showing height 	<input type="checkbox"/>
11. CROSS SECTIONS (2 COPIES)	<input type="checkbox"/>	Cross Sections Scale 1:100 OR 1:50 minimum, text and drawings clear and readable (recommended minimum size 2mm) <ul style="list-style-type: none"> • Foundation details (if foundations are close to stormwater and wastewater public lines please show distance and depth) • Ground and swimming pool or retaining wall levels • Reference to details • Structural connection details • Specification of materials to be used 	<input type="checkbox"/>
12. GENERAL DETAILS (2 COPIES)	<input type="checkbox"/>	General details scale 1:2, 1:5 OR 1:10 minimum, text and drawings clear and readable (recommended minimum size 2mm) <ul style="list-style-type: none"> • Swimming pool construction details • Fencing construction details complying to the fencing of swimming pools Act 1987 (i.e. height, ground clearance, materials, gates and doors operation, doors or windows in walls of buildings) • The area to be enclosed by the fence (Only activities able to be used in conjunction with swimming pool area) • Retaining wall construction details 	<input type="checkbox"/>
13. DRAINAGE PLANS (2 COPIES)	<input type="checkbox"/>	Drainage/site Plan Showing scale 1:100 or 1:200 minimum, text and drawings clear and readable (recommended minimum size 2mm) <ul style="list-style-type: none"> • Accurate location of services, sanitary sewer, stormwater on the site and, if applicable, water supply to the site. <p>Note: Council is not able to grant a building consent if the required service connections are not available on this site unless it is proposed to treat both stormwater and waste water on site.</p> <p>Applications for Minor Engineering works may be required as part of the Building consent application and granted before the building consent is granted.</p> <p>Minor Engineering Works Examples: Minor engineering works applications are required where public infrastructure, such as drainage systems are affected by the proposed building work. Examples are:</p> <ul style="list-style-type: none"> • Connections or disconnections to Council service lines • Minor extensions to service lines • Building close to or over Council Service lines. <p>For more information and forms please go to www.rodney.govt.nz</p>	<input type="checkbox"/>

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14. SPECIFICATIONS (2 COPIES)	<input type="checkbox"/>	<ul style="list-style-type: none"> All building work, components, materials, workmanship and fixings standards Product specifications 	<input type="checkbox"/>
15. SPECIFIC DESIGN BY STRUCTURAL ENGINEER (2 COPIES)	<input type="checkbox"/>	<p>For structural design work outside the scope of New Zealand Standard 3604 (NZS 3604) you are required to submit Specific Engineering Design.</p> <p>For standard design approvals you are required to submit:</p> <ul style="list-style-type: none"> An original Producer Statement PS1, no older than 2 years, with the name of the owner, Lot and DP or address, scope of work, name and address of engineer. A signed copy of plans, the plans should showing the location of the designed elements (Drawings to scale, minimum paper size A3 and referenced on plans – no hand sketches) <p>Note: In the event that the standard design approval has been modified from that which was pre-approved, it will be required to submit an engineering design for the modification together with the impact on the pre approved building design. This design is to be supported by a Producer Statement PS1 Design.</p> <p><input type="checkbox"/> For non-standard design approval you are required to submit:</p> <ul style="list-style-type: none"> An original Producer Statement PS1, no older than 2 , with the name of the owner, Lot and DP or address, scope of work, name and address of engineer. Full engineering calculations including a design summary, drawings, structural details (including bridging). A signed copy of plans, the plans should showing the location of the designed elements (Drawings to scale, minimum paper size A3 and referenced on plans – no hand sketches) <p>Note: On completion of the project Council will require a Producer Statement PS4 Construction Review from the Design Engineer or his representative. In the absence of such a producer statement Council may engage a Consulting engineer to carry out the specific inspection upon completion.</p> <p>You are required to declare which construction review option you choose as the specific inspection will be charged to the applicant</p>	<input type="checkbox"/>

Application fees are required at time of lodgement.

Office use only: to be completed by officer
Name of officer:
Building consent number:
Street address:
Date:

Postal Address: Rodney District Council, Private Bag 500, Orewa, Phone: 0800 426 5169, Website: www.rodney.govt.nz			
Orewa Office 50 Centreway Road Orewa	Helensville Service Centre Commercial Street Helensville	Huapai Service Centre State Highway 16 Huapai	Warkworth Service Centre Baxter Street Warkworth