

Building Consent Application Vetting Checksheet



Applicant: _____

Project Address: _____

Description of Work: _____

Is this as a result of a Further Information Request? Yes / No

Y = Forms completed, relevant plans, specs, reports included in application
 N = Forms incorrectly completed, plans, specs, reports relevant to application missing or inaccurate
 N/a = not applicable to this Application

Tick [✓] each appropriate box. Each item should have a tick in one of the 3 boxes. Attach completed check list to the application

Documentation

Item	Y	N	N/a	Item	Y	N	N/a
Application form				Existing services (Sanitary and Stormwater Sewers, Water, Gas)			
Specified life stated				Bracing Plan			
Proof of ownership (less than 6 months old)				Bracing Calcs			
Site Plan				Cross-section(s)			
Drainage plan(s)				Risk matrix			
Floor Plans				Weather-tightness details			
Foundation plan(s)/details				Engineering calcs/details			
Plumbing plan or schematic				PS1(s) supplied			
Elevations				Geotech Report			
Electrical plan(s)				Specifications			
Roof plans (Trusses to be fabricator layouts w/ design cert)				Product specs			
H1 Compliance docs and/or calcs				Proprietary Systems specs			
Mechanical service plan(s)/details				Wind Zone Shown			
Specified system(s), testing and maintenance information				Durability Zone shown			

Service Installations

Item	Y	N	N/a	Item	Y	N	N/a
On site water supply				Build over or near Sewer approval			
Stormwater disposal				On-site sewage disposal			
Sewer connection				Design & TP58 Checksheet			
Utility connection approval				Maintenance contract			

