

Important Notes

- You can apply for a PIM when you apply for a Building Consent. If you do this, you only need to complete a Building Consent application form. You are, however, advised to obtain a PIM before finalising your plans as some issues may come to light that require you to adjust your plans
- A PIM does not give approval under the Council's District Plan. You will need to determine whether your proposal complies with the District Plan. You can do this by contacting the Duty Planner at the Council or your own planning adviser
- If your proposal does not comply with the District Plan, you will need to apply for a Resource Consent. You are advised to obtain a Resource Consent before finalising your building plans. This will avoid possible expensive alterations to your proposal.

This leaflet is intended as a guide only.

For further advice and information, please contact Regulatory Services.

Information Guides are also available on:

- Building Consents
- Feedback on Regulatory Services
- Development Contributions
- Dogs
- Land Information Memorandum (LIM)
- Liquor Licensing
- Resource Consents (Land Use)
- Resource Consents (Subdivisions)
- Height in Relation to Boundary
- Swimming Pool Fencing
- Treated Timber.



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A GUIDE TO Project Information Memorandum (PIM)



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What is a Project Information Memorandum?

A Project Information Memorandum (PIM) is a report about a particular property. It is prepared, at your request, from records held on the Council's files. The Building Act 2004 requires that the information listed in this brochure must be supplied when applying for a PIM.

What will a PIM report tell me?

The PIM report will provide:

- Information on special land features, including erosion, avulsion (removal of land by water action), falling debris, subsidence, slippage, alluvion (the deposition of silt from flooding) and the presence of any hazardous contaminants that are known to the Council. These may impact on the design, construction or alteration of your proposed building and you should be aware of them before you finalise your building plans
- Information notified to the Council by any statutory organisation, such as the New Zealand Historic Places Trust or the Department of Conservation
- If the Council considers that notification to the New Zealand Historic Places Trust is likely to be required, then there will be a statement to that effect and either:
 - confirmation that building work may be carried out subject to the requirements of a Building Consent and subject also to all other necessary authorisations being obtained; or
 - notification that building work may not be carried out because any necessary authorisation has been refused, despite the issue of any Building Consent.
- Details of stormwater or wastewater utility systems which relate to your proposed building work, or which are adjacent to your building site
- A statement whether a scheme that provides for evacuation from the scene of a fire is required, under section 21A of the Fire Service Act

- Details of any authorisations under other Acts which the Council requires, plus details of the requirements to be met in the granting of these authorisations and the conditions they will be subject to
- The most common authorisations will be Resource Consents required under the Resource Management Act 1991. If a Resource Consent is required, then a Certificate will be attached to the PIM stating that no building work may proceed until a Resource Consent has been obtained, or that building work may only proceed to the extent stated in the Certificate
- Details of any Development Contribution notices. If the Council considers that a Development Contribution is payable by the owner, then a Development Contribution Notice will be attached stating that a Code Compliance Certificate for the completed building work, will not be issued until the Development Contribution has been paid
- The memorandum will also include either:
 - Confirmation, subject to other provisions of the Act, that you may carry out the building work subject to the requirements of the Building Consent and subject also to all other necessary authorisations being obtained; or
 - Notification that building work may not be undertaken.

Why should I get a PIM?

A PIM is useful in establishing the feasibility and design practicality of new houses, large alterations or new commercial or industrial buildings.

Note: It is currently a legal requirement to obtain a PIM. The Building Act 2004 was amended in August 2009. Under this amendment, PIMs will become voluntary from 1 February 2010. Checks on land features and other matters covered by a PIM will still be required and will be undertaken during processing of your Building Consent. This will extend the time required for processing and therefore the cost of your Building Consent.

How much does it cost?

The cost of a PIM can be found in our schedule of Fees and Charges which is available from the Council's website, www.papakura.govt.nz

How do I get a PIM?

A PIM application form is available from Council's website, www.papakura.govt.nz, or can be obtained from the Council's office at 35 Coles Crescent, Papakura.

When you have completed the application form, please forward it to the Council's office. Remember to include the fee with your application.

What information do I need to include?

You need to include:

- the intended use of the proposed building
- the location and external dimensions of the proposed building
- provisions to be made for vehicular access
- provisions to be made for building over or adjacent to any road or public place
- provisions to be made for disposing of stormwater and wastewater
- precautions to be taken where building work is to take place over any existing drains or sewers or in close proximity to wells or watermains
- information in respect of proposed connections to public utilities from the proposed building work.

When will I receive my PIM?

If you have supplied the Council with all the necessary information, the PIM will be completed within 20 working days and forwarded to you as soon as possible.