

# APPLICATION FOR BUILDING CONSENT AND/OR PROJECT INFORMATION MEMORANDUM

Sections 33 or 45 Building Act 2004




## COUNCIL USE ONLY

Application No:

Basic instructions on how to apply are at the end of this form.

For additional help go to: [www.huttcity.govt.nz/apply-online](http://www.huttcity.govt.nz/apply-online)

An up-to-date version of Adobe Reader is required to fill this form out online. Download for free  <http://get.adobe.com/reader/>

I request that you issue a:

☐ Building Consent and/or ☐ Project Information Memorandum

I request that you send the approved documents to me:

☐ via Email (no charge) **NOTE: An approved set of legible documents must be available to view on site at all times**

☐ Hard Copy (charges will apply) ☐ Collect or ☐ Post

## THE BUILDING *(project location)*

Building name: <i>[if applicable]</i>		
Building street address:		
Legal description of land where building is located: <i>[state legal description as at the date of application and if subdivision is proposed, include details of relevant lot numbers and subdivision consent]</i>		
Location of building within site: <i>[include nearest street access]</i>		
Number of levels: <i>[include ground level and any levels below ground level]</i>	Level/unit number: <i>[if applicable]</i>	
Area: <i>[in sq metres]</i>		
Existing floor area:	Proposed floor area:	Total floor area:
Current, lawfully established use: <i>[include number of occupants per level and per use if more than one level]</i>		
Year first constructed: <i>[insert year, approximate date is acceptable e.g. 1920 or 1960 - 1970]</i>		

## THE PROJECT

Description of proposed building work: <i>[provide enough information regarding scope of work to enable a full understanding of building work proposed]</i>	
Did the building work result in a change of use of the building? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide brief details of new use:	
Intended life of building if less than 50 years:	Estimated value of building work on which building levy will be calculated: <i>[includes GST]</i>
Does the building or site have any cultural heritage significance, or is it a marae? <i>[refer to district plan]</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	List building consents previously issued for this project: <i>[who issued, date and consent number]</i>

## THE OWNER *(must be completed and all details must be the owner's)*

<b>Owner's name:</b> <i>[for individuals, state the preferred form of title e.g. Mr, Mrs, Ms, Miss Dr. For companies, trusts and other organisations provide a contact person's name.]</i>		
<b>Owner's mailing address:</b>		
<b>Street address/registered office:</b>		
<b>Owner's contact details:</b>	<b>Landline:</b>	<b>Mobile:</b>
	<b>After hours:</b>	<b>Fax:</b>
	<b>Email:</b>	
<b>Proof of ownership:</b> <i>[please attach one of the following as evidence, as appropriate to the circumstances]</i>		
<input type="checkbox"/> Copy of certificate of title, no more than three months old. <input type="checkbox"/> Lease <input type="checkbox"/> Agreement for sale and purchase		

## THE OWNER'S AGENT *(only required if application is being made on behalf of the owner)*

<b>Agent's name:</b> <i>[for individuals, state the preferred form of title e.g. Mr, Mrs, Ms, Miss Dr. For companies, trusts and other organisations provide a contact person's name.]</i>		
<b>Agent's mailing address:</b>		
<b>Street address/registered office:</b>		
<b>Agent's contact details:</b>	<b>Landline:</b>	<b>Mobile:</b>
	<b>After hours:</b>	<b>Fax:</b>
	<b>Email:</b>	
<b>Relationship to owner:</b> <i>[state the details of the owner's authorisation if making this application on the owner's behalf]</i>		
<b>First point of contact for:</b>		
Invoicing	Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>
Correspondence / Further information	Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>

## SIGNATURES

In signing this document electronically, and submitting it to Hutt City Council, I, the undersigned, declare that I am the person named in this document and that I am either the owner of the property to which the application relates, or the agent acting on behalf of the owner.

**Signed by the owner:** (Signing options at end of form)

Signature: .....

Printed name: .....

Date: .....

OR

**Signed by the agent:** On behalf of, or with authority from, the owner (Signing options at end of form)

Signature: .....

Printed name: .....

Date: .....

## PRIVACY STATEMENT

Council may hold, use and disclose personal information you have provided:

- to communicate with you for Council purposes;
- to tell you about products and services it believes may be of interest to you; and
- to enable it to maintain its records and carry out its statutory functions.

You have the right under the Privacy Act 1993 to access, and have corrected, information held by Council, which is at 531 High Street, Lower Hutt 5040, ph 04 570 6666.

## RESTRICTED BUILDING WORK

Will the building work include any restricted building work? ☐ Yes ☐ No

If yes, provide the following details of all licensed building practitioners (LBPs) who will be involved in carrying out or supervising the restricted building work:

*[If these details are unknown at the time of the application, they must be supplied before the building work begins]*

## LICENSED BUILDING PRACTITIONERS ENGAGED TO CARRY OUT/SUPERVISE RESTRICTED BUILDING WORK

Particular work to be carried out or supervised	Name of LBP	Licensing class of LBP	LBP number <i>[or registration number if treated as being licensed under section 291 of Act]</i>

## CONTACTS *(provide all details where relevant)*

<b>Designer/architect contact details:</b>	<b>Business/name:</b>	<b>Landline:</b>
	<b>Registration no:</b>	<b>Mobile:</b>
	<b>Address:</b>	<b>After hours:</b>
	<b>Email:</b>	
<b>Structural engineer contact details:</b>	<b>Business/name:</b>	<b>Landline:</b>
	<b>Registration no:</b>	<b>Mobile:</b>
	<b>Address:</b>	<b>After hours:</b>
	<b>Email:</b>	
<b>Builder contact details:</b>	<b>Business/name:</b>	<b>Landline:</b>
	<b>Registration no:</b>	<b>Mobile:</b>
	<b>Address:</b>	<b>After hours:</b>
	<b>Email:</b>	
<b>Other's contact details:</b> <i>[fire engineer, plumber/drainlayer etc.]</i>	<b>Business/name:</b>	<b>Landline:</b>
	<b>Registration no:</b>	<b>Mobile:</b>
	<b>Address:</b>	<b>After hours:</b>
	<b>Email:</b>	

**COUNCIL USE ONLY:** ☐ LBP(s) checked      Memorandums included & acceptable ☐ Yes ☐ No

**Comments:** .....  
 .....

## PROJECT INFORMATION MEMORANDUM *(not to be completed if application is for Building Consent only)*

<input checked="" type="checkbox"/> <i>if relevant</i>	Matter	Comments
<input type="checkbox"/>	Subdivision	
<input type="checkbox"/>	Alterations to land contours	
<input type="checkbox"/>	New or altered connection to public utilities	
<input type="checkbox"/>	New or altered locations and/or external dimensions of building(s)	
<input type="checkbox"/>	New or altered access for vehicles	
<input type="checkbox"/>	Building work over or adjacent to any public road or public place	
<input type="checkbox"/>	Disposal of stormwater or wastewater	
<input type="checkbox"/>	Building work over existing drains or sewers or in close proximity to wells or water mains	
<input type="checkbox"/>	Other matters known to the applicant that may require authorisation from Hutt City Council	

## BUILDING CONSENT *(not to be completed if application is for Project Information Memorandum only)*

The following documents are attached to this application: *[tick relevant boxes]*

<input type="checkbox"/> Plans	<input type="checkbox"/> Specifications	<input type="checkbox"/> Calculations
<input type="checkbox"/> Producer statements	<input type="checkbox"/> LBP memorandums	<input type="checkbox"/> Other <i>[specify]</i> .....

## ATTACHMENTS

The following documents are attached to this application: *[tick relevant boxes]*

<input type="checkbox"/>	Plans and specifications
<input type="checkbox"/>	Project information memorandum
<input type="checkbox"/>	Development contribution notice
<input type="checkbox"/>	Certificate attached to project information memorandum
<input type="checkbox"/>	Disposal of stormwater and wastewater
<input type="checkbox"/>	Building work over any existing drains or sewers or in close proximity to wells or water mains
<input type="checkbox"/>	Licensed building practitioner(s) who carried out or supervised any design work that is restricted
<input type="checkbox"/>	Other matters known to applicant that may require authorisation from Hutt City Council <i>[specify]</i> .....

## COMPLIANCE *(not to be completed if application is for Project Information Memorandum only)*

All documentation, including plans, specifications, calculations, LBP memorandums and producer statements used to show building consent compliance must be formally listed as attachments.

The building work will comply with the New Zealand Building Code as follows:

Clause <input checked="" type="checkbox"/> if clause involved in proposed work	Means of compliance				Reference on drawings and specifications and comments
<input type="checkbox"/> <b>B1 Structure</b>	<input type="checkbox"/> B1/AS1		<input type="checkbox"/> NZS3604		
	<input type="checkbox"/> NZS4203		<input type="checkbox"/> NZS4229		
	<input type="checkbox"/> NZS4223		<input type="checkbox"/> Alternative solution		
<input type="checkbox"/> <b>B2 Durability</b>	<input type="checkbox"/> B2/AS1		<input type="checkbox"/> NZS3101		
	<input type="checkbox"/> NZS3602		<input type="checkbox"/> NZS3604		
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		
<input type="checkbox"/> <b>C1 - 6 Protection from fire</b>	<input type="checkbox"/> C1/AS1	<input type="checkbox"/> C/AS1	<input type="checkbox"/> C/AS2	<input type="checkbox"/> C/AS3	
	<input type="checkbox"/> C/AS4	<input type="checkbox"/> C/AS5	<input type="checkbox"/> C/AS6	<input type="checkbox"/> C/AS7	
	<input type="checkbox"/> C/VM1	<input type="checkbox"/> C/VM2	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>D1 - Access routes</b>	<input type="checkbox"/> D1/AS1		<input type="checkbox"/> NZS 4121		
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		
<input type="checkbox"/> <b>D2 - Mechanical installations for access</b>	<input type="checkbox"/> D2/AS1		<input type="checkbox"/> D2/AS2	<input type="checkbox"/> D2/AS3	
	<input type="checkbox"/> NZS 4332		<input type="checkbox"/> EN 81	<input type="checkbox"/> EN 115	
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		
<input type="checkbox"/> <b>E1 - Surface water</b>	<input type="checkbox"/> E1/AS1		<input type="checkbox"/> AS/NZS 3500.3		
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		
<input type="checkbox"/> <b>E2 - External moisture</b>	<input type="checkbox"/> E2/AS1		<input type="checkbox"/> E2/AS2	<input type="checkbox"/> E2/AS3	
	<input type="checkbox"/> Specific design	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other	
<input type="checkbox"/> <b>E3 - Internal moisture</b>	<input type="checkbox"/> E3/AS1		<input type="checkbox"/> Specific design		
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		
<input type="checkbox"/> <b>F1 - Hazardous agents on site</b>	<input type="checkbox"/> F1/AS1				
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		
<input type="checkbox"/> <b>F2 - Hazardous building materials</b>	<input type="checkbox"/> F2/AS1		<input type="checkbox"/> NZS 4223		
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other		

Clause <input checked="" type="checkbox"/> if clause involved in proposed work	Means of compliance		Reference on drawings and specifications and comments
<input type="checkbox"/> F3 - Hazardous substances and processes	<input type="checkbox"/> F3/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> F4 - Safety from falling	<input type="checkbox"/> F4/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> F5 - Construction and demolition hazards	<input type="checkbox"/> F5/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> F6 – Visibility in escape routes	<input type="checkbox"/> F6/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> F7 - Warning systems	<input type="checkbox"/> F7/AS1	<input type="checkbox"/> AS/NZS 1668	
	<input type="checkbox"/> NZS 4512	<input type="checkbox"/> NZS 4515	
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> F8 - Signs	<input type="checkbox"/> F8/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G1 - Personal hygiene	<input type="checkbox"/> G1/AS1	<input type="checkbox"/> Specific design	
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G2 - Laundering	<input type="checkbox"/> G2/AS1	<input type="checkbox"/> AS/NZS 3500.5	
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G3 - Food preparation and prevention of contamination	<input type="checkbox"/> G3/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G4 - Ventilation	<input type="checkbox"/> G4/AS1	<input type="checkbox"/> AS 1668.2	
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G5 - Interior environment	<input type="checkbox"/> G5/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G6 - Airborne and impact sound	<input type="checkbox"/> G6/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G7 - Natural light	<input type="checkbox"/> G7/AS1		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	
<input type="checkbox"/> G8 - Artificial light	<input type="checkbox"/> G8/AS1	<input type="checkbox"/> NZS 6703	
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other	

Clause <input checked="" type="checkbox"/> if clause involved in proposed work	Means of compliance			Reference on drawings and specifications and comments
<input type="checkbox"/> <b>G9 - Electricity</b>	<input type="checkbox"/> G9/AS1	<input type="checkbox"/> Certificate required pre-CCC		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>G10 - Piped services</b>	<input type="checkbox"/> G10/AS1	<input type="checkbox"/> NZS 5261		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>G11 - Gas as an energy source</b>	<input type="checkbox"/> G11/AS1	<input type="checkbox"/> Certificate required pre-CCC		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>G12 - Water supplies</b>	<input type="checkbox"/> G12/AS1	<input type="checkbox"/> G12/AS2		
	<input type="checkbox"/> AS/NZS 3500.1	<input type="checkbox"/> AS/NZS 3500.5		
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>G13 - Foul water</b>	<input type="checkbox"/> G13/AS1	<input type="checkbox"/> G13/AS2	<input type="checkbox"/> G13/AS3	
	<input type="checkbox"/> AS/NZS 3500.2		<input type="checkbox"/> AS/NZS 3500.5	
	<input type="checkbox"/> Alternative solution		<input type="checkbox"/> Other	
<input type="checkbox"/> <b>G14 - Industrial liquid waste</b>	<input type="checkbox"/> G14/AS1			
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>G15 – Solid Waste</b>	<input type="checkbox"/> G15/AS1			
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<input type="checkbox"/> <b>H1 – Energy Efficiency</b>	<input type="checkbox"/> H1/AS1	<input type="checkbox"/> NZS 4214		
	<input type="checkbox"/> NZS 4218	<input type="checkbox"/> NZS 4243		
	<input type="checkbox"/> NZS 4305	<input type="checkbox"/> NZS 4859		
	<input type="checkbox"/> ALF Design			
	<input type="checkbox"/> Alternative solution	<input type="checkbox"/> Other		
<b>Waiver /modification to NZ Building Code required for the following parts of the code:</b>  ..... ..... ..... ..... .....				

# NOTIFICATION OF PROPOSED PROCEDURES FOR INSPECTION AND MAINTENANCE OF SPECIFIED SYSTEMS INCLUDED IN THIS BUILDING CONSENT APPLICATION

Section 45(1)(g), Building Act 2004

**TO BE COMPLETED BY APPLICANT – If there are specified systems in the building and this form has not been filled out, the application may be declined until the information is supplied.**

<input type="checkbox"/> <b>A new Compliance Schedule required</b> Address where Compliance Schedule will be held:				
<input type="checkbox"/> <b>There is an existing Compliance Schedule</b> Existing Compliance Schedule (CS) number:				
<b>THE BUILDING</b> Street address: Legal description: Number of levels: Year first constructed:				
<b>THE OWNER</b> Address: Telephone Number: Email Address:				
<b>Risk groups and Acceptable Solutions – Select from following table:</b>				
Select	Acceptable Solution		Risk group	# of occupants
<input type="checkbox"/>	C/AS1	Single household units and small multi-unit dwellings	SH	
<input type="checkbox"/>	C/AS2	Sleeping (non-institutional)	SM	
<input type="checkbox"/>	C/AS3	Care or detention	SI	
<input type="checkbox"/>	C/AS4	Public assess and educational facilities	CA	
<input type="checkbox"/>	C/AS5	Business, commercial and low level storage	WB	
<input type="checkbox"/>	C/AS6	High level storage and other high risks	WS	
<input type="checkbox"/>	C/AS7	Vehicle storage and parking	VP	



## SPECIFIED SYSTEMS

Please select the specified systems that have been nominated in the building and attach relevant documents to this form. For guidance, refer to the [Compliance Schedule Handbook](#) at [www.dbh.govt.nz](http://www.dbh.govt.nz) or contact Council Building team.

Specified System	New	Removed	Altered	Existing	Maintenance to:	Inspections to:	Reporting to:
<b>SS1 –</b> Automatic systems for fire suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZS 4541:2013 <input type="checkbox"/> NZS 4541:2007 Part 12 <input type="checkbox"/> NZS 4541:2003 Part 12 <input type="checkbox"/> NZS 4515:2003 <input type="checkbox"/> NZS 4541:1996 Part 12 <input type="checkbox"/> NZS 4541:1987 Part 12 <input type="checkbox"/> NZS 4541p:1972 <input type="checkbox"/> To manufacturer's instructions <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4541:2013 <input type="checkbox"/> NZS 4541:2007 Part 12 <input type="checkbox"/> NZS 4541:2003 Part 8 <input type="checkbox"/> NZS 4515:2003 <input type="checkbox"/> NZS 4541:1996 Part 12 <input type="checkbox"/> NZS 4541:1987 Part 12 <input type="checkbox"/> NZS 4541p:1972 <input type="checkbox"/> To manufacturer's instructions. <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4541:2013 <input type="checkbox"/> NZS 4541:2007 Part 12 <input type="checkbox"/> NZS 4541:2003 Part 8 <input type="checkbox"/> NZS 4515:2003 <input type="checkbox"/> NZS 4541:1996 Part 12 <input type="checkbox"/> NZS 4541:1987 Part 12 <input type="checkbox"/> NZS 4541p:1972 <input type="checkbox"/> To manufacturer's instructions. <input type="checkbox"/> Other.....
<b>SS2 –</b> Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZS 4512:2010 Part 6 <input type="checkbox"/> NZS 4512:2003 Part 6 <input type="checkbox"/> NZS 4512:1997 <input type="checkbox"/> NZS 4512:1994 <input type="checkbox"/> NZS4512: 1981 <input type="checkbox"/> NZS4561:1973 <input type="checkbox"/> AS 2220.2:1989 <input type="checkbox"/> AS1670.4:2004 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4512:2010 Part 6 <input type="checkbox"/> NZS 4512:2003 Part 6 <input type="checkbox"/> NZS 4512:1997 <input type="checkbox"/> NZS 4512:1994 <input type="checkbox"/> NZS4512: 1981 <input type="checkbox"/> NZS4561:1973 <input type="checkbox"/> AS 2220.2:1989 <input type="checkbox"/> AS1670.4:2004 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4512:2010 Part 6 <input type="checkbox"/> NZS 4512:2003 Part 6 <input type="checkbox"/> NZS 4512:1997 <input type="checkbox"/> NZS 4512:1994 <input type="checkbox"/> NZS4512: 1981 <input type="checkbox"/> NZS4561:1973 <input type="checkbox"/> AS 2220.2:1989 <input type="checkbox"/> AS1670.4:2004 <input type="checkbox"/> Other.....
<b>SS3/1 –</b> Automatic doors  <b>SS3/2 –</b> Access controlled doors  <b>SS3/3 –</b> Interfaced fire or smoke doors or windows	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> NZS 4239:1993 <input type="checkbox"/> AS 4085:1992 <input type="checkbox"/> AS4290 <input type="checkbox"/> AS5007 <input type="checkbox"/> NZS4232.2:1988 <input type="checkbox"/> AS/NZS 1905.1:1997 <input type="checkbox"/> To manufacturer's instructions <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4239:1993 <input type="checkbox"/> AS 4085:1992 <input type="checkbox"/> AS4290 <input type="checkbox"/> AS5007 <input type="checkbox"/> NZS4232.2:1988 <input type="checkbox"/> AS/NZS 1905.1:1997 <input type="checkbox"/> To manufacturer's instructions. <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4239:1993 <input type="checkbox"/> AS 4085:1992 <input type="checkbox"/> AS4290 <input type="checkbox"/> AS5007 <input type="checkbox"/> NZS4232.2:1988 <input type="checkbox"/> AS/NZS 1905.1:1997 <input type="checkbox"/> To manufacturer's instructions. <input type="checkbox"/> Other.....
<b>SS4 –</b> Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS/NZS 2293.1:2005 <input type="checkbox"/> NZS 6742:1971 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 2293.2:1995 <input type="checkbox"/> NZS 6742 Clause 8 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 2293.2:1995 <input type="checkbox"/> NZS 6742 Clause 8 <input type="checkbox"/> Other.....
<b>SS5 –</b> Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> AS/NZS 1851.6.1997 <input type="checkbox"/> AS 1851:2005 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> AS/NZS 1851.6.1997 <input type="checkbox"/> AS 1851:2005 <input type="checkbox"/> Other.....

Specified System	New	Removed	Altered	Existing	Maintenance to:	Inspections to:	Reporting to:
<b>SS6</b> – Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZS 4510:1998 <input type="checkbox"/> NZS 4510:1978 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4510:1998 <input type="checkbox"/> NZS 4510:1978 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4510:1998 <input type="checkbox"/> NZS 4510:1978 <input type="checkbox"/> Other.....
<b>SS7</b> – Backflow preventers connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS/NZS 2845.1:1998 <input type="checkbox"/> AS/NZS 2845.1:2010 <input type="checkbox"/> US environmental protection agency cross connection control manual. <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 2845.1:1998 <input type="checkbox"/> AS/NZS 2845.1:2010 <input type="checkbox"/> US environmental protection agency cross connection control manual. <input type="checkbox"/> AS 2845.3:1993 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 2845.1:1998 <input type="checkbox"/> AS/NZS 2845.1:2010 <input type="checkbox"/> US environmental protection agency cross connection control manual. <input type="checkbox"/> AS 2845.3:1993 <input type="checkbox"/> Other.....
<b>SS8/1</b> – Passenger carry lifts  <b>SS8/2</b> – Service lifts  <b>SS8/3</b> – Escalators and moving walks	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> NZS 4332:1997 <input type="checkbox"/> EN 115:1983, D2/AS3 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4332:1997 <input type="checkbox"/> EN 115:1983, D2/AS3 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4332:1997 <input type="checkbox"/> EN 115:1983, D2/AS3 <input type="checkbox"/> Other.....
<b>SS9</b> – Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS 1668.2:2002 <input type="checkbox"/> NZS 4303:1990 <input type="checkbox"/> NZS 4302:1987 <input type="checkbox"/> AS/NZS 4114.2.2003 <input type="checkbox"/> AS/NZS 4302:1987 <input type="checkbox"/> AS/NZS 3666.1.2002 <input type="checkbox"/> NZS 5261:2003 <input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> Refer to designer's specifications & drawings. <input type="checkbox"/> Other.....	<input type="checkbox"/> AS 1668.2:2002 <input type="checkbox"/> NZS 4303:1990 <input type="checkbox"/> NZS 4302:1987 <input type="checkbox"/> AS/NZS 4114.2.2003 <input type="checkbox"/> AS/NZS 4302:1987 <input type="checkbox"/> AS/NZS 3666.1.2002 <input type="checkbox"/> NZS 5261:2003 <input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> AS/ NZS 3666.3:2000 <input type="checkbox"/> Refer to designer's specifications & drawings. <input type="checkbox"/> Other.....	<input type="checkbox"/> AS 1668.2:2002 <input type="checkbox"/> NZS 4303:1990 <input type="checkbox"/> NZS 4302:1987 <input type="checkbox"/> AS/NZS 4114.2.2003 <input type="checkbox"/> AS/NZS 4302:1987 <input type="checkbox"/> AS/NZS 3666.1.2002 <input type="checkbox"/> NZS 5261:2003 <input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> AS/ NZS 3666.3:2000 <input type="checkbox"/> Refer to designer's specifications & drawings. <input type="checkbox"/> Other.....
<b>SS10</b> – Building maintenance units providing access to exterior and interior walls of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> BS 6037 -1:2003 <input type="checkbox"/> BS 6037:1981/1990 <input type="checkbox"/> Other.....	<input type="checkbox"/> BS 6037 -1:2003 <input type="checkbox"/> BS 6037 <input type="checkbox"/> Other.....	<input type="checkbox"/> BS 6037 -1:2003 <input type="checkbox"/> BS 6037 <input type="checkbox"/> Other.....
<b>SS11</b> – Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS/NZS 2243.8:2001 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 2243.8:2001 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS/NZS 2243.8:2001 <input type="checkbox"/> Other.....

Specified System	New	Removed	Altered	Existing	Maintenance to:	Inspections to:	Reporting to:
<b>SS12/1</b> – Audio loops  <b>SS12/2</b> – FM radio frequency systems and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZS 4121:2001 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4121:2001 <input type="checkbox"/> AS 1088.4:1987 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 4121:2001 <input type="checkbox"/> AS 1088.4:1987 <input type="checkbox"/> Other.....
<b>SS13/1</b> – Mechanical smoke control  <b>SS13/2</b> – Natural smoke control  <b>SS13/3</b> – Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS/NZS 1668.1:1998 <input type="checkbox"/> AS/NZS 1668.3:2001 <input type="checkbox"/> Other.....	<input type="checkbox"/> AS 1851.6:1997 <input type="checkbox"/> AS 1851-2005 <input type="checkbox"/> Appendix B or C/AS1 <input type="checkbox"/> Designer's recommendations. <input type="checkbox"/> Other.....	<input type="checkbox"/> AS 1851.6:1997 <input type="checkbox"/> AS 1851-2005 <input type="checkbox"/> Appendix B or C/AS1 <input type="checkbox"/> Designer's recommendations. <input type="checkbox"/> Other.....
<b>SS14/1</b> – Emergency power systems  <b>SS14/2</b> – Signs <i>(relating to one or more of the specified systems 1–13)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZS6104:1981 <input type="checkbox"/> AS62040.3:2002 <input type="checkbox"/> Designer and/or manufacturer's instructions. <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS6104:1981 <input type="checkbox"/> AS62040.3:2002 <input type="checkbox"/> Designer and/or manufacturer's instructions. <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS6104:1981 <input type="checkbox"/> AS62040.3:2002 <input type="checkbox"/> Designer and/or manufacturer's instructions. <input type="checkbox"/> Other.....
<b>SS15/1</b> – Systems for communicating spoken information intended to facilitate evacuation  <b>SS15/2</b> – Final exits  <b>SS15/3</b> – Fire separations  <b>SS15/4</b> - Signs for communicating information intended to facilitate evacuation (part of a means of escape from fire which contains one or more of the specified systems 1–6, 9 and 13)  <b>SS15/5</b> – Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AS2220.2:1989 <input type="checkbox"/> AS1670.4:2004 <input type="checkbox"/> NZBC C/AS1 <input type="checkbox"/> NZBC F8/AS1 <input type="checkbox"/> Or to the standard applicable at the time of installation and last lawful approval. <input type="checkbox"/> Other.....	<input type="checkbox"/> AS 1851.10:1989 <input type="checkbox"/> AS 1851-2005 <input type="checkbox"/> Or to the standard applicable at the time of installation and last lawful approval. <input type="checkbox"/> Other.....	<input type="checkbox"/> AS 1851.10:1989 <input type="checkbox"/> AS 1851-2005 <input type="checkbox"/> Or to the standard applicable at the time of installation and last lawful approval. <input type="checkbox"/> Other.....
<b>SS16</b> – Cable car <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NZS 5270:2005 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 5270:2005 <input type="checkbox"/> Other.....	<input type="checkbox"/> NZS 5270:2005 <input type="checkbox"/> Other.....

**WAIVER/MODIFICATION TO NZ BUILDING CODE** required for the following parts of the code:

Code Clause	Reason for Waiver	Reason for Modification

OWNER "Comment to add"	AGENT
Print Name: Signature: Date:	Print Name: Signature: Date:

**ENGINEERING UNIT OF NEW ZEALAND FIRE SERVICE****Is the building as defined in section 21A of the Fire Service Act 1975; used for any of the following?**

Gatherings of 100 or more people for any purpose

Providing employment facilities for 10 or more people

Providing accommodation for more than five people [other than in three or less household units]

Sorting or processing hazardous substances in quantities exceeding the prescribed minimum amounts

Providing early childhood facilities [other than in a household unit]

Providing nursing, medical or geriatric care [other than in a household unit]

Providing specialist care for persons with disabilities [other than in a household unit]

Providing accommodation for people under lawful detention (other than those subject to home detention).

☐ Yes ☐ No*(Engineering Unit review of the plans is generally required for these buildings)***Do any of the following fully apply to the building work proposed?***(If so, the Engineering Unit review may not be required even if the building is of a type defined in the Fire Service Act 1975)*☐ Yes Household units separated vertically from other fire cells, each with independent and direct exit to a safe place outside the building☐ Yes Outbuilding or ancillary building☐ Yes New building fully complying with compliance document for C1-6, D1,F6 and F8☐ Yes Internal fit-out, alteration, change of use or subdivision of a building with only *minor effect* on the fire safety systems.Generally speaking, a working definition of a '*minor effect*': - is one that does not impact on the effectiveness of a sprinkler system or any other specified fire safety system that would require a change to the compliance schedule.**COUNCIL USE ONLY:** Additional copy of documentation forwarded to Engineering Unit ☐ Yes ☐ No

## HOW TO COMPLETE AND SUBMIT THIS FORM

### **Additional information**

If there isn't enough room on the form for all the information you wish to give us, please include the additional information as a separate PDF with your application (please state your name, the application address, and the question to which the information refers).

### **Electronic signatures**

Hutt City Council Environmental Consents Division will accept this application form with a digital signature created through Adobe or your existing digital signature. If you click on the pink arrow in the signature box, or choose 'Place signatures' from the tools menu on the right hand side, Adobe will prompt you to add your digital signature, or take you through the easy steps to create one.

### **How to submit**

Once you have completed and added the required signatures, please save it to your computer.

You can then submit it with your supporting documentation by selecting 'Apply for it' under the 'Do it here' menu at [www.huttcity.govt.nz](http://www.huttcity.govt.nz).

If you would prefer to post or deliver your application, please print it, and send or deliver it to:  
Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040.

For enquiries, please phone 04 5706666