Vetting Officer: _____

Date Vetted: _____

Property Address: _____

BUILDING CONSENT INFORMATION CHECKLIST

CONSERVATORIES

Application details required before a building consent can be processed by Council staff

- ☐ Two (2) full copies of all plans and specifications are required (one for Council files and one will be returned) and also one copy of site plan and proposed floor plan with full dimensions (for valuation purposes).
- ☐ If construction is proposed to be on an existing structure, an inspection is required to ascertain whether the existing structure is suitable to sustain the new loads imposed by the conservatory. The applicant is required to arrange this by phoning 211 1777 (ICC Inspector).
- ☐ Site plan showing all buildings on the site including the conservatory and dimensions from all boundaries.
- ☐ Dimensioned "as existing" and "proposed" full dwelling floor plans and elevations showing all windows and doors (show opening sashes for natural ventilation on elevations). Specify on the plan what is proposed between the new conservatory and existing (existing windows/doors remain unchanged / new windows and/or doors / open through – provide details as applicable).
- ☐ Cross section and construction details. Provide cross section through existing building and conservatory, to include ground level to floor level dimension (conservatory); new and existing foundation and floor slab detail / timber floor framing system – as applicable. Dimensioned drawing showing proposed access to the conservatory (step(s) / landing / ramp as applicable). Conservatory wall and roof systems complete with heights, dimensioned and slopes shown.
- ☐ Lintel sizes and spans (if applicable).
- ☐ Full specification covering all the trades involved in the proposed building work and including a scope of work. (Concrete/aluminium windows and doors / carpentry / plumbing / drainage – as applicable.)
- ☐ Cladding details including all flashing details; sill flashing, knee detail including spouting; head connection to existing; showing flashing; end wall frames, fixing / flashing to existing.
- ☐ Drainage plan (sewer if applicable, and stormwater including sizes, gradients, access points, venting of drains and downpipes. (Provide plumbing fittings layout including wastes, sizes, gradients if applicable.)
- ☐ Producer statements for conservatory systems and for any steel work, timber beams outside Section 15 NZS 3604:1999.
- ☐ Smoke detectors. Confirm supply and installation of smoke detectors in accordance with NZBC: F7. Refer also Council's orange "Notice" hand out sheet.
- ☐ Please provide all workings showing compliance with H1 Energy Efficiency