

LODGEMENT CHECKLIST – SHOP-FITOUTS

Please provide this checklist with your application

1. Your application will only be accepted if the information outlined in this checklist is provided.
2. Please work through this checklist and circle the information that you have provided.
3. Two (2) sets of plans and other documents are required; include a third copy of floor plans.
4. Drawings must be produced on a minimum A3 sheet size.
5. Only original copies will be accepted.
6. All drawings must meet the minimum requirements of the Technical Drawings standard AS/NZS1100 with equivalent Microsoft Word text size 11 (**free-handed drawings will not be accepted**)

Applicant's Signature: _____ Date: _____

For Council Use only:

Consent Number: _____	Wind Zone: _____ District Plan: Human Environment _____ District Plan: Natural Area _____
Other Relevant Consent Number/s: _____	Natural Hazards _____ Hazardous Facilities / Contaminated Sites _____ _____ Stability Sensitive (Waitemata District Scheme) _____ Heritage Status _____ Impact on Waahi tapu ? Yes / No Archaeological Site ? Yes / No

Customer Use				Council Use Only			
Circle as appropriate				Circle as appropriate			Comments
Y	N	NA	Application form completed in full and signed	Y	N	NA	
Y	N	NA	Street Damage deposit application form completed in full and signed	Y	N	NA	
Y	N	NA	Compliance Schedule	Y	N	NA	
Y	N	NA	Building Consent Lodgement Fee (Please see Regulatory Fees/Charges Schedule)	Y	N	NA	
Proof Of Ownership							
Y	N	NA	Certificate of Title and flats plan (no older than 90 days)	Y	N	NA	
Y	N	NA	Full tenant contact details	Y	N	NA	
Y	N	NA	Letter from owner if applicant / agent is not owner, stating details of the authorisation from the owner to make the application on the owner's behalf	Y	N	NA	
Site Plan Requirements							
Y	N	NA	Minimum scale 1:100	Y	N	NA	
Y	N	NA	Show all buildings and proposed shop location	Y	N	NA	
Y	N	NA	Legal description and street address	Y	N	NA	
Y	N	NA	North point	Y	N	NA	
Floor Plan (minimum scale 1:50)							
Y	N	NA	Provide an existing floor plan and use of space	Y	N	NA	
Y	N	NA	Proposed floor plan and use of space	Y	N	NA	
Y	N	NA	All rooms fully dimensioned	Y	N	NA	
Y	N	NA	New work must be clearly defined	Y	N	NA	
Y	N	NA	Surface finishes (Non-slip as per NZ Building Code D1)	Y	N	NA	

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Circle as appropriate			Circle as appropriate	Comments		

Cross-sections (minimum scale 1:50) – referencing all details and sheet numbers to fully demonstrate scope of work							
Y	N	NA	Cross-sections and long sections	Y	N	NA	
Y	N	NA	Wall framing and construction details	Y	N	NA	
Y	N	NA	o Timber schedule (type and level of treatment must be noted on the working drawings)	Y	N	NA	
Y	N	NA	o Stud / post (size, height, c/s, fixings)	Y	N	NA	
Y	N	NA	o Top/Bottom plate (size and fixing details)	Y	N	NA	
Y	N	NA	o Wall lining material	Y	N	NA	
Y	N	NA	Threshold cross-section	Y	N	NA	
Y	N	NA	Roof framing construction details	Y	N	NA	
Y	N	NA	Intermediate floor construction details	Y	N	NA	
Y	N	NA	Internal balustrade and stair details	Y	N	NA	
Reflective Ceiling Plan (minimum scale 1:100)							
Y	N	NA	Manufacturer installation/instruction details	Y	N	NA	
Y	N	NA	Location of mechanical ventilation to all areas	Y	N	NA	
Y	N	NA	Accessible signage (EXIT signs)	Y	N	NA	
Plumbing and schematic							
Y	N	NA	Type of system – AS3500 or NZ Standards	Y	N	NA	
Y	N	NA	Fixtures identified	Y	N	NA	
Y	N	NA	Vent, waste sizes and materials	Y	N	NA	
Y	N	NA	Hot and cold water supply	Y	N	NA	
Y	N	NA	Type and location of hot water cylinder	Y	N	NA	
Y	N	NA	Grease trap	Y	N	NA	
Y	N	NA	Backflow prevention	Y	N	NA	
Design reports and calculations (2 copies minimum)							
Y	N	NA	PS1 – Producer statement supplied must be included on the WCC Engineers register	Y	N	NA	
Y	N	NA	Engineering design calculations	Y	N	NA	
Y	N	NA	Engineering MUST be detailed on the working drawings and show fixing details	Y	N	NA	
Y	N	NA	Fire design summary	Y	N	NA	
Y	N	NA	o Alarm type	Y	N	NA	
Y	N	NA	o Fire rating, walls, ceiling etc.	Y	N	NA	
Accessibility							
Y	N	NA	Public counter, fitting rooms and toilets, etc.	Y	N	NA	
Specifications (2 copies minimum) GENERIC Specifications will not be accepted.							
Y	N	NA	Specifications relevant to project	Y	N	NA	
Y	N	NA	Appropriate standards referenced	Y	N	NA	
Y	N	NA	All technical sections or trades covered	Y	N	NA	
Y	N	NA	Type of materials, finishes, and fixings to be used	Y	N	NA	
Y	N	NA	Hot water (manufacturer's details and seismic restraint)	Y	N	NA	
Product Literature (2 copies minimum)							
Y	N	NA	Technical data sheets for products to be used	Y	N	NA	
Y	N	NA	Installation instructions e.g. roller doors	Y	N	NA	
Y	N	NA	Product certification / appraisal certificates	Y	N	NA	

