

Form 309
 Technical
 Check Sheet

Non-Habitable Buildings Processing Check Sheet

Key: **P = Pass** (ie Compliance with Building Code) **F = Fail** (ie Non compliance with Building Code) **N/A = Not Applicable**
Alternative Solutions = Notes are to be recorded at the end of this checklist

Building Consent No. _____ Date: _____

Property Address: _____

BC Official: _____ Signature _____

Ref No	Building Code Clauses	KEY	Comments	Alternative Solutions? Y/N
Ground Works / Siting / Site Preparation				
1	Application form correctly completed?			
2	Sec 31 – has a PIM been issued for the project?			
3	Does the site plan demonstrate distances to boundaries and other buildings on the site? <i>Recommended min. of 2 dimensions be provided</i>			
4	Are the boundary or building separation distances in relation to spread of fire correct? <i>Consider spread of fire provisions</i>	C		
5	Has building been designed by chartered professional engineer? Is this engineer acceptable to Council?			
6	Will proposed excavations affect or impact on other buildings/properties? <i>Consider easements, gradients and provisions required to retain surcharge</i>	B1		
7	Have special features of land or ground conditions been considered? <i>Check T/A records for indications of fill, vegetation, overland flow, slips, ponding, gradients, excavation, erosion etc. If present then obtain engineering and/or geotechnical input</i>	B1		
8	Is wind zone correctly specified for the site? <i>Refer tables 5.1, 5.2 Fig 5.1 NZS 3604</i>	B1		
9	Will proposed excavations affect or impact on other buildings/properties? <i>Consider easements, gradients and provisions required to retain surcharge</i>	B1		
10	Is the nominated durability/corrosion zone correct for the site? <i>Ref. Section 4 – 3604 Fig and Table 4.1</i>	B2		
11	Are the floor levels and datum provided? <i>Request these if they are not provided</i>	E1, E2		
12	Do minimum floor levels apply? <i>If so then specify location of datum and determine if floor levels specified are appropriate</i>	E1, E2		

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13	Are there any specific engineering design requirements? <i>If there are then apply condition or request further information</i>	B2			
14	Is the excavation within District Scheme requirements? <i>Check whether land use consent is required</i>				
Footing/Foundation					
15	Do special features of land require consideration in regard to footings/foundations? <i>Ref: NZS 3604 – 3.4 Bearing NB: Does Council have knowledge/ record of poor ground bearing/flooding on the site of the proposed work or adjoining site?</i>	B1			
16	Have effects of sloping ground been considered? <i>Steps in footings per NZS 3604 – Section 6, Cl 6.11.2 and .4 Fig 6.12</i>	B1			
17	Are all pad/post footing locations details and correctly sized? <i>Ref Sec 9 – 3604 – ensure all load paths have been considered</i>	B1			
18	Does concrete strength comply <i>Ref NZS 3604 – Cl 4.8.2 i.e. 17.5 MPA for zone 2 and 3 20 MPA for zone 1 and >500 from Mean high table mark, 25 MPA for <500 of mean high tidemark (sea spray zone)</i>	B1			
Concrete Floor					
19	Is concrete strength correctly specified? <i>Ref 4.8.2</i>	B1, B2			
20	Is floor height above finished ground level correct? <i>NZS 3604, Section 7, Fig 7.10</i>	E2			
21	Is hard fill detailed and correct? (<600mm in depth) <i>Ref 7.5.3, if >600mm in depth obtain a Geotech assessment report on the underlying ground conditions</i>	B1			
22	Is DPM detailed?	E2			
23	Are slab thickenings required and if so are they detailed and complying? <i>Ref 7.5.11</i>	B1			
24	Does reinforcing comply (is it detailed and is edge, top and bottom cover and supplementary bar detail provided)? <i>Ref 7.5.8.6.42</i>	B1, B2			
25	Does slab thickness comply? <i>Ref 7.5.8.2</i>	B1			
Wall Framing					
26	Do stud height, grade, size, spacing and treatment comply? <i>Refer 'Amendment 2' NZS 3604 for changes to Timber Grades and call size, now 'Actual Minimum Dried Size'</i>	B1			
27	Is the framing setout appropriate for the cladding system? <i>NZS 3604 – Cl 11.5.2 ie. 480mm centres for some vertical shiplap/board and batten cladding etc</i>	E2			

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28	Is stud height and spacing in relation to wind zone correct and lintel? <i>Ref Table 8.2</i>	B1			
29	Are top and bottom plate fixings/connections specified and/or detailed? <i>Cl 7.5.12 (bot plate) Cl 8.7.3</i>	B1			
30	Do lintels meet appropriate design tables?	B1			
Bracing					
31	Are wall bracing elements and fixings detailed and correct?	B1			
Posts and Beams					
32	Do beam sizes and treatment comply?	B1			
33	Do beam/post connections comply? <i>Check corrosion zone and durability requirements for exposed connections</i>	B1			
34	Are beams properly supported? <i>Have load paths been considered?</i>	B1			
35	Do post/footing connections comply?	B1			
36	Does post footing size comply? – (consider uplift)	B1			
37	Are beams and connections SED?	B1			
Trussed Roof					
38	Are roof truss fixings and purlin details specified and do they comply with wind zone and corrosion zone provisions? <i>Ref NZS 3604 Cl 10.21</i>	B1, B2			
39	Is the truss design criteria and certificate form approved fabricator provided?	B1			
Roof/Wall Cladding					
40	Are the claddings within the limitations of E2/AS1 <i>Refer E2/AS1, para 3.2 If not require specific design</i>	E2			
41	Full flashing details provided for window and door openings, head, sill and jamb <i>Ref E2, Figures 81–86</i>	E2			
Stormwater Drainage					
42	Adequate downpipes provided?	E1			
43	Are drain sizes, gradients, outfalls correct?	E1			
44	Surface Water to NZBC E1 or SED - Soak hole / Soak pit	E1			
General					
45	Electrical installation plan	G9			

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