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| CS19RW Retaining Wall Building Consent Application & Processing Checksheet  | logo |

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| **DO YOU NEED A BUILDING CONSENT?** |
| Before completing this checklist please consider if you do require a building consent for the work.There is provision under Schedule 1 of the Building Act for some retaining walls to be constructed without a building consent. More information on the design parameters required to meet the Schedule 1 criteria for exempt building work, can be found [here](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-work-that-doesnt-need-a-building-consent/technical-requirements-for-exempt-building-work/13-support-structures/).If you do not meet the Schedule 1 exemption criteria above, you may be able to apply for a QLDC discretionary exemption.Example: * Engineered retaining wall in residential zone.

The form is available through the following link: [Application for Building Consent Exemption](https://www.qldc.govt.nz/media/vkrnzumj/af-ex-application-for-building-consent-exemption.pdf)More information can be found on our [website.](https://www.qldc.govt.nz/services/building-services/building-services#exemptions) |

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| **IF YOU REQUIRE A BUILDING CONSENT:** |
| This checklist is designed to assist with the documentation and information that needs to be provided with your application. The comments provided *in italics* are references to paragraphs of the Acceptable Solutions unless specified otherwise. These are for guidance only and may not be the specific means of compliance for your project. **Please complete all orange sections (left side of form) or select N/A where relevant**[**Clause A1 - Classified Uses**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses)[ ]  Ancillary – Retaining wall onlyIfoutside this scope, please find and complete applicable checklist available here:[*BC Application Checksheets*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance/#checksheets) |

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| **Select** | **Form 2 Application for Building Consent** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/media/y1gpcr3s/form-2-building-consent-application.pdf) **completed**  | [ ]  | [ ]  | [ ]  |  |
| **Building Act 2004 / Certification**  | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [**Section 53**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy *(accurate value of work for project)* | **☐** | **☐** | **☐** |  |
| [**Section 31 – 39**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM/PIC)*(review/note Liquefaction category, contamination, services)*  | **☐** | **☐** | **☐** |  |
| [**Section 71 – 74**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html)  Natural Hazards associated with this consent (see PIM /PIC information).**Applicant to select as applicable:**☐Erosion (i.e. bank erosion and sheet erosion)☐Falling debris (i.e. rock, snow and ice)☐Subsidence☐Inundation (i.e. flooding, surge and ponding)☐SlippageComplete [CS 12.1 Natural Hazards Checksheet](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=EgeegQVG2pJOeBhgCcUGzX) | **☐** | **☐** | **☐** |  |
| [**Section 75-83**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306823.html) Construction of building on 2 or more allotmentsComplete [AF 13.1 Section 75 Certificate Building over 2 or more allotments](https://www.qldc.govt.nz/media/wnvmsq3a/cs-13-1-construction-of-building-on-2-or-more-allotments-checksheet-rev-2.pdf) | **☐** | **☐** | **☐** |  |
| [**Section 67**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or ModificationsComplete[AF WM Application for Waiver or Modification](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc)  | **☐** | **☐** | **☐** |  |
| **Producer Statements (PS1s)****Check:*** *Building address*
* *scope of work*
* *building code clauses covered*
* *drawings referenced*
* *verification of design assumptions*
* *construction monitoring and inspection schedule*
* *authors qualification and registration (check on EngNZ register)*
* *signed and dated*
* *supporting documentation (calculations/test report)*
 | **☐** | **☐** | **☐** |  |
| **Yes**  | **N/A** | **Site Plan** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | * **Siting dimensions** on site plan *(minimum 3 dimensions)*
* **Boundaries** align with **Title plan**
* **Datum/contours** provided
 | [ ]  | [ ]  | [ ]  |  |

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| B STABILITY |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure)**: Landscape Retaining Walls** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Construction details** provided: footings, wall construction, height, surcharge factored into design, timber treatment*(refer Appendix A NZS 4229 or SED)* | **☐** | **☐** | **☐** |  |
| **Subsoil drainage**, **silt trap** or similar prior to connection to stormwater | **☐** | **☐** | **☐** |  |
| **Excavations** potentially affecting neighbouring properties mitigated and **all work (including drainage) within property boundary** *(refer Figure 3.1 NZS 3604)* | **☐** | **☐** | **☐** |  |
| **B2 Durability** |
| **B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code.**In other words, it ensures that a building will continue to satisfy the performance of the Building Code throughout its specified intended life. Under the clause, building materials, components and construction methods are required to be sufficiently durable.  They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years. |

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| E MOISTURE |
| [ ] **N/A** | [**E1 Surface Water**](https://www.building.govt.nz/building-code-compliance/e-moisture/e1-surface-water) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Stormwater type**: Council reticulation, private reticulation, soak pit etc. **Soak pit design** (if applicable): onsite testing results, calculations, type and size of soak pit *(refer 9.0 E1/VM1 or SED)* | [ ]  | [ ]  | [ ]  |  |
| **Stormwater drainage** size and gradient, sump type and location *(refer 3.2 & 3.4 & 3.6 E1/AS1)* | [ ]  | [ ]  | [ ]  |  |
| **Public drains** affected / approval, easement created or required *(refer to Certificate of Title &* [*GIS Mapping*](http://qldc.maps.arcgis.com/apps/webappviewer/index.html?id=a421fcd415994785b1614390aa8d34e6)*)*  | [ ]  | [ ]  | [ ]  |  |

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| F SAFETY OF USERS |
| [ ] **N/A** | [**F1 Hazardous agent on site**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f1-hazardous-agents-on-site) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Contamination** indicated on PIM/PIC*(refer F1/VM1,* [*Health and Safety at Work (Hazardous Substances) Regulations*](https://worksafe.govt.nz/topic-and-industry/hazardous-substances/)*)* | [ ]  | [ ]  | [ ]  |  |
| [ ] **N/A** | [**F4 Safety from falling**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f4-safety-from-falling) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Barrier construction** details provided* SED (i.e. glazing/proprietary system covered by PS1) materials
* Fixings
* Durability/Treatment
* Openings
* Height (in relation to stairs, floors, balconies, decks)

*(refer para. 1.0 and* [*MBIE Guidance on Barrier Design*](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure/guidance-on-barrier-design/)*)* | [ ]  | [ ]  | [ ]  |  |
| **F5 Construction & Demolition Hazards** |
| The necessity for barriers will depend mainly on the site location. The need will be greater in areas with high levels of pedestrian traffic (i.e. in Central Business Districts), than in industrial or rural areas. Barriers are not necessary for domestic dwellings up to 2 storeys above ground level unless specific hazards exist. |

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| Construction Documentation & Producer StatementsSee [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| **Select as applicable** | **PS4 Producer Statement – Construction Review** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Structural Engineer  | 26 | [ ]  | [ ]  | [ ]  | If a PS4 is required, snip and paste a copy of the construction monitoring schedule here.  |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Glass Barriers  | 30 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other – Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  | Full wording of producer statement requirements to be written exactly how it should appear on Form 5 |

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| **Conditions**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Section 67 – Waiver or modification | 5 | **☐** | **☐** | **☐** |  |
| Section 73 – Building on land subject to natural hazards  | 7 | **☐** | **☐** | **☐** |  |
| Section 75 – Construction of building on 2 or more allotments | 42 | **☐** | **☐** | **☐** |  |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| 3rd Party Verification | 47 | [ ]  | [ ]  | [ ]  |  |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=EnTblfXwYb3J88VZwKlzkw) *for guidance* |
| [ ]  Foundation and Slab | [ ]  Concrete and Blockwork  |
| [ ]  Drainage | [ ]  Final  |
| **Compliance Schedule** |
| **No compliance schedule required** |

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| COUNCIL USE ONLY- FINAL SIGN OFF AND TECH ONE CHECK  |  |
| **BC NUMBER** Click here to enter text. |
| [**Building Category**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5)  | [ ] Correct. If changed, state why: Click here to enter text. |
| [**Classified Use**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | [ ] Correct. If changed, state why: Click here to enter text. |
| **Description of Work** | [ ] Correct. If changed, state why: Click here to enter text. |

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| **APRROVED** | [ ]  **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 |
| **Processing Officer Name**:Click here to enter text. | **Date**: Click here to enter text. |
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| **REFUSED** | [ ]  **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004  |
| **Processing Officer Name**:Click here to enter text. | **Date**: Click here to enter text. |
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| **Supervision Sign Off (if required)** |
| **Supervisor Name:** Click here to enter text. | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |

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| **COUNCIL USE ONLY – Lodgement & Section 45 Check** |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| Fee Calculator Received If no calculator received, Building Control Support to complete AF CALC based on value of work on Form 2 | [ ]  |  |
| Invoice sent Fees are based on value of work on Form 2. | [ ]  |  |

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| **Checking Officer (Section 45 check)**  | **Yes** | **RFI** | **Reasons for decisions/comments** |
| **Is a Building Consent required?** |
| Exemption Assessment[Schedule 1](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM5770963.html)/[AFEX Guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=GBuCEb8bqIOrZkyxOYpA9l) & communication templates | [ ]  | [ ]  | Choose an item. |
| **Building Consent Document Check** |
| **Form 2** completed and signed by owner/agent Refer to [IS 3.2 guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=Xd8GY9zoBKTpY6mh5oVYA) | [ ]  | [ ]  |  |
| **Description of building work** on Form 2 is clear and accurate. Modify in TechOne to reflect standard wording.  | [ ]  | [ ]  |  |
| **Proof of ownership submitted** *Ensure legal description and owners match TechOne + Form 2*  | [ ]  | [ ]  | Choose an item. |
| **Plans**Legible plans have been provided | [ ]  | [ ]  |  |
| **Specifications**Product or Project Specifications have been provided (if required) | [ ]  | [ ]  |  |
| **Section 45 check complete** |
| Select Building Category in TechOne. [IS CAT Building Category Guidance](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5)  | Choose an item. |
| Check Classified Use is correct in TechOne [Building Regulations 1992, Schedule 1, Clause A1-Classified Uses](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) | 8.0 Ancillary |
| Complete the TechOne event: * ‘**Application Check – Further Information Required?**’
	+ Select ‘**Yes’** or ‘**No’** in Decision field.
	+ If ‘**Yes’** complete RFI letter and email to applicant.

Receive and check RFI response: * Complete TechOne event ‘**Application Check – Further Information Received?**’
	+ Select ‘**Yes’** in Decision field.
 | [ ]  |
| Confirm TechOne Stage/Decision has changed to ‘Applicant Documentation Checked’ | [ ]  |
| Name: | Date:Click or tap to enter a date. |

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| **Building Support Entering into processing Name:** Click or tap here to enter text. | **Yes** | **Reasons for decisions/comments** |
| Fees paid Indicate whether fees paid, amount and date of payment | [ ]  |  |
| Complete TechOne event ‘Application Complete’ by selecting ‘Yes’ in Decision field. | [ ]  |  |