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| CS19SP Residential Swimming Pool Application and Processing Checksheet | logo |

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| **APPLICANT INFORMATION** |
| 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 – Swimming Pool Fence only  Outbuilding – Swimming Pool and Fence  Ifoutside 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** | | | | **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, minimum floor heights if applicable, 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)  Slippage  Complete [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 allotments  Complete [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 Modifications  Complete[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**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure) **Structure /** [**G12**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g12-water-supplies) **&** [**G13**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water) **Services** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages | **Plans:**   * site plan and details for pool construction provided   + **Proprietary pool system -** manufacturers specification and producer statement (PS1) provided   + **Engineered pool design -** engineering calculations and producer statement (PS1) provided * Location of **water source**, and type of **backflow** prevention device shown   (*para. 3.0 G12/AS1*)   * Location of **discharge point** for pool water and filter backwash shown (usually to a gully trap)   (*G13/AS2 or 12.8.7 NZS3500.2 (G13/AS3)*) |  |  |  |  |
| 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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| **F SAFETY OF USERS** | | | | | |
| **N/A** | [**F9**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/pool-safety) **Restricting Access to Residential Pools /** [**F4**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f4-safety-from-falling) **Safety from Falling** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages | **Cross section of pool barrier** provided detailing construction materials and dimensions. |  |  |  |  |
| **Producer statement (PS1)** provided for any proprietary barrier system. |  |  |  |  |
| **Pool barriers**: surrounding pool, on property boundary, balconies projecting into immediate pool area, pool wall, strength *(refer para. 2.0)*  Pool wall where **fall** **greater than 1m** – F4 to be considered  ([see Determinations for guidance](https://www.building.govt.nz/resolving-problems/resolution-options/determinations/determinations-issued?keyword=&bcc%5B%5D=f4-safety-from-falling&topic=pool-safety&action_doSearch=Search#results)) |  |  |  |  |
| **Gates** in pool barriers *(refer para. 3.0)* |  |  |  |  |
| **Building wall** forming the pool barrier  *(refer para. 4.0)* |  |  |  |  |

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| Construction Documentation & Producer Statements See [*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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| **COUNCIL USE ONLY** | | | | | | |
| **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 |  |  |  |  |
| Section 113 – Buildings with specified intended lives | | 35 |  |  |  |  |
| **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=Gp50z0aOVouMSRkGrDTeTJ) *for guidance* | | | | | | |
| Drainage | Pool and Spa Barrier | | | | | |
| Concrete and Blockwork | Final | | | | | |
| **Compliance Schedule** | | | | | | |
| Choose an item. | | | | | | |
| Existing compliance schedule number: Click here to enter text. | | | | | | |

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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 Sign-off**:  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 Sign-off**:  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** | | |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** | **Complete** |
| 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** |
| **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](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM6632400) | | | Choose an item. |
| 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** | **Complete** |
| Fees paid  Indicate whether fees paid, amount and date of payment |  |  |
| Complete TechOne event ‘Application Complete’ by selecting ‘Yes’ in Decision field. |  |  |