

Lodgement checklist: temporary structure



Please provide this checklist with your application

GUIDANCE INFORMATION

Documentation must cover all aspects identified in this lodgement checklist. The checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all questions with the applicable answer. This will ensure your application is processed in a timely manner. For guidance refer to the building consent practice notes on the Auckland Council website.

All applications must be accompanied by 2 x comprehensive sets of documentation (except in Manukau where 3 x sets are required).

Standard of documentation

Section 7 of the Building Act defines 'plans and specifications' as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed.

Documentation is required to be of a high, professional standard. Refer to the Department of Building and Housing publication "Guide to applying for a building consent" (Residential only) For a copy visit – www.dbh.govt.nz

Drawings must be:-

- Produced to scale on A3, A2 or A1 white paper. Minimum font size of 10, and for CAD 2.5.
- Produced in black ink only (no coloured or freehand drawings)
- each drawing must contain:-
 - a drawing number and title
 - designer's name
 - address of property
 - be dated for version control
- specifications must be project specific and include relevant supporting documentation (installation details)

Please note: the term professional standard does not mean plans have to be drawn by a designer. As long as the plan is drawn to scale the applicant may draw their own plans. No photocopies or scanned copies of previously approved plans will be accepted.

Applications supported by a producer statement: If an application is supported by a producer statement, the architectural plans must be counter-signed by the design engineer confirming design details unless the design drawings are provided by the specialist.

Note: Producer statements (PS) must be dated no older than 90 days and the author of the PS must be listed on Councils Approved Author Register. For a list of approved authors please visit:- www.aucklandcouncil.govt.nz

Deposit: all applications must be supported by a deposit payable at the time of lodgement. A final invoice will be sent when your building consent has been approved; the final invoice covers the full cost of processing the application as well as fees for inspections and the code compliance certificate less the deposit already paid.

SITE ADDRESS

Property address:

DECLARATION

I / We confirm that all the documentation as indicated on this checklist is provided. The temporary structure will be required from and will be used by the number of people as indicated:

Date of erection
(dd/mm/yyyy):

Date of removal
(dd/mm/yyyy):

Maximum number of
occupants at any
time:

Proposed number of
toilet facilities to be
provided:

Applicant / Agent/
Owner signature:

Date:

GENERAL REQUIREMENTS				Entire section N/A			<input type="checkbox"/>
Customer use (circle as appropriate)			Description	Council use only			
Yes	No	N/A	Application form completed in full and signed?	Yes	No	N/A	
Yes	No	N/A	Application fee as per Auckland Council fee schedule	Yes	No	N/A	
Yes	No	N/A	Bond / damage deposit – notification received Producer statement register checked to determine approval status of authors?	Yes	No	N/A	
Yes	No	N/A	Full tenant contact details provided?	Yes	No	N/A	
Yes	No	N/A	Certificate of title (no older than 90 days) including all consent notices and encumbrances	Yes	No	N/A	
Yes	No	N/A	Letter of authorisation from owner if application is submitted by an agent, company or trust	Yes	No	N/A	
Yes	No	N/A	Approval letter from the council's Parks Department provided if council property is used?	Yes	No	N/A	
SITE PLAN (SCALE 1:100 FOR URBAN AREAS AND 1:200 FOR RURAL AREAS)				Entire section N/A			<input type="checkbox"/>
Yes	No	N/A	Legal description; Lot, DP and street address indicated on plan?	Yes	No	N/A	
Yes	No	N/A	North point indicated?	Yes	No	N/A	
Yes	No	N/A	All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate)	Yes	No	N/A	
Yes	No	N/A	Location of the nearest fire hydrant or water source indicated?	Yes	No	N/A	
Yes	No	N/A	Exact location of marquee in relation to underground services and other buildings/structures indicated?	Yes	No	N/A	
FLOOR PLAN (SCALE 1:100 OR 1:50)				Entire section N/A			<input type="checkbox"/>
Yes	No	N/A	Proposed layout and use of space including egress points, location of bar, width of exit ways, escape route lengths, etc. shown?	Yes	No	N/A	
CONSTRUCTION DETAILS (Specifications/reports/calculations)				Entire section N/A			<input type="checkbox"/>
Yes	No	N/A	Size of tent/marquee and construction details provided?	Yes	No	N/A	
Yes	No	N/A	Details provided of the type of anchor system to be used?	Yes	No	N/A	
Yes	No	N/A	Platform, stage and scaffolding structures provided?	Yes	No	N/A	
Yes	No	N/A	Details provided for the use of and number of LPG appliances?	Yes	No	N/A	
Yes	No	N/A	Details provided for emergency lighting (after dark use)?	Yes	No	N/A	
Yes	No	N/A	Details of exit signs?	Yes	No	N/A	
Yes	No	N/A	Details provided for the use of and number of portable diesel heaters?	Yes	No	N/A	
OTHER DOCUMENTATION				Entire section N/A			<input type="checkbox"/>
Yes	No	N/A	Producer statements completed in full and signed (where provided)?	Yes	No	N/A	
Yes	No	N/A	Agreement to provide producer statement during construction (if required)?	Yes	No	N/A	
Yes	No	N/A	Engineering design and calculations for wind loadings provided?	Yes	No	N/A	
Yes	No	N/A	Fabric certificate stating flammability index rating provided?	Yes	No	N/A	
Yes	No	N/A	Fire report provided specifying the number of exit ways, fire alarms, fire wardens, location of fire extinguishers and accessible signage)?	Yes	No	N/A	
Yes	No	N/A	Public liability, third party insurance and/or indemnity against accidents documentation provided?	Yes	No	N/A	
Yes	No	N/A	Evacuation plans and procedures provided?	Yes	No	N/A	

