



Commercial/Industrial

Application details

(Additional information will need to be supplied if a resource consent is required)
This is a preliminary vetting sheet only to establish if there is sufficient information of an acceptable quality before it is received for lodgement and processing. This prelodgement form is designed to reduce processing time and save you on processing costs.

Plans are required to a suitable drafting standard.

Note: If you do not have the appropriate skills to prepare drawings, please engage a professional.

2 copies of all documentation is required (4 if resource consent required).

3 copies required for all commercial projects.

Date Received	<input type="text"/>
Site Address	<input type="text"/>
Description of building work	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

WDC Building Category
(Circle where applicable)

1	2	3
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Application type

Tick where applicable under Yes or Not applicable	Yes	N/A	WDC
New Building	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Alterations	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Additions	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Demolition	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Relocation	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Change of use	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Stage of	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Property information

Tick where applicable under Yes or Not applicable	Yes	N/A	WDC
Cert. of title (less than 3 months old)	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Legal description checked	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Street address	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Number of floors ()	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Building history—listed	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Rapid Number required	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Current lawful use WDC	<input type="text"/>		

Building classification

Commercial	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Industrial	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Public (schools, hospital etc.)	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Floor area

Ground floor	<input type="text"/>	M ²
Basement	<input type="text"/>	M ²
1st floor	<input type="text"/>	M ²
2nd floor	<input type="text"/>	M ²
Outbuildings	<input type="text"/>	M ²
Decks/balconies	<input type="text"/>	M ²
Other	<input type="text"/>	M ²
Total existing buildings on site	<input type="text"/>	M ²
Total new work	<input type="text"/>	M ²

Public safety

Requirement for Certificate for Public Use, staging, use of building before CCC.	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
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Contact details, address, phone etc.				Compliance					
Tick where applicable under Yes or Not applicable		Yes	N/A	WDC	Tick where applicable under Yes or Not applicable		Yes	N/A	WDC
Owner's details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Means of compliance completed (as per application form)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agent's details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Standards—Current version specified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designer's details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Alternative solution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineer's details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Site Information				Site features					
Circle where applicable				Tick where applicable under Yes or Not applicable					
Wind Zone	Low	Medium	High	Very High	Extra High	Is the site subject to natural hazards i.e.: flooding, subsidence, slipping etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corrosion Zone as defined NZS3604 4.2.3		B	C	D	Sea Spray	Specific Design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earthquake Zones		1	2	3	4	Do the plans show how you are mitigating the risk i.e.: finished floor level etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plans				Site plan					
Tick where applicable under Yes or Not applicable		Yes	N/A	WDC	Tick where applicable under Yes or Not applicable		Yes	N/A	WDC
Number of sets required (2/3 set required)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Scale 1:100 1:200 1:500	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Specifications: Project Specific				Site area & coverage		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of sets required (2/3 set required)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fully dimensioned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bracing calculations				North point & Building Orientation		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subfloor/Deck (2 sets required)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Existing & Proposed building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wall (per floor)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Finished floor level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Structural Engineering				Contours, Datum		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of sets supplied (2 required)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Extent of cut and fill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Current Producer statement/Calc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Retaining walls/engineer or standard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beam layout plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Septic Tank/Water Tank/Soak Hole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connection details/truss/lintel/post	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Drainage Plan (S/water & sewer)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Geotechnical Engineering				Infrastructure					
Number of sets supplied (2 required)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Water connection position (new/existing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Site plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sanitary sewer connection position (new/existing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soils analysis/report	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Stormwater connection position (new/existing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Producer statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Level & depths of connections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H1 Energy efficiency				Stormwater secondary flow path		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Design—Schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sump lid & kerb top levels at outlet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Calculation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Crown of road level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Modelling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vehicle crossing application form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk Matrix				Position of vehicle crossing on site plan		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Highest elevation score	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Infrastructure bond application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
or									
All elevations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

Cross sections

Tick where applicable under Yes or Not applicable

Yes

N/A

WDC

	Yes	N/A	WDC
Minimum of one along the length	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Minimum of one across the width	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Clear ground levels	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Footing size	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Subfloor ventilation	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Foundation steel—size and centres	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Masonry and slab/hardfill/dpm	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wall framing—sizes, centres, treatment, height, stress grade	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wall/ceiling/floor insulation	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Cladding	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Cavity and battens	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Building paper	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Stairs—tread, rise, pitch, height	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Decks and balconies/balustrades	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Linings and finishes	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wet area waterproofing/tanking	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Floor plans

Tick where applicable under Yes or Not applicable

Yes

N/A

WDC

	Yes	N/A	WDC
To scale, fully dimensioned, rooms named	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Window/door sizes and position	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Fixtures and fittings, smoke detectors	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Full plumbing layout, pipe sizes etc.	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Solid fuel heating/heat pump	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
HWC, position, temp valve	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wall bracing—height, position, type	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Foundation Plan

	Yes	N/A	WDC
Timber floor —Pile size, centres, treatment	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Footing size	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Bracing layout type and position	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Joists and bearers	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Concrete Floor —Dimensions, bays, mesh size, point load pads, slab thickenings, control joints, supplementary bars	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Specific design (raft)	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Electrical Plan

	Yes	N/A	WDC
Electrical layout	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Mechanical light and ventilation	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Elevations

	Yes	N/A	WDC
• North	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
• South	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
• East	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
• West	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Height recession plane	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Wall cladding(s)/control joints	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Roof cladding(s)	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Finished floor levels	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Height in relation to boundary	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Maximum building height	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Roof framing plan

	Yes	N/A	WDC
Pitched roof —Ridge beam, rafters, purlins, building paper, insulation	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Eaves	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Pergola/Verandah	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Trussed roof —Truss type	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Point loads identified	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Roof bracing	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Truss layout/design certificate	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Weather-tightness—Flashing details

	Yes	N/A	WDC
Windows/doors	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Balconies	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Parapets/apron/change of pitch	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Decks	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Roof and wall junctions	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
More than one cladding	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Pergola	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Other penetrations	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

PUBLIC USE BUILDINGS

Requirements

Fire design	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Toilet calculations	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Stormwater design (yards, sumps)	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Carparking, loading bays	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Auto doors	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Compliance Schedule details	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Hazardous substances addressed	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Accessible facilities

Carparks	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Ramps/footpaths	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Kerb / Ramps	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Entrance route	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Lifts	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Stair design/handrails/landings	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Counters	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Toilet/bathroom facilities/unisex	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Signage (accessibility)	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Designers Signature

Name of Designer signing: *(please print clearly)*

Dated

Comments

Plans OK to accept for

Date received

Received by

(print name)

Processing

Recheck

(please circle whichever is applicable)

Application fee:

YES

N/A

(please circle whichever is applicable)

WDC Vetting Officer:

(print name)