

# SUBMITTING A BUILDING CONSENT?

WE'VE MADE IT QUICKER AND EASIER FOR YOU



**YOU CAN NOW SUBMIT YOUR BUILDING CONSENT ELECTRONICALLY, GIVING YOU MORE TIME IN YOUR DAY!**

We're accepting consent applications that are emailed with a file share link (e.g. Dropbox, Google Drive, OneDrive) or applications saved on a USB stick. This means you don't have to print two documents – saving you printing costs. The email address to send new applications to is: **building.applications@waidc.govt.nz**

## LODGING YOUR DOCUMENTS AT WAIKATO DISTRICT COUNCIL. WHAT YOU NEED TO KNOW:



### WHAT FILE TYPE IS ACCEPTABLE?

All application attachments **MUST** be in PDF or PDF/A format. Vector images are preferred. Do not submit documents in other formats such as Microsoft Word, AutoCAD etc.



### SIZE LIMITS FOR INDIVIDUAL FILES

Individual PDF files should not be more than a maximum file size of 20MB. If a file is above 20MB then please split the document in a logical place and name accordingly. For example, Specifications part 1 & Specifications part 2.



### NO ZIP FILES

Individual files must not be contained within a Zip file.



### KEEP A BLANK SPACE ON DOCUMENTS

Leave a blank space in the same place on each page to allow for electronic stamping. For example, top left or top right hand corner of all plans. This allows us to apply the approval stamps without covering important information.



[www.waikatodistrict.govt.nz/building](http://www.waikatodistrict.govt.nz/building)



[www.facebook.com/waikatodistrictcouncil](https://www.facebook.com/waikatodistrictcouncil)



[building.applications@waidc.govt.nz](mailto:building.applications@waidc.govt.nz)





## PROVIDING INDIVIDUAL PDF FILES

The documents listed in the groups below should be supplied as one single PDF document (per group). The PDF for each group should be bookmarked as outlined below – please use these names and follow this order.

### GROUP A - APPLICATION & SUPPORTING DOCUMENTS

- A - Application
- A - Applicant's checklist
- A - Certificate of Title
- A - Lease Agreement and/or Sale and Purchase and/or Rates Demand
- A - Letter of Authority
- A - Certificate of Design

### GROUP B - REPORTS

- B - Geotechnical report
- B - Wastewater Design report
- B - Wastewater Design PS1
- B - Stormwater Design report
- B - Stormwater Design PS1
- B - Fire report
- B - Accessibility report
- B - Acoustic report

### GROUP C - PLANS

- C - Plan index
- C - Engineering plans
- C - <<name of plan>>

A plan index is required for each set of plans. All plans are to be earmarked with the relevant plan title. For example, site plan, floor plan, elevation plan etc. No other information is required in the bookmark. To assist with inspections, please show the lintels and fixings on one plan and bracing on a separate plan.

### GROUP D - SPECIFICATIONS

- D - Specifications
- D - HI Calculations
- D - Bracing Design
- D - Truss Design
- D - Risk Matrix
- D - Producer Statement (PS1 & Calculations)
- D - CodeMark Certificates

### GROUP E - MATERIAL AND PRODUCT SPECIFICATIONS

E - <<name of product manuals, catalogues, installation guides etc>>

Please make sure you include **and bookmark** all relevant product manuals with your application.



## REMOVE ANY MARK-UPS AND COMMENTS

Do not mark-up your PDFs with 'comments', 'sticky notes' or other features that are added 'on top of' your PDF document. This information may not appear in your final application image.



## YOU'LL NEED TO DISABLE ALL SECURITY FEATURES IN THE PDF DOCUMENT/S

Protected documents prevent Council from opening and processing the document. Security settings vary between different PDF tools. Password protected documents cannot be accepted.



## TRACK YOUR BUILDING CONSENT ONLINE

You'll now receive the BLD number at the beginning of the application process. This makes it easier if you want to make a payment online. You'll also be able to track your building consent online: [www.waikatodistrict.govt.nz/building](http://www.waikatodistrict.govt.nz/building)