

BUILDING CONSENT/PROJECT INFORMATION MEMORANDUM (PIM) – DAM CONSTRUCTION



(Section 33 or Section 45, Building Act 2004)

Send or deliver your application to:

Email: buildingconsents@waikatoregion.govt.nz

Post: Private Bag 3038, Waikato Mail Centre, Hamilton 3240

Deliver: Waikato Regional Council, 160 Ward Street

1 THE BUILDING (DAM)

Street address of the property where the building is located:

Legal description of land where building is located:

Lots: _____ DP/s _____

Building (dam) name: _____

Location of building (dam) within site/block number (include nearest street access):

Number of levels (above and below ground): _____ Area: _____ Level/Unit number: _____

Current, lawfully established, use: _____ ancillary _____ Year first constructed: _____
(See note 3a)

2 THE OWNER/AGENT (CONTACT DETAILS MUST BE IN NEW ZEALAND)

Owner

Name/company: _____

Contact person: _____

Mailing address: _____

Street address/registered office
 (if different from mailing address):

Phone numbers

Landline: _____

Mobile: _____

Daytime: _____

After hours: _____

Email: _____

Website: _____

Agent (if applicable)

Name/company: _____

Contact person: _____

Mailing address: _____

Street address/registered office
 (if different from mailing address):

Phone numbers

Landline: _____

Mobile: _____

Daytime: _____

After hours: _____

Email: _____

Website: _____

Relationship to owner: _____
 (state details of the authorisation from the owner to make the application on the owner's behalf)



First point of contact for communication with the council/BCA: Owner Agent Other
(provide details below)

Contacts

Engineer (identify practice college)

Business/name: _____

Address: _____

Mobile: _____

Daytime: _____

Registration/qualification: _____

Other

Contact/name: _____

Address: _____

Mobile: _____

Daytime: _____

Registration/qualification: _____

The following evidence of ownership is attached to this application (tick relevant box):

Record of Title Sale and Purchase Agreement Lease Other

3 APPLICATION

I request that you issue a (tick applicable):

PIM only Building Consent PIM/Building Consent

For the proposed building (dam) work described in this application

Signature of owner/agent: _____ Date: _____

(on behalf of and with the authority of the owner) Print name: _____

4 THE PROJECT

Description of the building work: _____

Will the building work result in a change of use of the building? Yes No see guidance notes 3a

If 'yes' provide details of the new use: _____

Intended life of the building if less than 50 years: _____ years Stage number _____ of (total number of stages): _____

List building consents previously issued for this project (if any): _____

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

(state estimated value as defined in section 7 of the Building Act 2004) \$ _____

5 RESTRICTED BUILDING WORK

Will the building work include any restricted building work? Yes No

If **Yes** please fill in the below form:

Name: _____ Licensing class: _____

Licensed building practitioner number: _____

(or registration number if treated as being licensed under section 291 of Act)

Note – as this restricted building work does not apply to dams, please ignore this section.

6 PROJECT INFORMATION MEMORANDUM

Not applicable. PIM not part of this application

The following matters are involved in the project:

Subdivision

Disposal of stormwater

Alterations to land contours

New or altered connections to public utilities

Building work over or adjacent to any road or public place

New or altered locations and/or external dimensions of dam

Building work over any existing drains or sewers or in close proximity to wells or water mains

New or altered access for vehicles

Other matters known to the applicant that may require authorisation from the territorial authority (specify):

7 COMPLIANCE SCHEDULE

There are no specified systems in the building

The specified systems for the building are as follows (see guidance notes 10):

The following specified systems are being altered, added to, or removed in the course of the building work:

8 ATTACHMENTS

The following documents are attached to this application (tick boxes applicable):

Plans and specifications

Current product certificate(s)

Current manufacturers certificate referred in S45(1)(bb) and S45(1)(bc) of the act

Project information memorandum

Development contribution notice

Certificate attached to project information memorandum

Record of Title

9 SITE VISIT

Is there anything which restricts access to the property (such as locked gates, dogs):

Yes No

Specify: _____

Do you require an appointment to be made prior to a site visit:

Yes No

10 BUILDING CONSENT (DELETE THIS SECTION IF PIM APPLICATION ONLY)

The building work (associated with the dam) will comply with the building code as follows:
(see also 'Guidance notes' on NZSOLD as alternative solution)

Building code clause		Means of compliance		
		Acceptable solution	Alternative solution Details verifying compliance are required e.g. NZSOLD	Waiver/ modification required? Provide separate details for justification of acceptance if yes
B1	Structure			
B2	Durability			
C1	Objectives of clauses C2 to C6 (protection from fires)			
C2	Prevention of fire occurring			
C3	Fire effecting areas beyond fire source			
C4	Movement to place of safety			
C5	Access and safety for fire fighting operations			
C6	Structural stability			
D1	Access routes			
D2	Mechanical installations for access			
E1	Surface water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food prep. and prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			
G15	Solid waste			
H1	Energy efficiency provisions			

PRIVACY STATEMENT

The Building Act (2004) requires this information to process the application and assist in managing the region's natural and physical resources. Information in this application is regarded as **official information**.

Waikato Regional Council will hold this information, including all associated reports and attachments, and it is subject to the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. The details may also be made available to the public.

Under the Privacy Act 2020 you have the right of access to, and correction of, personal information held by the Waikato Regional Council.

GUIDANCE NOTES

Before you apply

Under Section 40 of the Building Act, a person must not carry out any building works except in accordance with a building consent unless the works meet the requirements of Section 41 of the Building Act. A person commits an offence if that person fails to comply with Section 40. Under Section 7 of the Building Act, building work includes siteworks. Sitework means work on a building site, including earthworks, preparatory to or associated with, the construction, alteration, demolition or removal of a building.

Waikato Regional Council is a BCA for Dam building consents only and does not hold the accreditation to currently cover any works outside this. If you wish to apply for a building consent for works that are not a dam, please contact your local territorial authority.

We advise that you talk with the Project Manager – Building Act before lodging your application. You can contact them by email at buildingconsents@waikatoregion.govt.nz, by phone on 0800 800 401 or by visiting our Waikato Regional Council office.

Completing the application forms

The forms can be completed electronically using the writable PDF or printed and completed by hand. Applications must be accurately and fully completed and may be declined when the application form is not completed. Where information is not applicable to the application N/A or similar should be completed in the not applicable section.

If you are completing electronically using the writable PDF you will need to fill in the form, including signatures and save the application to your computer.

If you are completing by hand, please ensure you write clearly with standard pen colours (preferably black or blue). When errors are made, you can correct the mistake by putting a line through the error and writing the correction clearly to the right. If there is no space to the right, write the correction as close as possible.

Once you have completed the application form and gathered all relevant documentation you may:

- Post your application form and supporting documentation to the Council
Waikato Regional Council
Private Bag 3038
Waikato Mail Centre
Hamilton 3240
- Deliver your application form and supporting documentation to the Council main office at
160 Ward Street
Hamilton Central
Hamilton
- Email your application form and supporting documentation (or cloud sharing link) to buildingconsents@waikatoregion.govt.nz

Planning guidance

It is important to talk to your regional council at your earliest convenience. Your project will need to comply with your Regional Plan and the Resource Management Act 1991. If you need a resource consent, project information memorandum (PIM) or need to get neighbours consent, you should organize these before you lodge your building consent. Please phone 0800 800 401 to arrange an appointment.

Project Information Memorandum (PIM)

When a building consent application for a dam that is outside the Waikato Region is provided, the Building Act requires that the building consent authority must apply for project information memorandum when one has not already been issued before the building consent application is made.

Waikato Regional recommends that you have PIMs from the territorial authority and the relevant regional authority issued before applying for building consent as they can contain important information that may affect the design. These should be part of your application for building consent.

If you do not apply for the PIM's, WRC will request confirmation from you that it is able to apply for the PIMs on your behalf. The cost for the time in which it takes to apply and manage the applications as well as the PIM fees will be included in your final invoice. The PIMs will be provided at the time WRC receives them.

THE BUILDING

Street address of the building

Must be either the full street address or the physical address of the property where the building work is proposed. If the land in which the project is proposed is under subdivision, please provide the future lot number and subdivision address.

Legal description

Lot and Deposited Plan (DP or DPS) or section and block of land where the dam is located. This needs to be the current legal description and should match any records of title being provided. Where there are multiple lots, please provide all legal descriptions in which work is being undertaken.

Building Name

This is the name of the dam, if available. If the dam is unnamed, complete section with N/A.

Location of building within site/block number

As dams can be some distance from road locations or on large rural blocks, this section should be completed to provide the exact location in which the dam can be found. Can include co-ordinates or site access locations.

Number of levels

Generally, not applicable to dams. However, where a dam has internal access and levels both above and below ground the number of levels needs to be listed.

Level/unit number

Generally, not applicable to dams. Only applicable if works are being carried out on a certain level.

Floor area

Generally, not applicable to dams. If there is no area for the dam works that can be provided, complete the section with N/A.

Current, lawfully established use

The current lawfully established use is based on Building Code A1 – Classified uses. The building code classifies buildings according to type under seven categories that can be found in the Building Regulations 1992 Schedule 1. This can be found on the Building Performance website www.building.govt.nz

- The seven categories are currently
- Housing
 - Communal residential
 - Communal non-residential
 - Commercial
 - Industrial
 - Outbuildings
 - Ancillary

Generally, the current lawfully established use relevant to dams is Ancillary as defined in the Building Code A1. *Ancillary* applies to a building or use not for human habitation and which may be exempted from some amenity provisions, but which are required to comply with structural and safety-related aspects of the building code. Examples: a bridge, derrick, fence, free-standing outdoor fireplace, jetty, mast, path, platform, pylon, retaining wall, tank, tunnel and dam.

If you are unsure about the current lawfully established use of a building, please discuss with the Waikato Regional Project Manager – Building Act.

Year first constructed

If the dam is new, select N/A. If the dam is existing, state the year in which the dam was originally built. An approximate year is sufficient.

THE OWNER/AGENT

Owner contact details

Provide all possible owner details.

If the owner is an organisation, provide the name of a contact person.

As e-mail is now the preferred method of communication, please provide a valid email address. If no valid email is available, please ensure a full mailing address is provided.

Agent

Complete when an agent is acting on behalf of the applicant in managing the building consent application.

Provide the name of the agent's contact person/s.

As e-mail is now the preferred method of communication, please provide a valid email address. If no valid email is available, please ensure a full mailing address is provided.

Relationship to owner

An agent may be the engineer, designer, relative etc. Please ensure you provide the details on the relationship between the agent and owner and detail of authorisation from the owner to carry out the application on their behalf. All invoices will be to the owner and sent directly to the owner via our invoicing system.

First point of contact

Select who is the first point of contact for communication associated with the application. Where other is selected, please complete the contacts information within the relevant fields below the checkboxes. If there is any change to this first point of contact through out the project, please notify Waikato Regional Council.

Proof of ownership

This is an important document that identifies which piece of land the project is to be built on and must be supplied with all applications. Records of Title can be purchased from Land Information New Zealand (www.linz.govt.nz). If using the Record of Title as proof of ownership, the title must not be more than 90 days old.

Alternatively, a sale and purchase agreement, lease agreement or other legal forms of information showing vested interest in the land in which works are proposed can be provided as proof of ownership. These will be reviewed at the time of application and should be complete and recent.

Ensure that the following information is included with your proof of ownership (not an exhaustive list):

- Consent notices.
- Encumbrances.
- Building line restrictions.
- Caveats.
- Covenants.
- Easements.

APPLICATION

Request for issue

Select the application type being submitted for review e.g. Building consent. Either the owner or agent can complete this section and the person applying for the application should be the one to sign the application.

THE PROJECT

Description of building work

Provide a clear, concise and accurate description of the proposed work. It should include relevant information like dam height and capacity or volume of fluid/water being stored.

If the works is staged, it should be clear what stage the application is covering. If the application is for an amendment application, the description of work should be for the work covered under the amendment only.

Examples:

- New 8m high, 100,000 cubic metre water storage reservoir dam.
- Construction of a new 5m high, 60,000 cubic metre stormwater storage dam – Stage 1 of 3 – Ground works and foundations only.
- Alteration to existing concrete dam – relocate spillway and demolish existing.
- Amendment – redesign of concrete spillway due to unsuitable ground found during earthworks.

Change of use of the building

If the use, under the [Building \(Specified Systems, Change the Use, and Earthquake-prone Buildings\) Regulations 2005 - Schedule 2](#) of a building is proposed to change and the new use is more onerous than the existing use, then select the “Yes” checkbox. When yes is selected, you will need to provide details on the change of use e.g. a residential dwelling (SH) converted into a commercial office (CS/CL).

These uses are different from the lawfully established use under the Building Code.

Intended life

The life of a building is usually indefinite (not less than 50 years). If the intended life of the building is less than this, the life of the building must be stated in the application. If life is indefinite, complete this section with N/A.

Stage number

If you application is to be split into stages, please specify what stage the application is to cover of the total number of stages proposed. If it is not to be staged, complete this section with N/A

List of building consents previously issued for this project

If applicable, list any BC numbers that have been previously issued for this project e.g. BC number for staged consents approved or applied for prior to the application or BC number of application for amendment.

Estimated value of work

The value of work should accurately reflect all building costs associated with the project including labour (both paid and unpaid) and material costs. This value is only for the proposed works within the application and with all new applications, including amendments, there should be an estimated value of works.

This value should be GST inclusive.

The value of work determines the levies payable on the project and is used for government statistics/valuations.

Restricted Building Works

Restricted building works is work that is critical to make residential buildings structurally sound and weathertight. This type of works requires Licensed Building Practitioners to design and carry out the works.

Dams do not currently meet the definition of restricted building works under the Building Act 2004. Therefore, Licensed Building Practitioners do not need to carry out the design or construction for the project.

PROJECT INFORMATION MEMORANDAM (PIM)

This section only needs to be completed if the application is within the Waikato Region and you wish to apply for a PIM as part of the building consent. When outside the Waikato Region, you will need to apply for the PIM separately from the building consent application. A PIM can take up to 20 working days to be issued.

COMPLIANCE SCHEDULE

If there are no specified systems within the proposed works, select the checkbox for “There are no specified systems in the building”.

If there are specified systems within the building, this section requires a description of the systems being installed, altered, added or removed in the course of the building work.

Specified systems are specialised features (such as fire sprinklers, lifts, fire alarms etc.) required in non-residential buildings. For a full list of specified systems, go to [Building \(Specified Systems, Change the Use, and Earthquake-prone Buildings\) Regulations 2005 - Schedule 1 Specified systems](#). Further information on specified systems, compliance schedules and building warrant of fitness visit [Managing your BWoF | Building Performance](#).

BUILDING CONSENT

This section of the forms requires information on how the application will comply with the requirements of each applicable clause within the building code relating to your project. This section MUST be completed to enable the review to be undertaken.

You are required to complete the means of compliance within the box relevant to the application. Where acceptable solutions are used, this should list which solution is used and where alternative solutions are used this should list the details on the solution used. Waikato Regional Council recommends you have an industry person complete this section if you do not have any experience in building consent applications.

If a waiver or modification of the Building Code is to be used, this needs to be shown within this section and details and justification of this waiver/modification must be provided within the application for review.

ATTACHMENTS

Plans and Specifications

Plans provided must be of a clear and professional standard. They should be to an acceptable scale and on paper sizes that are easy to print. The plans provided should include:

- Site plans – These should show the legal lots as per the record of title, site area and contours, location of dam, location of spillways, parking and vehicle access, private roads, north point, existing buildings on the lot, size of reservoir, drainage details and public roads.
- Foundation plans – These should show the foundation design for the dam, spillway and any appurtenant structures proposed within the application.
- Section plans – These should show a long sections, typical up and down stream, drainage details and conduits through the dam.
- Any other relevant details – These may include pump stations, penstocks, conduits, sluice gates, tunnels, power house, spillway gates, intake tower or electrical plans.

Specifications must be provided and be site specific to the project in which the building consent application covers. The specifications should complement the drawings and not include generic, irrelevant or contradictory information. They should clearly specify systems and products to be used in the build and not contain multiple choice pick-lists for products.

Any relevant engineer design should be provided where design works are carried out by an engineer. This should include calculations, structural drawings, design philosophy, justification of assumptions and methodologies used in analysis and producer statements. Waikato Regional request that you supply:

- PS1
- PS2
- Design reports that cover
 - Loading parameter
 - Flood and freeboard considerations
 - Seismic considerations
 - Geotechnical considerations
 - Stability or structural considerations
 - Reservoir hazard considerations
 - Flow control considerations
 - Appurtenant structures
- Calculations
- Potential Impact Classification
- Construction inspection schedule
- Quality assurance considerations

The current NZ Building Code is non-specific in regard to dam design. The current accepted alternative solution for design is NZ Society of Large Dams (NZSOLD) guidelines. All methods of compliance must be listed in the application to enable review of compliance with the correct compliance method.

Where the application is provided in hard copy, there should be two sets of plans and all other relevant documentation. This is to enable us to return an approved copy to the applicant once the consent is issued. The other will be retained by Waikato Regional Council and stored as a digital copy.

Current Product Certificate(s)

These certificates are issued under section 269 of the Building Act 2004 for building products or building methods. Where an application includes any product or method that has been certified within the plans or specifications the current certificate and any relevant documentation must be provided with the application to enable the BCA to confirm compliance.

The product certificate register can be found on the Building Performance website [Product certificate register | Building Performance](#).

Current manufacturers certificate referred in s45(1)(bb) & s45(1)(bc) of the Building Act

These certificates are issued by registered MCM manufacturers for modular components under section 272ZF of the Building Act 2004. Where an application includes any modular component that has been certified within the plans or specifications the current certificate and any relevant documentation must be provided with the application to enable the BCA to confirm compliance.

For further details on modular certification it can be found on the Building Performance website [Product assurance and certification schemes | Building Performance](#).

Project information memorandum

Are required to be provided if they have been issued for the works proposed within the application. As per page 1, any works outside of Waikato Region will require a PIM from the local territorial authority (TA) and the regional authority (RA). If these are not provided, they will be done by Waikato Regional on the applicants behalf and the associated costs will be invoiced.

The PIM's should include any development contributions or other certificates that the relevant TA or RA have issued with the PIM.

Record of Title

Current full copy of the record of title including easements, building restrictions and consent notices if listed. The copy must include the property plan. Refer to Proof of ownership for further details.

Documents not relevant

Documentation provided for building consents are often copied from resource consent applications. Waikato Regional Council can only approve documentation directly related to the building consent. Unless documentation is directly related to the building consent, they should not be included or should be clearly labelled 'For information only'.

Some documents considered no relevant to building consent are:

- Sediment control plans
- Affected neighbours consent
- Landscaping plans