



Standard Document Naming Conventions Guidance

Guidance for the naming of supporting documents submitted with applications for:

- Building Consent
- Code Compliance Certificate (CCC)

Some projects require many documents to demonstrate compliance with the Building Code. To make both of our jobs easier, please use the naming conventions below as guidance for naming your documents to submit with your building consent or CCC application.

Application for a new Building Consent or Amendment to a current Building Consent

APPLICATION - Checklist

APPLICATION - Owner Builder/Designer Statutory Declaration

APPLICATION - Proof of Ownership

APPLICATION - Proof of Ownership - Designated Non-public

CALCULATIONS - Architectural

CALCULATIONS - Structural

CALCULATIONS - Services - (Hydraulics, HVAC, Transport, Electrical)

PLANS - Architectural

PLANS - Structural

PLANS - Civil [covers roading and drainage items, retaining walls etc]

PLANS - Services - (Hydraulics, HVAC, Transport, Electrical)

PRODUCER STATEMENTS - Architectural - LBP Memorandum
PRODUCER STATEMENTS - Structural
PRODUCER STATEMENTS - Fire
PRODUCER STATEMENTS - Services (Hydraulics, HVAC, Transport, Electrical)

REPORTS - Geotechnical
REPORTS - Existing Compliance Schedule, copy
REPORTS - Fire - Fire Engineer
REPORTS - Fire - FENZ/FEB
REPORTS - Accessibility
REPORTS - Services
REPORTS - Structural
REPORTS - Architectural
REPORTS - Environmental

SPECIFICATIONS - Architectural - Product Data
SPECIFICATIONS - Architectural - General [*Master spec*]
SPECIFICATIONS - Structural - (General, Product Data)
SPECIFICATIONS - Services - (Hydraulics, HVAC, Transport, Electrical)

Application for a new Code Compliance Certificate (CCC)

APPLICATION - Code of Compliance
APPLICATION - Proof of Ownership - Designated Non-public

CALCULATIONS - Architectural - Truss Manufacturer

DRAINAGE PLAN (AS LAID) - [in-put full property address]

PRODUCER STATEMENT - Structural - PS4 and Site Notes
PRODUCER STATEMENT - Construction - LBP Memorandums
PRODUCER STATEMENT - Construction - PS3s
PRODUCER STATEMENT - Services - PS3s
PRODUCER STATEMENT - Architectural - Product Warranties
PRODUCER STATEMENT - Membrane Applicators Certificate (Internal)
PRODUCER STATEMENT - Membrane Applicators Certificate (External)

REPORTS - Electrical Certificate/s
REPORTS - Electrical Certificate - High Risk ROI
REPORTS - Gas Certificate
REPORTS - Wood Burner Installer Certificate