
SHEET 24

Master Checklist — All Documents That May Be Required

Four checklists for applicants: all documents, developing land, building operations, and subdivision of land.

Master Checklist — All Documents That May Be Required

This section sets out four distinct checklists derived directly from the attached document and applicable laws: (A) Master Checklist (all documents), (B) Checklist to Develop Land (general planning permission), (C) Checklist for Building Operations, and (D) Checklist for Subdivision of Land.

(Depending on the type of development)

A. Master checklist — all documents

APPLICATION & ADMINISTRATIVE

- ☐ Completed Planning Application Form (three copies)
- ☐ Development Control Sheet (three copies)
- ☐ Proof of payment of prescribed fees
- ☐ Fast Track request form (if applicable)
- ☐ Resubmission form (if applicable)

PLANS & DRAWINGS

- ☐ Location Plan (correct scale)
- ☐ Site Plan (north arrow, boundaries, dimensions)
- ☐ Building Plans (where applicable)
- ☐ Subdivision Plan (where applicable)
- ☐ Engineering / Infrastructure Plans (roads, drainage, utilities)
- ☐ Structural Drawings and Calculations (if required)
- ☐ Electrical Layout
- ☐ Plumbing and Sanitary Layout

PROFESSIONAL CERTIFICATIONS

- ☐ Licensed Surveyor certification (location / subdivision)
- ☐ Architect certification (architectural plans)
- ☐ Engineer certification (structural, drainage, roads)

OWNERSHIP & LEGAL

- ☐ Written Landowner's Consent (Section 19(b))
- ☐ Proof of ownership / interest in land (title, deed, or lease where applicable)
- ☐ Agent authorization (if application submitted by an agent)

ENVIRONMENTAL & HEALTH

- ☐ Ministry of Health / Environmental Health Form (three copies)
- ☐ Sewage disposal design (septic tank, soakaway, tile field)
- ☐ Storm water drainage proposal
- ☐ Grease trap details (commercial uses)
- ☐ Environmental Impact Assessment (EIA), if required
- ☐ Coastal / marine authorization (where applicable)

POST-APPROVAL & CONSTRUCTION

- ☐ Notice of Commencement of Development
- ☐ Inspection requests (foundation, structural, services)
- ☐ Electrical Inspector Certificate
- ☐ Final Inspection request
- ☐ Application for Certificate of Occupancy / Completion Certificate

B. Checklist to develop land

Planning permission — general.

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|---|--|
| ☐ Completed Planning Application Form (three copies) | ☐ Written Landowner's Consent |
| ☐ Development Control Sheet | ☐ Proof of fee payment |
| ☐ Location Plan (approved scale) | ☐ Environmental Health Form |
| ☐ Drainage and sewage disposal proposal | ☐ EIA (if required under the Act) |
| ☐ Any other statutory licence or consent required by law | |
- ☐ **Site Plan showing:**

North arrow	Existing buildings (to remain or be demolished)
Boundaries and dimensions	Access roads and building line
Adjacent landowners	

C. Checklist for building operations

In addition to Checklist B.

SITE & LAYOUT

- ☐ Exact position of proposed buildings
- ☐ Setbacks from all boundaries and roads
- ☐ Distance from High Water Mark (if applicable)
- ☐ Vehicular access and circulation
- ☐ On-site parking and loading spaces

STRUCTURAL & ENGINEERING

- ☐ Foundation plan
- ☐ Slabs, beams, columns and staircases
- ☐ Retaining walls (if any)
- ☐ Structural calculations (if requested)

CONSTRUCTION PHASE

- ☐ Notice of commencement of works
- ☐ Inspection requests at required stages
- ☐ Electrical Inspector's Certificate

ARCHITECTURAL PLANS

- ☐ Floor plans (room use, dimensions)
- ☐ Elevations (all sides)
- ☐ Sections (levels relative to site and roads)

SERVICES

- ☐ Sewage disposal details
 - ☐ Storm water drainage layout
 - ☐ Water supply and storage (cisterns)
 - ☐ Electrical layout and panel details
 - ☐ Plumbing layout
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- ☐ Final Inspection request
 - ☐ Application for Certificate of Occupancy

D. Checklist for subdivision of land

In addition to Checklist B.

- | | |
|---|---|
| ☐ Subdivision Plan (approved scale) | ☐ Road reserves, carriageways and building lines |
| ☐ Area, shape and dimensions of each lot | ☐ Drainage channels (existing and proposed) |
| ☐ Proposed land use and density per lot | ☐ Sewage disposal strategy for the subdivision |
| ☐ Ownership details of land to be subdivided | ☐ Potable water supply / reticulation plan |
| ☐ Existing and proposed roads (plans and cross-sections) | ☐ Fire hydrant locations |
| ☐ Contours at 5-foot vertical intervals (sloping land) | ☐ Trees and features to be preserved |
| ☐ Earthworks / cut and fill sections | ☐ Ministry of Health approval for subdivision drainage |



Contact

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OPENING HOURS

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