

Site: _____

DOCUMENTATION		
Local authority		
District plan	<input type="checkbox"/> Zoning <input type="checkbox"/> Restrictions on building and land use <input type="checkbox"/> Solar access <input type="checkbox"/> Site coverage <input type="checkbox"/> Front/side/rear yards <input type="checkbox"/> Protected trees	
Land information memorandum (LIM)	<input type="checkbox"/> Protected buildings and trees <input type="checkbox"/> Historic buildings <input type="checkbox"/> Special characteristics of a site (erosion, flooding) <input type="checkbox"/> Existing buildings <input type="checkbox"/> Planning information <input type="checkbox"/> Drainage information <input type="checkbox"/> Zoning	
Project information memorandum (PIM)	<input type="checkbox"/> Similar to a LIM but site-specific <input type="checkbox"/> Protection of buildings under the Historic Places Act <input type="checkbox"/> Local services (water, wastewater) <input type="checkbox"/> Land details (ground stability, flooding) <input type="checkbox"/> Non-compliance issues	
Resource/building consent/Code Compliance Certificate (CCC)	<input type="checkbox"/> Past consent applications <input type="checkbox"/> Past CCC	
Aerial photographs/contour maps of site and surroundings	<input type="checkbox"/> Buildings <input type="checkbox"/> Vegetation <input type="checkbox"/> Roadways <input type="checkbox"/> Services <input type="checkbox"/> Contours	
Other documentation	<input type="checkbox"/> Development that may be permitted <input type="checkbox"/> Services (including water, sewerage and stormwater mains crossing the property) <input type="checkbox"/> Roading	

Legal information		
Certificate of Title (Land Information NZ)	<input type="checkbox"/>	Legal description of the property
	<input type="checkbox"/>	Caveats
	<input type="checkbox"/>	Easements
Deposited plan	<input type="checkbox"/>	Property boundaries
Covenants (generally part of the sale and purchase agreement)	<input type="checkbox"/>	Restrictions of development
Other information (may need to be purchased)		
Hazard report (Property Insight)	<input type="checkbox"/>	Known/potential site hazards
Climate data (NIWA)	<input type="checkbox"/>	Climate data
Sun bearings (Land Information NZ)	<input type="checkbox"/>	Sun-bearing data
Aerial photographs and geographic information (local authority, Google Earth, Terralink) of site and surroundings	<input type="checkbox"/>	Buildings
	<input type="checkbox"/>	Vegetation
	<input type="checkbox"/>	Roadways
	<input type="checkbox"/>	Services
	<input type="checkbox"/>	Contours
Property inspection/site survey/soil investigation reports	<input type="checkbox"/>	Boundary locations
	<input type="checkbox"/>	Soil-bearing capacity
	<input type="checkbox"/>	Location of underground services
	<input type="checkbox"/>	Other site features
Site investigation of ground conditions (using NZBC B1 <i>Structure B1/VM4</i> and Appendix A)	<input type="checkbox"/>	Soil-bearing capacity

SITE VISITS	
What to take	<input type="checkbox"/> Equipment
	<input type="checkbox"/> Sketch book
	<input type="checkbox"/> Compass
	<input type="checkbox"/> Camera
	<input type="checkbox"/> Tape measure
	<input type="checkbox"/> Dumpy and staff
	<input type="checkbox"/> Scala penetrometer
	<input type="checkbox"/> Stepladder
	<input type="checkbox"/> Shovel
	What to look for
Landforms:	
<input type="checkbox"/> Slopes	
<input type="checkbox"/> Stability features (excavations, fill, banks or cliffs)	
Adjacent properties:	
<input type="checkbox"/> Use	
<input type="checkbox"/> What is built (height, scale and style)	
<input type="checkbox"/> Impact of the proposed building on neighbours	
<input type="checkbox"/> Sources of potential noise	
<input type="checkbox"/> Causes of areas of shade	
Wind:	
<input type="checkbox"/> Strength	
<input type="checkbox"/> Directions	
<input type="checkbox"/> Site-specific exposure (cold wind direction and the direction most of the rain comes from)	
	Ground conditions:
	<input type="checkbox"/> Soil types
	<input type="checkbox"/> Evidence of drainage paths and watercourses
	<input type="checkbox"/> Evidence of flooding, groundwater, poor soil stability
	<input type="checkbox"/> Potential building locations
	<input type="checkbox"/> Location of boundary pegs

	<p>Location of council and utility services:</p> <p><input type="checkbox"/> Manholes</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Sewage</p> <p><input type="checkbox"/> Stormwater</p> <p><input type="checkbox"/> Power</p> <p><input type="checkbox"/> Telephone</p> <p>Site access:</p> <p><input type="checkbox"/> Suitable location</p> <p><input type="checkbox"/> Existing vehicle crossing</p> <p><input type="checkbox"/> Health considerations – cellphone towers, high tension power lines/substations within 300 m of site?</p>
<p>Who to talk to</p>	<p>Neighbours:</p> <p><input type="checkbox"/> Weather</p> <p><input type="checkbox"/> Past major events</p> <p><input type="checkbox"/> Local events</p> <p><input type="checkbox"/> Development proposals</p> <p>Client:</p> <p><input type="checkbox"/> Weather</p> <p><input type="checkbox"/> Other conditions they are familiar with/have experienced</p>
<p>Presentation of information</p>	
<p>Sketches.</p> <p>Computer generated model using 3D software such as Google Sketchup Pro, ArchiCAD or Autodesk Revit.</p> <p>Physical 3D model.</p>	<p><input type="checkbox"/> Views</p> <p><input type="checkbox"/> Wind</p> <p><input type="checkbox"/> Rain directions</p> <p><input type="checkbox"/> Features (trees, banks)</p> <p><input type="checkbox"/> North point</p> <p><input type="checkbox"/> Sun angles</p>