



PLAN APPROVAL APPLICATION / CHECKLIST

In accordance with the development covenants designed to protect your investment, there is a requirement to have your house plans approved **prior to building commencing** on your site. This is a straight forward process and if everything is in order approvals are typically issued within 10 working days of receiving the necessary material.

Please fill out the form below and forward this as a **PDF document**, along with all relevant attachments to:
plans@halswellcommons.co.nz

☐ 1. Owners Details (please fill out)

Name of Applicant: _____

Allotment Owner (if different to above): _____

Allotment Number: _____

Street Address of Allotment (if known): _____

Postal address of applicant: _____

Phone number of Applicant: _____

Email address of Applicant: _____

☐ 2. Builder / Architect Details (please fill out)

Company name: _____

Contact name: _____

Postal address: _____

Phone: _____

Email address: _____

☐ 3. House Details (please fill out)

Allotment area in m²: _____

How many levels is the dwelling: _____

Total Floor area of dwelling (including garage, carport)
in m²: _____

Height of dwelling (m): _____

Roof pitch of the dwelling (degrees): _____

☐ 4. Attachments to be included:

☐ Site Plan (*this needs to identify the location of any street tree or street light in front of your site as well as proposed access from streets or right of ways*)

☐ Floor Plan

☐ All Elevations

☐ Landscape Plan of Lot incl. all Fencing & Driveway details.
Materials & Colours to be included.

There are landscape controls over the site which need to be adhered to. You can find the Landscape Guidelines on this website under each stage of the development.

Please ensure your plan adheres to these guidelines prior to submitting.

☐ 5. Exterior Materials & Colour Scheme

(*this can be included on Elevations otherwise please list below*).

Exterior cladding: Materials: _____

Colours: _____

Roof cladding: Material: _____

Colour: _____

Window Joinery colour: _____

Door colour: _____

Garage Door colour: _____

Driveway: Material: _____

Colour: _____

Processing

If everything is in order your plan approval will be processed and returned via email. The approval will consist of the information provided, which will be signed on behalf of the developer by our agent.

Office Use Only:

Date Application Received: _____

Date Further Information Requested: _____

Date Further Information Received: _____

Approval

Date Approved: _____

Approved by: _____

Signature: _____