

## What is a Project Information Memorandum?

A Project Information Memorandum (PIM) is a report about a particular property. At your request, it is prepared from records held by the Council only. The information contained in this brochure is required to be supplied for a PIM as detailed in the Building Act 2004.

### Important Notes

- A Building Consent cannot be granted by the Council unless a PIM has been issued. You can apply for a PIM with your Building Consent application. If you do this, then you need to complete the Building Consent Application form ONLY.
- A PIM does not give approval under the Council's District Plan. You will need to determine whether your proposal complies with the District Plan first.
- You can do this by contacting a Resource Consent Planner at the Council, or your own planning advisor. If your proposal does not comply with the District Plan and you need a Resource Consent. You are advised to obtain a Resource Consent first. This will avoid possible expensive changes to your proposal.

*This leaflet is intended as a guide only.*

*For further advice and information, please contact Regulatory Services at Papakura District Council on 295 1300, or visit the Council offices at 35 Coles Crescent, Papakura between the hours of 8.00am to 5.00pm Monday to Friday.*

Information Guides are also available on:

- Building Consents
- Complaints and Feedback
- Development Contributions
- Dogs
- Land Information Memorandums
- Liquor Licencing
- Resource Consents (Land Use)
- Swimming Pools
- Subdivisions
- Treated Timber



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# A GUIDE TO PROJECT INFORMATION MEMORANDUMS (PIMS) IN PAPAKURA

## What will the report tell me?

The report will provide:

- Information on special land features including erosion, avulsion (removal of land by water action), falling debris, subsidence, slippage, alluvion (the deposition of silt from flooding) and the presence of hazardous contaminants which are likely to be relevant to the design, construction or alteration of your proposed building which are known to the Council.
- Information notified to the Council by any statutory organisation, such as the New Zealand Historic Places Trust or the Department of Conservation.

If the Council considers that notification to the New Zealand Historic Places Trust is likely to be required, then there will be a statement to that effect; and either

- confirmation that building work may be carried out subject to the requirements of a building consent and subject also to all other necessary authorisations being obtained; or
- notification that building work may not be carried out because any necessary authorisation has been refused, despite the issue of any building consent.
- Details of stormwater or wastewater utility systems which relate to your proposed building work, or which are adjacent to your building site.
- A statement to the effect whether a scheme that provides for evacuation from the scene of a fire is required under section 21A of the Fire Service Act.
- Details of any authorisations under other Acts which the Council requires, and details of the requirements to be met in the granting of these authorisations and the conditions they will be subject to.

The most common authorisations will be Resource Consents required under the Resource Management Act 1991. If a Resource Consent is required, then a Certificate will be attached to the PIM detailing that until a Resource Consent has been obtained no building work may proceed; or building work may only proceed to the extent stated in the Certificate.

- Details of any Development Contribution notices. If the Council considers that a Development Contribution is payable by the owner, then a Development Contribution Notice will be attached detailing that a Code Compliance Certificate required for the building work, will not be issued unless the Development Contribution is paid.
- The memorandum will also include either:
  - Confirmation, subject to other provisions of the Act, that you may carry out the building work subject to the requirements of the building consent and subject also to all other necessary authorisations being obtained; or
  - Notification that building work may not be undertaken.

## Why should I get a PIM?

A PIM is required for all building work and is useful in establishing the feasibility and design practicality new houses, large alterations or new commercial or industrial buildings.

## How much does it cost?

The cost of a PIM can be found in our Fees and Charges which is available from [www.papakura.co.nz](http://www.papakura.co.nz)

## How do I get a PIM?

A PIM Application Form is available from Council's Customer Services Centre at 35 Coles Crescent, Papakura.

When you have completed the application form, please forward it to the Council offices at 35 Coles Crescent, Papakura. Remember to include a cheque with your application.

## What information do I need to include?

You need to include:

- the intended use of the proposed building;
- the location and external dimensions of the proposed building;
- provisions to be made for vehicular access;
- provisions to be made in building over or adjacent to any road or public place;
- provisions to be made for disposing of stormwater and wastewater;
- precautions to be taken where building work is to take place over any existing drains or sewers or in close proximity to wells or watermains; and
- information in respect of proposed connections to public utilities from the proposed building work.

## Why will I receive my PIM?

If you have supplied the Council with all the necessary information, then the PIM will be completed within 20 working days and forwarded to you as soon as possible.