



# Plan Approval

## 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 m<sup>2</sup>: \_\_\_\_\_

How many levels is the dwelling: \_\_\_\_\_

Total Floor area of dwelling (including garage, carport)

in m<sup>2</sup>: \_\_\_\_\_

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: \_\_\_\_\_