

# FOOTPRINT HOMES LTD & JOHNSON BRIERLEY ARCHITECTURE

## PIM APPLICATION

### Offer of service

**PIM Application short form agreement**

**\$1,500.00 Inc GST**

**Footprint Homes** will engage **Johnson Brierley Architecture (JBA)** to carry out the following service to apply for a **PIM** for your property.

**JBA** will provide the following

- Request council files (inc certificate of title) if not already provided
- Check the local council planning rules
- Prepare a site plan identifying the boundaries, height to boundaries and any service connections with the chosen Footprint Homes standard plan, located and oriented on site and identifying any potential planning constraints
- Prepare concepts based on Footprint Homes standard plan **only**. Concepts inclusive of Floor Plan & Elevations showing FFL (Finished Floor Level). These FFL heights will need to be confirmed by ICP (Independent Construction Partner) or own builder upon completion of JBA site plan.

**NOTE:** The concepts included in this agreement are based on standard Footprint Homes plan range only, amendments or customs designs may/will incur additional designer fee to prepare floor plan @ \$165.00 p/h + GST – this may be required where there are restrictions arising from the council planning rules, pertaining to the following

- o Boundary limitations being distance or height to work within the exemption regulations
- o Confirmed planning restrictions provided in council file
- JBA will then prepare the necessary documentation and apply for a PIM (Project Information Memorandum) through your local council.

#### **PIM application process**

- Footprint Homes will provide you with an Agent Authority form to complete which will allow JBA to request the PIM on your behalf
- JBA will lodge the PIM application with your local council
- Your local council will invoice you directly for the fee required (based on local council fee schedule it is appx \$400 - \$700)
- Once council completes the PIM (10 working days) and releases to JBA they will access the information provided and provide an overview of what this means for your project, allowing up to 5 working days for JBA to complete their overview of PIM.

#### **What a PIM Will Tell You**

##### **1. Site Conditions**

- Natural hazards (flooding, erosion, slips, liquefaction, coastal, wind risk)
- Any contamination risks

##### **2. Services & Infrastructure Availability of:**

- o Wastewater
- o Stormwater
- o Water supply
- Whether on-site detention/retention are required

##### **3. Planning & Zoning Rules**

- The zoning of the property
- Overlays (heritage, character areas)
- Whether a Resource Consent/s is required

##### **4. Legal & Property Constraints**

- Any known archaeological or cultural heritage alerts

#### **What happens if a PIM comes back with Resource Consent/s required or criteria that doesn't meet the Granny Flat exemption regulations**

- Footprint Homes will work with JBA to determine if a full Building Consent application is now required, or if we can work within the Resource Consent requirements to obtain approval, where approval is granted you can then begin preparing Working Drawings and undertake construction.

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- Where further engineer is required to address Resource Consent requirements, Footprint Homes will request local engineering offer of service agreements to carry out the necessary reports/designs and quotes
- Footprint Homes will then compile a revised Preliminary Pricing Indication inclusive of these additional costs for your updated overall total project estimate.

**EXCLUSIONS**

- Obtaining any necessary information and reports, not included in council information pack, for example
  - Geotechnical report, topographical/levels, septic and stormwater design
- Any council building consent or resource consent fees and charges
- Any consultant fees – geotechnical or other engineer, surveyor, planner to prepare resource consent if needed, on-site wastewater system designer
- Any environmental issue such as contaminated ground or fresh water

**CLIENT DETAILS**

<b>NAME</b>		<b>PH NUMBER</b>	
<b>SITE ADDRESS</b>		<b>LOT/DP</b>	
<b>EMAIL</b>		<b>FOOTPRINT PLAN</b>	

**SITE INFORMATION PROVIDED**

Cert of Title/Covenant/easements etc	<input type="checkbox"/>
LIM Report	<input type="checkbox"/>
PIM Report	<input type="checkbox"/>
Geotechnical Report	<input type="checkbox"/>
Topographical Report	<input type="checkbox"/>
Resource Consent Documents	<input type="checkbox"/>
Existing on site as built (drainage, wastewater, stormwater)	<input type="checkbox"/>

**CLIENT SIGNATURE/S** \_\_\_\_\_

**DATED** \_\_\_\_\_

Payment is required in full to commence this planning assessment, an invoice will be provided on receipt of payment.

**FOOTPRINT HOMES payment information**

**Bank Account Name:** Footprint Homes NZ Limited  
**Bank Account Number:** 38 – 9023 – 0008452 - 03  
 Please include your surname and street address as reference

*The service is based on information provided and collated from the Ministry of Business, Innovation and Employment (MBIE) and other publicly available sources, as general guidance only. It is based on information available at the time of MBIE publishing and may change. It does not replace the Building Act, Building Code, local council requirements, or professional legal advice. While we do our best to keep this information accurate and up to date, Footprint Homes and JBA fully accepts no responsibility (permitted by law) in any decisions made in reliance on this information available to us.*