



westmorland heights

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 straightforward process and if everything is in order approvals are typically issued within 5 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: **I.dove@netaccess.co.nz**

1. Owners Details (please fill out)

Name of Applicant: _____

Lot Owner (if different to above): _____

Lot Number: _____

Street Address of Lot (if known): _____

Phone number of Applicant: _____

Email address of Applicant: _____

2. Builder / Architect Details (please fill out)

Company name: _____

Contact name: _____

Phone: _____

Email address: _____

3. House Details (please fill out)

Lot area in m²: _____

How many levels is the dwelling: _____

Total Floor area of dwelling (including garage)

in m²: _____

Roof pitch of the dwelling (degrees): _____

4. Attachments to be included:

Site Plan

Floor Plan

All Elevations

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: _____

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: _____