# Submission Requirements Checklist

### Design Review SUBMISSION As Built Submission

### round: [1 or 2]

### Project Name: [name]

### Project Number: GS- [####]

## administration

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| Latest *Green Star – Interiors NZ v1.1* scorecard has been used, as found on the NZGBC website. |  |
| No Technical Questions (formerly Credit Interpretations Requests (CIRs) and Technical Clarifications) are outstanding. |  |
| No invoices are outstanding. |  |
| If Round 2, Round 1 submission has been appended within each credit re-submitted for Round 2 assessment. |  |

## Eligibility criteria

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| All eligibility criteria for *Green Star – Interiors NZ v1.1* have been met. Eligibility criteria can be found on in the Introduction section of Green Star Interiors NZv1.1 Submission Guidelines. |  |

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| Submission Content |  |
| General Section |  |
| The following documents have been included in the General Section folder: |  |
| * Updated Green Star Eligibility, Registration and Submission Form |  |
| * Completed Green Star scorecard |  |
| * Complete set of project drawings (Architectural and building services) |  |
| * Up to date Area Definition Form |  |
| * Evidence of site purchase clearly indicating the site purchase date and any relevant site attributes |  |
| Overall Submission |  |
| Submission Templates for all and each credit claimed, including N/A (Not Applicable) have been included with the submission for assessment. |  |
| Submission Templates for all and each credit claimed includes all supporting documentation required (i.e. does not include ‘information to follow’). |  |
| All drawings and other supporting documentation are still legible after scanning, especially small stamps, monitors, sensors, sub-meters etc. |  |
| All relevant communication with the NZGBC is included (e.g. Technical Question responses relevant to the project) in the applicable credit. |  |
| All drawings have a legible title block. |  |
| For As Built submissions, drawings are marked ‘As Built’ or ‘For Construction’. |  |
| When specification extracts are used as supporting documentation, they are provided within the relevant credits, rather than whole specifications in isolation. This includes: specification cover page, index and extracts. |  |
| For As Built submissions, specifications and reports are final / for construction. |  |
| When reports or contracts are used as supporting documentation, the author / organisation must be identified. |  |
| When letters are used as supporting documentation, they are signed and on letterhead. |  |
| Evidence referenced accurately - Highlighted and marked up documents with direct answers demonstrating compliance with the credit criteria. |  |
| Consistency – The submission makes sense as a whole i.e occupancy numbers and area of the building are consistent across the whole submission. |  |
| Explain clearly in the Submission Template how the project is meeting the intent of the credit – use discussion boxes at Round 1 and Round 2. |  |
| Specific – Evidence should be project specific, or where generic should contain a reference to how the project will address the Submission Guidelines. |  |
| Reports and specification – After the cover page and contents page only include the relevant pages of reports and specifications. I.E. do not include the entire XYZ document, only include the relevant pages for the credit. |  |

*Note: If Assessors find the above inconsistencies during review. The credit will be not be reviewed and will result in Not Awarded points. At the Post Round One (or Two) Comments the project will not be able to instruct the Assessor where the information was provided if the above protocol was not followed.*

*We encourage GSAP’s to follow the best practice Green Star Submissions document, available on our website* [*here*](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2F23159811.fs1.hubspotusercontent-na1.net%2Fhubfs%2F23159811%2FGreen%2520Star%2520technical%2520resources%2Fwhat-do-best-practice-green-star-submissions-look-like-v5.pdf&data=05%7C02%7CBhumika.mistry%40nzgbc.org.nz%7C431f167bd27a4502b9f508dc695ff121%7C5bd0f26d4d1143e6835efdf8cb27d386%7C0%7C0%7C638501108021262659%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=pbr%2BGGnubUMFq92E3K1Gei48nb1SbJtuRLExxuOcP5g%3D&reserved=0) *and watch the “How to prepare a good Green Star submission” video found* [*here*](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnzgbc.org.nz%2Fgreen-star-submission%3Fid%3D10751791203&data=05%7C02%7CBhumika.mistry%40nzgbc.org.nz%7C431f167bd27a4502b9f508dc695ff121%7C5bd0f26d4d1143e6835efdf8cb27d386%7C0%7C0%7C638501108021277764%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=WQLXyRdf8UyMfiuSwRfF84vMGmM2uZdvKGGyIIcptJI%3D&reserved=0)

Submission presentation

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| The folder structure format and order corresponds to Green Star categories as outlined on the NZGBC website, and includes a separate folder for the General Requirements section. |  |
| Each credit submission, including the Submission Template, is no larger than 100MB. |  |
| Documents have been saved for digital on-screen use only and not for printing in high resolution, with options to compress images enabled. |  |
| All documents have been orientated in the same direction and no blank pages have been included in the submission. |  |
| All documents must be bookmarked to facilitate navigation or have page numbers. |  |

Submission delivery

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| All folders containing all relevant Submission Templates and supporting documentation have been uploaded online. |  |

## DECLARATION

I, the project contact, confirm that the information provided in this document is truthful and accurate at the time of completion. I confirm that:

* I have reviewed this checklist, to ensure that it aligns with the submission provided to the NZGBC for assessment.
* I understand that the Certified Assessor(s) reserve the right to not assess a submission that is not done in accordance with the Submission Templates and this Checklist.
* I take complete responsibility for the accuracy and completeness of the submission for assessment.

Provide author details, including name, position and email address:

[Date]

**DISCLAIMER:**

**A completed version of this checklist must be included within the General Requirements section of the Green Star submission.**

**This checklist has been developed for project teams to use when compiling the submission documentation for assessment.**

The accuracy and completeness of the submission is entirely the responsibility of the project team. The NZGBC will not be held accountable for incorrect or incomplete submissions sent to the NZGBC and scheduled for assessment.

––– **Report end** –––