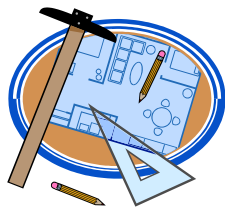




## REQUIREMENTS FOR OBTAINING BUILDING CONSENTS

### COVER SHEET

Section 40 of the Building Act 2004 states that it is an offence to carry out building work except in accordance with a consent (in this act called a "building consent") issued by the territorial authority, in accordance with this Act. The Act, provides for fines on conviction of up to \$100,000 for offences for building without consent.



Applications for building consents are required to be made in the prescribed form and are to be accompanied by plans and specifications as required by the territorial authority.

#### • PROCESSING BUILDING CONSENT APPLICATIONS

At the time building consent applications are lodged with Council they are entered into an electronic computer system which acts as a clock. All consents are required to be issued within 20 working days. In circumstances where an application does not contain adequate information, or further information has been requested, the clock is stopped until all the required information has been received.

If the additional information is not received within three months of being requested, the consent application will be cancelled and returned to the applicant with an invoice for all the costs incurred up to that time.

#### • CERTIFICATES OF TITLE

The Building Act 2004 requires every consent application to be accompanied by a Certificate of Title and/or Lease Agreement or Agreement for Sale and Purchase.

#### • PLANS AND SPECIFICATIONS

For most consents, only two copies of the plans and specifications are required. For some consents which require NZ Fire Service, Historic Places Trust or engineering input up to five (5) sets of documents will be required. All drawings are required to be drawn in ink and to an appropriate metric scale and lodged with Council at the time of application.

One copy will be retained by Council and the other copies will be forwarded to the owner and other agencies during processing.

The plans and specifications shall show complete details of design and the qualities and description of construction, materials and workmanship and shall be of

sufficient clarity to show the exact nature of the proposed undertaking.

In addition to the structural details required, the plans and sections shall show every floor of the proposed building, the dimensions, position and intended use of the rooms and the situation of the flues, fireplaces, stoves and chimneys. The plans and sections shall further show the levels, both existing and proposed, adjoining the building, the proposed means of water supply and also the means proposed to deal with all stormwater and drainage.

#### • FEES

The entire fee is payable at the time the consent is issued from Council offices and applicants will be advised when the consent is ready for issue and what the fee will be. **The consent will not be released until the fee is paid.** The scale of fees and charges are based on actual and reasonable expenses both incurred and expected to be incurred during the entire processing and construction phases.

Fees are charged on administration costs, lengthy discussion relating to the consent, processing time, inspections during construction, building research and Department of Building and Housing levies.

In situations which require reinspections, or additional costs are incurred for amendments to approved plans during construction and the like, the owner will be required to meet those costs on completion of the project and before the Code Compliance Certificate will be issued.

#### • MINOR WORKS

Drawings required for **minor** works such as garages, outbuildings, barns, carports etc are:

- site plan;
- floor plan;
- cross-sections; and
- two elevations.



#### • MAJOR WORKS

Drawings required for **major** works such as new dwellings, alterations and additions to dwellings, commercial and industrial buildings etc. are:

- site plan;
- floor plan;
- foundation plan;
- cross-sections;
- four elevations;
- full and detailed specifications;
- bracing design; and
- engineer's calculations and design certificates (if applicable).



• **SITE PLANS**

Site plans are required to show the location and size of all existing buildings and the proposed buildings on the property. In rural areas where it is not feasible to draw locality plans to scale, a plan should be drawn detailing distances to legal boundaries.

All site plans should show distances to boundaries and distances between buildings and the position of north and location of any overhead power lines.

• **BUILDING VALUES**

Values of buildings are based on the estimated completed cost of work, as currently defined by the Department of Building and Housing and include material and labour costs. The following are the current minimum rates upon which building values will be assessed:

Standard Houses	\$1122/m <sup>2</sup>
Residential Garages	\$200/m <sup>2</sup>
Executive Houses	\$1233/m <sup>2</sup>
Barns and Carports	\$150/m <sup>2</sup>
Industrial and Commercial	\$782/m <sup>2</sup>

• **PROJECT INFORMATION MEMORANDUM**

An owner who is considering building work or applying for a building consent may make a specific application to Council requesting relevant information from Council records pertaining to the property.

The information, evaluates such topics in relation to the building proposal as hazards, i.e. contaminants buried, erosion prone, subsidence, flooding etc. Other matters such as planning requirements, NZ Fire Service evaluation, public utilities, heritage status, sewage, stormwater and vehicle approach requirement are also included in the memorandum.

While such information may be requested before applying to build, every application for a building consent will be deemed to include an application for a Project Information Memorandum.

• **EFFLUENT DISPOSAL**

If you are proposing to build in an area which does not have a reticulated sewage disposal system or relies upon an 'on site' effluent disposal system, a resource consent for discharge permit is required to be obtained from the West Coast Regional Council if the system does not meet the discharge provisions and rules. The District Council may approve applications under delegation for residential disposal systems only.

Application forms and percolation test sheets are available on request from either the District or Regional Councils.

• **RESOURCE CONSENTS**

Sufficient time must be planned to obtain any required resource consent. **If resource consent has not been obtained then the building will not be permitted to be constructed until the resource consent has been obtained.**

• **WATER SUPPLY**

All applications for building consents are required to identify the source of potable water supply. Rainwater collection is considered to be an acceptable source however, other sources of water supply must be tested to verify that the water is potable (i.e. safe to drink).

• **SEWER/STORMWATER/WATER**

In areas where reticulated water supplies and sewer and stormwater disposal are available but the connections are not made to the property, then new connections are required to be provided.

Application forms are available at Council offices and should accompany the building consent application.

• **VEHICLE APPROACH**

All residential properties are required to have an approved vehicle approach from the formed road access to the boundary line.

On properties where approved vehicle approaches are not installed, or additional approaches are required, application forms are available from Council offices and should accompany the building consent application.

• **INSPECTIONS DURING CONSTRUCTION**

Periodic inspections are required during construction to verify compliance with the approved building consent. A condition of every consent issued will include what specific inspections are required and at what stage those inspections are required to be requested.

The inspection requirements will be identified on a supplementary sheet title "Inspection Requirement and Record" which are required to be kept 'on site' with the approved plans and specifications.

Records of each inspection will be entered onto the reverse side of this form. If the 'inspection record' is not signed by the inspector then **no inspection has been carried out and work cannot continue** until the required inspection has been approved.

• **COMPLETION OF BUILDING**

When building works have been completed, and before occupation, the owner is required to advise Council to enable a Code Compliance Certificate to be issued.

It is an offence to occupy a building which is intended for public use or for a developer to sell a residential building without Code Compliance Certificates being issued.



Property or building owners are advised that **final payments should not be made to builders or contractors unless a Code Compliance Certificate has been issued which certifies that the building complies with the New Zealand Building Code.**

