

A Quick Guide To The Building Consent Process

Includes information about:



*content and quality of
documentation required;*



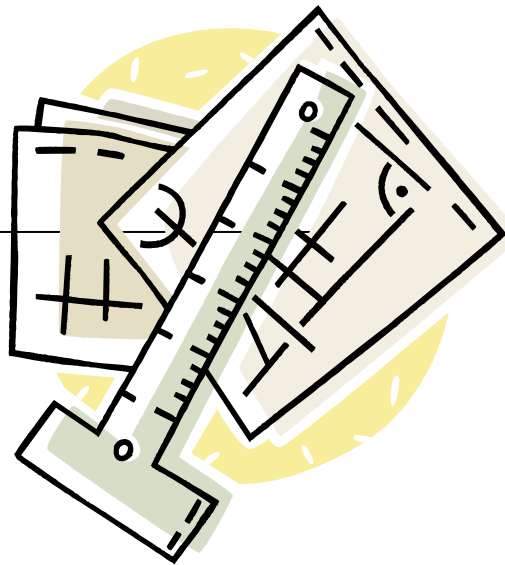
the application process;



the approval process



the inspection process



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What is a Building Consent?

A Building Consent is written authority from the Council to carry out the building work described in the application. A Building Consent is issued for building work that Council considers will comply with the Building Code providing it is constructed in accordance with the details submitted

When would I need a Building Consent?

You must have a building consent before you can undertake most building work. (For clarification on what building work does not require a building consent refer to the customer guide titled **Exempt Building Work**.)

That includes a simple renovation, installation of a log fire, swimming pool or plumbing project through to any structural alterations, including demolition, relocation and construction of a brand new home.

In some cases a resource consent may also be required. For example: if the height of your proposed building exceeds rules in the District Plan. Talk to our Planning team about this.

Why do I need a Building Consent?

You are required to obtain a Building Consent so that Council can ensure that the building work, when completed, will comply with the Building Act and the NZ Building Codes and Standards. The Building Act exists to ensure that people who use buildings can do so safely without endangering their health, to ensure buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them, to ensure people who use a building can escape from the building in the case of a fire and to ensure buildings are designed, constructed, and able to be used in ways that promote sustainable development.

Where do I apply for a Building Consent?

You can lodge your complete Building Consent Application with the front office staff at the Kaikoura District Council located at 34 Esplanade, Kaikoura.

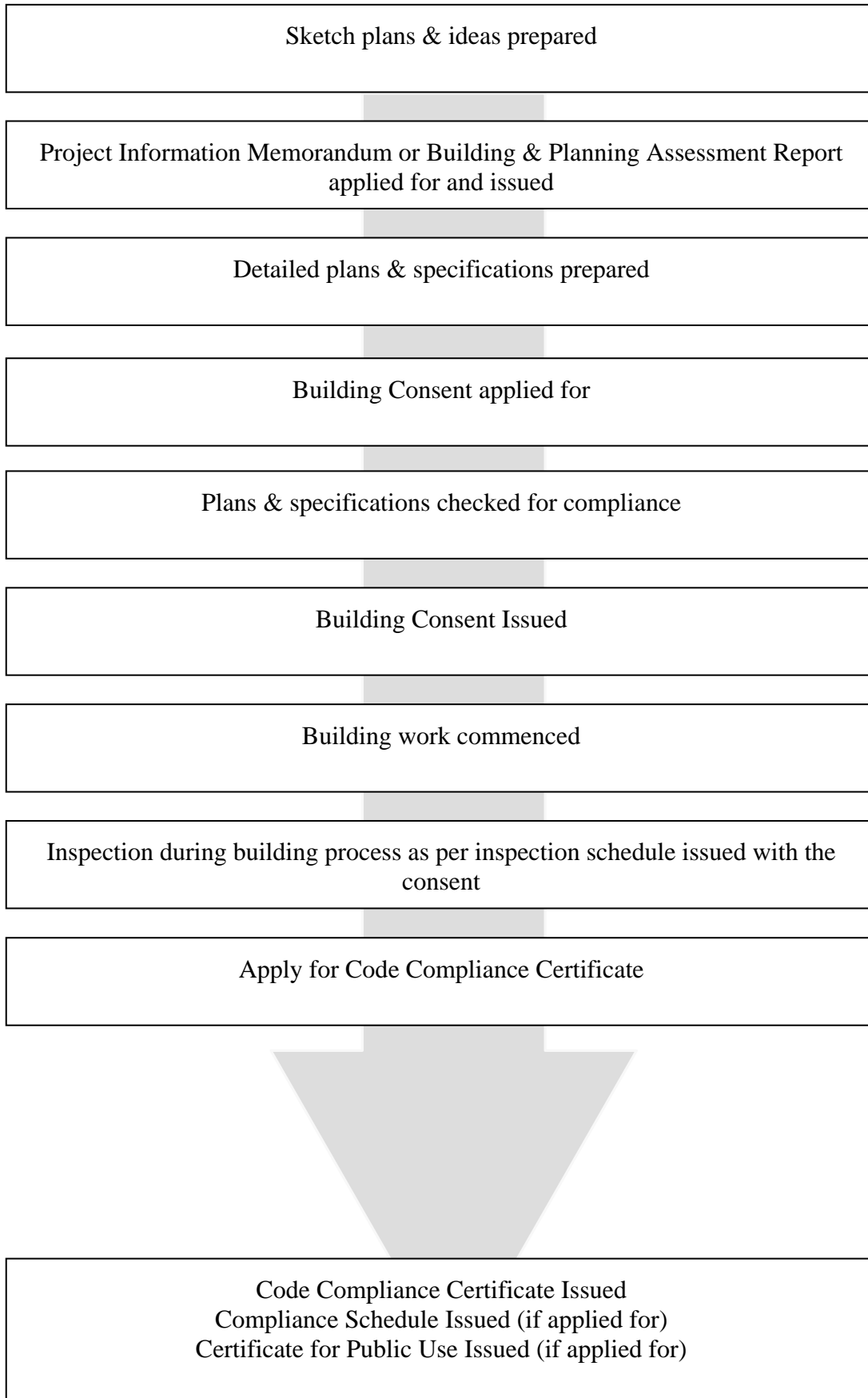
You may also lodge your application by post, however it is preferred that you lodge your consent in person to ensure the application is complete.

The building consent fee is assessed and payable at time of lodgement of your application. If you are posting in your application please call and talk to one of our Building Control Officers about your application cost first.



Building consents: the approval process flow chart

The process below sets out the ideal steps in the approval process.



How do I apply for a Building Consent?

Choose the right form for your job. You have **four** options:

- »» New buildings, alterations, demolition and relocation of an existing building, swimming pools and pool fences. Use a residential checklist for residential work and a commercial checklist for commercial work.
- »» Solid/liquid fuel heater for installation in an existing building. These must meet Clean Air requirements. Go to www.ecan.govt.nz/ for more information and a list of approved appliances.
- »» Erection of a marquee or temporary building.
- »» Blackflow Prevention Device

Remember to include all the information asked for and the correct number of copies of all the necessary documents or we may not be able to accept your application.

Some other things to note when putting an application together:

- **Approval from Kaikoura District Council Asset Management Division** is required for any work (i.e. drainage) proposed to be undertaken on road reserve, forms for application are available at the Council office.
- **Alternative Solutions** – If the proposal uses products or systems that are not covered in an Acceptable Solution of the Building Code provide supporting current information including independent test results, case studies, expert opinion to demonstrate compliance, etc.
- **Notification of Licensed Building Practitioner(s)** (*Effective 1st March 2012*) A Licensed Building Practitioner (LBP) should design all applications involving elements of restricted building work. A signed and dated certificate detailing the extent of the LBPs involvement should accompany all applications. If notification of LBP/s involved in the construction and supervision of the project has not been provided at lodgement, the applicant should be advised that once building consent is granted, work shall not proceed until this information is provided.
- **Further Information** – Further information may be required for your building consent application if all the information provided in the initial application is not acceptable or requires further clarification. Please see the approval process for further information on this.
- Please consult Council if you are undertaking a **commercial or industrial project** as the following items may also be required:
 - Accessibility Plan
 - A list identifying specified systems e.g. fire alarms, automatic sprinkler system, backflow preventers, mechanical doors etc. and to include detailing of inspection and reporting requirements
 - Emergency Exit Detail





Who can make the application?

Either the owner or a designated “agent”, normally a builder or designer, can complete the application form. If you engage someone to act on your behalf, the Council will refer any correspondence or enquiries to that person. The agent will also be invoiced for the building consent fees. Please note as the owner you are liable for any fees or charges levied against your consent. If an owner chooses to have an agent then a signed letter from the owner is required stating that they allow the person they choose as “agent” to act on their behalf for the building consent process.

Do I need a PIM?

As part of the building consent process, you **may** apply for a project information memorandum (PIM). This provides information relevant to the proposed building work to enable the applicant to assess the feasibility of a project before proceeding. If you choose not to apply for a PIM it will be necessary for the Council to undertake a Building and Planning Assessment Report (BAR), this will be charged by how long it takes to create the report. Refer to our fact sheet on PIM’s and BAR’s for more information.

What is the Cost?

The cost of your Building Consent varies depending on the amount and type of work that is being carried out. Generally the cost of processing a building consent is time-based. The quality of the information provided at the time of application will effect the overall fees (i.e. low quality drawings and details will take longer to process, raising the cost).

The fee you will pay for your Building Consent is made up of the following:

Council's fee for processing the application. This generally includes processing and administration time as well as time for expected inspections on site. The amount that you pay on application is based on the amount of time expected, as gauged from similar projects. If the amount of time involved varies from that expected (including any extra inspections) you may have to pay a little extra or you may receive a refund of the unused portion of the fee.

Building Research Association of New Zealand (BRANZ) Levy:
Calculated at \$1.00 per \$1,000 of the project value for buildings of value over \$20,000.

Department of Building and Housing Levy:
Calculated at \$1.97 per \$1,000 of the project value for buildings of value over \$20,000.

Submission of a Consent

Once you have gathered all the required information this needs to be reproduced in triplicate (Council copy, Property File copy, Applicant copy) for your submission package. If your PIM or BAR indicates that your application needs to be sent to the Fire Service then a fourth set of documentation will be required. Council also recommends that you keep a copy of your submission for your own records. Each set of documentation should be bound in a way which is removable for copying, adding or replacing pages (e.g. staples, bulldog clips, rubber bands, removable binding etc.)



What is the approval process?

All applications regardless of how they are received are put through a formal vetting process. The vetting process is not a technical check it is merely a check to see if all information has been provided.

If the documentation and application is noted as being incomplete, the Customer Services officer will reject the application as being unacceptable.

If not accepted, the customer will be requested to return with the required information and re-lodge the application with the additional requirements. Good practice would be to note on the customer's checklist that the information was unacceptable and explain where documentation is lacking or of inadequate quality.

Note that it may be possible to suspend the application, rather than reject it, depending on the amount or type of information required.

Once the application has been vetted for completeness and accepted, it is then receipted and entered into the system as lodged generating a unique Building Consent number, and a time-tracking system will commence. The statutory timeframe for processing Building Consents is 20 working days.

The Senior Building Control Officer will allocate processing of applications to building officials according to competency and estimated time for processing required by individual project applications.

The building official will assess the plans and specifications to ensure Building Code compliance is properly demonstrated. If there are any omissions, questions or concerns a letter will be sent to you requesting further information/clarification. When a request for further information is sent the 20 working day time clock is suspended until the information is provided in full.



What is the Inspection Process?



A list of inspections required for the building project will be included with your Building Consent. When you reach each stage of the building project that requires an inspection you will need to call the Council office at least 24 hours before you want the inspection. Provide the Customer Services Officer with the following:

- your building consent number
- the name of the consent holder
- the property address
- the builder name and contact number
- the inspection type

A Building Control Officer will come and inspect the site on the day and time agreed. A building inspection report will be left on site or given to your builder explaining what has been inspected and whether or not the inspection has been passed. If the inspection has not been passed you must rectify the items outlined in the report and call for a re-inspection before proceeding any further. Please note that any inspections over and above what is listed in the inspection schedule will carry a charge of \$135.00 including GST.

What happens when the job is finished?

After you have completed the schedule of inspections listed with your building consent, you will need to book a final inspection and apply for a Code Compliance Certificate using the BAM006 form Application for Code Compliance Certificate provided with your building consent.

How long does the consent last?

You have 12 months from the date the consent is issued to start your project or else the consent will lapse. You should apply for your Code Compliance Certificate within two years of the consent issue date. Under the Building Act 2004 it is the owner's responsibility to apply for a Code Compliance Certificate (a "CCC") as soon as the relevant building works are complete. In addition, we are required under the Act to make a decision to grant or refuse a CCC within two years of the granting of the building consent whether you have applied for a CCC or not. If you are unable to complete your job and apply for a CCC within two years we will consider extending the time for the building work to be completed and a decision on the CCC to be made. For this to happen you will need to formally apply in writing for a time extension.

What other applications are needed?

You need to complete a separate application form for things such as water, sewer and storm water, or if you are installing, changing or relocating a vehicle crossing. Connection fees and development/financial contributions may also need to be paid. You also need to talk with the Council about any effect your project may have on street trees or protected trees.

What happens with commercial and industrial properties?

Additional requirements are placed on commercial/industrial development. These may include a compliance schedule, storm water provision, backflow prevention etc. Council staff will discuss these requirements with you.

Where can I get help and support?

Many applicants feel they are able to complete the required documentation themselves however we often find that the standard of presentation and quality of information is insufficient. The New Zealand Building Code requires a high level of detail and can present a challenge to those outside of the industry. You should speak to an architect, designer or builder for technical or design advice or help with suitable materials, and always engage a professional to draw up your plans. For further information about engaging a design professional please refer to the New Zealand Institute of Architects and Architectural Designers New Zealand Inc and the relevant sections of the Yellow Pages.

Useful websites include the Department of Building & Housing - www.dbh.govt.nz, or www.consumerbuild.org.nz, a partnership between the Consumers Institute and the Department of Building & Housing.