

REQUIREMENTS FOR OBTAINING BUILDING CONSENTS

DEPOSIT AND FEES

Building consent applications require either a DEPOSIT or SET FEE to be paid at time of lodging the application. In the case of a deposit being required, costs over and above the deposit will be charged after the consent has been processed and fees calculated. The consent will not be released until any outstanding fees are paid.

Processing fees charged are based on administration, processing time, inspections anticipated, Code Compliance Certificate, applicable levies [Building Research Association of New Zealand (BRANZ), Ministry of Business, Innovation and Employment (MBIE) and Accreditation (BCA)] and any other fees such as photocopying, title endorsement etc.

When extra or re-inspections are required, or additional costs for amended plan approval, the owner will be required to meet those costs on completion of the project and before the Code Compliance Certificate will be issued.

RESTRICTED BUILDING WORK

- Restricted building work (RBW) is work that relates to the primary structure and external moisture of a residential building and small to medium apartment buildings. This does not apply to outbuildings, non-structural internal carpentry work, commercial buildings or apartment buildings over 10 metres high.
- Residential building consent applications that include RBW must be accompanied by a Certificate of Design Work (Form 2A) from a Design Licensed Building Practitioner or a statement from a NZ Registered Architect or Chartered Professional Engineer unless an owner-builder is carrying out the work.
- **Owner-Builder:** If an owner-builder is carrying out the work, the application must be accompanied by a Statutory Declaration as to Owner-Builder Status (Form 2B). If there is a change to the owner-builder or they are no longer carrying out the work, the owner must provide Council with a Notice of Owner-Builder (Form 2C).
- **Licensed Building Practitioner (LBP):** The applicant must advise Council, in writing, as soon as possible and **BEFORE** construction begins of any LBP/s who will be carrying out or supervising the RBW. The applicant must also advise Council in writing if a LBP ceases to be engaged to carry out or supervise RBW or if a new LBP is engaged.
- When booking an inspection for RBW you must advise who the LBP is that is carrying out the work. If you cannot provide this information an inspection may not be carried out.
- At the completion of the work all LBP's must provide a Record of Building Work to the applicant. All of these Records of Work must then be provided to Council together with an application for a Code Compliance Certificate. If all of these documents are not provided Council will not sign off the work or issue a Code Compliance Certificate.

If you would like to know more about Restricted Building Work and the LBP scheme, information is available from the Ministry of Business, Innovation and Employment's website <http://www.business.govt.nz/lbp>

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.

Building consent applications are required to be made in the prescribed form and be accompanied by plans/specifications as required by the territorial authority.

PROCESSING BUILDING CONSENT APPLICATIONS

All consents are required to be granted 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.

The consent application is evaluated to determine if the proposal complies with the mandatory requirements of the New Zealand Building Code. Technical building work outside the area of Buller District Council's expertise may require peer review with any associated

costs payable by the applicant. After processing, the consent will be released after payment of the required fees. One copy of the drawings, specifications and other supporting documents will be retained for Council records.

PROOF OF OWNERSHIP

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 or copy of current rates demand, or other legal document.

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.

The plans and specifications shall show complete details of design 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 should further show the ground levels and finished floor height levels, both existing & proposed, adjoining the building, the proposed means of water supply and also the means proposed to deal with all stormwater and drainage.

• 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 & additions to dwellings, commercial & industrial buildings etc are:

- site plan;
- full and detailed specifications
- floor plan;
- bracing design;
- foundation plan;
- four elevations;
- cross-sections;
- engineers' calculations & 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 MBIE and include material and labour costs.

• 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 on the property from Council records. Such information may be requested either before or at the same time as applying for a building consent.

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, sewerage, stormwater and vehicle approach requirements are also included in the memorandum.

NOTE: A Project Information Memorandum (PIM) is no longer mandatory.

• EFFLUENT DISPOSAL

If you are proposing to build in an area which does not have a reticulated sewage disposal system or requires an 'on site' effluent disposal system, resource consent for discharge permit may be required 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 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 work may not proceed until resource consent is granted.**

• 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 supply and sewer and stormwater disposal are available but connections are not made to the property, new connections must be provided. Application forms are available from Council and should accompany the building consent application.

• VEHICLE APPROACH

All residential properties are to have an approved vehicle approach from the formed road access to the boundary. On properties where an approved vehicle approach is not installed, or additional approaches are required, application forms are available from Council and should accompany the consent application.

• INSPECTIONS DURING CONSTRUCTION

Periodic inspections are required during construction to verify compliance with the Building Code and the approved consent documents.

Each consent issued details which inspections are required during the course of construction. These inspections are identified on a supplementary sheet titled "Inspection Requirement and Record" which must be kept 'on site' with the approved documents. 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. A Customer Guide to Inspection Requirements is available from Council offices or our website www.bullerdc.govt.nz.

• COMPLETION OF BUILDING

When building works have been completed, the owner is required to apply to Council for a Code Compliance Certificate by filling out the "Application for Code Compliance Certificate" form which is attached to the building consent when originally issued. Council is able to supply you with a copy of this form should you not be able to locate it at completion of the work.

If the project involved restricted building work, you must provide all Records of Work from the Licensed Building Practitioners who carried out the work or a Code Compliance Certificate will not be issued.

It is an offence to allow the public access to a building intended for public use without a *Code Compliance Certificate* or *Certificate for Public Use* being issued or for a developer to sell a building without a Code Compliance Certificate being issued or a Form 1 Agreement in place.

• COMPLIANCE SCHEDULES

Buildings which have existing Compliance Schedules may be issued with an upgraded schedule to reflect the new systems installed. Please note that some old systems will not be included. This will be issued at time of issuing the Code Compliance Certificate.



P O Box 21, Westport
 Phone: (03) 788 9112
 Fax: (03) 788 8041

P O Box 75, Reefton
 Phone: (03) 732 8821
 Fax: (03) 732 8822

www.bullerdc.govt.nz

PROJECT NO:

Due date:

DATE RECEIVED:

FORM 2 (SPACEHEATER): BUILDING CONSENT AND / OR PROJECT INFORMATION MEMORANDUM APPLICATION FOR SOLID/LIQUID FUEL HEATING APPLIANCE

THE APPLICATION

Building consent applications can now be lodged online at <https://consents-westcoast.abcs.co.nz>. You still need to pay a deposit and this can be done by internet banking referencing the applicant name and site address to which the building work relates. **Hard copy applications** will still be accepted.

I request that you issue a:

- Building Consent Project Information Memorandum only (PIM)
- Building Consent only for existing PIM No : _____ (attach copy)
- Building Consent AND Project Information Memorandum

LOCATION

Street Address: (or Rapid Number if applicable):	Valuation Roll Number:
Building Name if applicable:	Legal Description:

THE PROJECT

<p>Estimated Value (inc GST) \$ _____</p> <p>Fuel: <input type="checkbox"/> Wood <input type="checkbox"/> Wood Pellets <input type="checkbox"/> Multi Fuel <input type="checkbox"/> Diesel / Diesel Blend</p> <p><input type="checkbox"/> In-built <input type="checkbox"/> Free Standing <input type="checkbox"/> Wetback</p> <p>If wetback – supply Craftsman Plumber’s details: Name: _____ Address: _____ Registration: _____</p>	<p><input type="checkbox"/> New Appliance And/or Flue <input type="checkbox"/> Second Hand Appliance And/or Flue</p> <p>A Supporting Evidence Document is required for use of a second hand appliance and/or flue</p> <p><input type="checkbox"/> Form BAM 524 attached</p> <p>Make: _____</p> <p>Model: _____</p> <p>Clean Air Certification No: _____ (if applicable)</p> <p>Installer: _____</p> <p>Address: _____</p>
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THE OWNER

Evidence of ownership attached:

Certificate of Title Lease Agreement
 Sale & Purchase Agreement Other

Owners Name: _____

Contact person:
(if owner is not an individual)

Mailing Address: _____

Street Address/Registered Office _____

E-mail address: _____

THE AGENT

If this section is completed, the **Agent** will be the first point of contact for communications with Council and will receive all correspondence **including all invoices and consent documents.**

Agent’s Name _____

Contact person: _____

Mailing/Billing Address: _____

Street Address/Registered Office _____

E-mail address: _____

PHONE

Day: _____

Mobile: _____

After hours: _____

PHONE

Day: _____

Mobile: _____

After hours: _____

FURTHER INFORMATION REQUIRED (APPLICANT TO COMPLETE)

REQUIRED INFORMATION/ATTACHMENTS: 1 COPY OF EACH OF THE FOLLOWING

...Manufacturers specifications

Floor plan of the building showing the proposed siting of the appliance

1. Make and Model of appliance:		
2. Is appliance/flue new or second hand? (A Supporting Evidence Document is required for second hand appliance and/or flue)	<input type="checkbox"/> New	<input type="checkbox"/> Secondhand
3. Hearth construction and thickness:		
4. Air gap between hearth and timber floor: (only required for some models)		
5. Distance hearth projects from appliance -	Front:	Sides:
6. Distance from wall:	To back of appliance:	To side of appliance:
7. If on an angle – distance from corner of appliance:		
8. a) State method of wall protection, if required (heat resistant materials eg brick with 25mm air gap.)		
b) Is a flue heat reflector to be installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No length
9. Type of flue kit:	<input checked="" type="radio"/> Single Shield	<input checked="" type="radio"/> Double Shield <input type="radio"/> Spiroloc
10. Will the flue be vented from the room, ceiling cavity or outside?	<input type="checkbox"/> Room	<input type="checkbox"/> Ceiling cavity <input type="checkbox"/> Outside
11. Flue flashing details and height above ridge/roofline:		
12. a) Does the flue pass through the ceiling or wall?	<input type="checkbox"/> Ceiling	<input type="checkbox"/> Wall
b) If wall, state type of wall protection:		
13. Distance from outer shield to framing timbers:		
14. a) Is this appliance replacing an existing appliance? (If yes, please state details)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Is there existing connections/features as noted:	<input type="checkbox"/> Wetback	<input type="checkbox"/> Open vented cylinder <input type="checkbox"/> Tempering valve
15. If not replacing an existing appliance, will it be connected to a wetback and open vented cylinder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. What is the free height above appliance?		
17. State type of fixing to hearth (not less than 8mm diameter bolts. Wet backs are not seismic restraints).		
18. State method of the early warning system in case of fire. These are to be installed before final inspection.		

SIGNATURE

Note: if Agent, state details of authorisation from owner to make application on owner's behalf.

Owner Agent We require our plans and/or specifications to remain confidential

_____ Signed by or for and on behalf of the Owner	_____ Date	Note: If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Applicant".
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BUILDING CODE ASSESSMENT

Building Code Clause		Means of Compliance <i>(note that a project may include both Acceptable and Alternative solutions)</i>		
		Acceptable Solution	Alternative Solution <i>(details verifying compliance are required)</i>	Waiver/Modification required? <i>(Provide separate details for justification of acceptance if yes)</i>
B1	Structure			
B2	Durability			
C1-6	Fire			
E2	External moisture			
F7	Warning systems ie smoke alarms			
G12	Water supplies			

Drawings (floor plans/cross section) may be drawn on separate pages.

Floor Plan of entire building (See requirements on pg 4)

Cross Section

INFORMATION TO NOTE

Required: A floor plan AND Cross Section view showing:

- **Location** of the appliance
- **Location** of all walls and doors, with all rooms named (for all floors).
- **Location** of existing / proposed early warning device systems that comply with the relevant standards ie smoke detectors
- **Liquid Fuel Storage: Size and location** of the fuel storage tank related to the building and site boundaries. (Note type of fuel on page one eg: diesel, home blend, kerosene)
- Wall openings (windows or doors) and wall cladding material within one metre of the storage tank vicinity should be shown (including neighbouring properties).
- **Show the location** of the existing water cylinder if a wetback / hot water booster is to be fitted.

Installation:

- All heaters are to have seismic restraints ie bolted in position.
- The ceiling plate is not to be fixed in place until the spaceheater has been inspected.
- All documentation and manufacturer's installation instructions are required on site at the time of inspection.

Wetback Installations:

- All new wetback appliance installations are required to have a tempering valve fitted to comply with the New Zealand Building Code.

Early warning systems (ie smoke alarms):

- Any required early warning system must be installed and working prior to a final inspection.

Inspections:

- An inspection is required PRIOR to the spaceheater being used. Please provide 24 hours notice.
- New inbuilt fires required two inspections, one prior to fitting the appliance.

Second hand solid / liquid fuel burners cannot be installed unless:

- It meets any required "Clean Air" requirements.
- Written evidence (Supporting Evidence Document) is provided to show that the appliance meets Building Code requirements. (An acceptable method is a satisfactory report from the manufacturer or manufacturers agent)
- A new inner flue is required in all cases.

Additional information may be requested during processing of the application requiring your application to be put on HOLD.

INTERNAL OFFICE USE ONLY

RECEIVED	
Officer:	
Date received:	
Deposit paid:	
Receipt:	
ISSUED	
Officer:	
Date:	
Invoice:	
RELEASED	
Officer:	
Receipt/Transaction:	
Payment Date:	

Fire Service	
Historic Places Trust	
External Processing	
FEES AND CHARGES	
Other :ie copying _____	
SPACEHEATER SET FEE:	
LESS DEPOSIT PAID:	
TOTAL:	

PROJECT NO:

**Declaration to Accompany Application for Building Consent
and Certificate of Acceptance**

This Declaration MUST be completed, signed and submitted with your application

Will any building on site be used for commercial and/or industrial purposes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please provide details (continue on a separate page if required):		
.....		
.....		
.....		

The **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES)** applies to particular activities on a piece of land where an activity or industry described in the current edition of the **Hazardous Activities and Industries List (HAIL)** is being undertaken, has been undertaken, or it is more likely than not that it is being or has been undertaken.

The **HAIL** and other useful information about the **NES**, including a *User's Guide on the NES*, can be found on the Ministry for the Environment's website, <http://www.mfe.govt.nz/land/nes-assessing-and-managing-contaminants-soil-protect-human-health/about-nes>. A copy of the current **HAIL** is attached.

To help determine whether or not the NES will apply to your activity please answer the following:

Is an activity described on the HAIL currently being undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has an activity described on the HAIL ever been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it more likely than not that an activity described on the HAIL is being or has been undertaken on the piece of land to which this application applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes' to ANY of the above, then the NES may apply. Please answer the following:

Is the activity you propose to undertake removing or replacing a fuel storage system or parts of it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake sampling soil?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake disturbing soil?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake subdividing land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the activity you propose to undertake changing the use of the land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes' to ANY of the above activities, then the NES is likely to apply.

For further information about the **NES** and what is required please contact Council's Planning Department on (03) 788 9603 or planning@bdc.govt.nz.

I hereby certify that to the best of my knowledge and belief, the information given in this form is true and correct.		
Applicant's Signature: (or person authorized to sign on applicant's behalf)		
_____	_____	_____
<i>Signature</i>	<i>Name (please print)</i>	<i>Date</i>

 <p>BULLER DISTRICT COUNCIL</p>	P O Box 21, Westport Phone: (03) 788 9112 Fax: (03) 788 8041 www.bullerdc.govt.nz	P O Box 75, Reefton Phone: (03) 732 8821 Fax: (03) 732 8822	DATE RECEIVED:	PROJECT NO:
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**SUPPORTING EVIDENCE DOCUMENT FOR
INSTALLATION OF SECOND HAND SPACEHEATER AND/OR FLUE**

A Supporting Evidence Document is defined as any statement supplied by or on behalf of a person who has been issued a building consent that certain work has been carried out in accordance with specified technical specifications.

PROJECT	Site/Location Address:	
	Project Description:	
	Applicant Name:	
	Make & Model of Spaceheater and/or Flue:	

SPACEHEATER	I, the undersigned have inspected the spaceheater as noted above and confirm that: (Please tick)	
	<input type="checkbox"/>	The heat exchanger, combustion chamber, and protective liners are secure and in good condition.
	<input type="checkbox"/>	All welded joints, doors, dampers and their hardware are also in good condition.
	<input type="checkbox"/>	The fire has not been modified from manufacturer specifications.
	<input type="checkbox"/>	The fire complies with NZ Standard 7401:1985 Specification for Solid Fuel Burning Domestic Appliance and NZ Standard 7421:1990 Specification for Installation of Solid Fuel Burning Domestic Appliances.

FLUE	I, the undersigned have inspected the flue as noted above and confirm that: (Please tick)	
	<input type="checkbox"/>	I have removed, disassembled, inspected, resealed and rejoined the flue.
	<input type="checkbox"/>	The flue was found to be in good condition with no faults identified and in a suitable condition for reuse.

QUALIFIED STATEMENT	I, the undersigned am responsible for the works identified above and confirm the following:			
	Name:			
	Registration no:		LBP Registration No.	
	Date:		Signature:	
	Company:			
	Contact phone/e-mail:			
	Qualifications / Experience:			

INTERNAL OFFICE USE ONLY		
<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED Reason for approval/rejection:	<h2 style="margin: 0;">APPROVED</h2> <p style="margin: 5px 0 0 0;">in compliance with the Building Act and NZ Building Codes BULLER DISTRICT COUNCIL</p>	
 <i>Inspector/Contractor</i> <i>Date</i>	

Note: This Supporting Evidence Document is to be included in your application for building consent.