



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

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), Department of Building and Housing (DBH) 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 will not be booked or 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 Department of Building and Housing's website www.dbh.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;
- floor plan;
- foundation plan;
- cross-sections;
- full and detailed specifications
- bracing design;
- four elevations;
- 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 the Department of Building and Housing 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.

Requirements for Obtaining Building Consents

• 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 approved building consent. A condition of every consent issued includes what specific inspections are required and at what stage those inspections are required to be requested.

Inspection requirements 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.

• 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 www.bullerdc.govt.nz	P O Box 75, Reefton Phone: (03) 732 8821 Fax: (03) 732 8822	PROJECT NO: Due date: DATE RECEIVED:		
FORM 2 (TEMPORARY BUILDING): BUILDING CONSENT AND / OR PROJECT INFORMATION MEMORANDUM APPLICATION FOR A TEMPORARY BUILDING						
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: <input type="checkbox"/> Building Consent <input type="checkbox"/> Building Consent only for existing PIM No : _____ (attach copy) <input type="checkbox"/> Building Consent AND Project Information Memorandum <input type="checkbox"/> Project Information Memorandum only (PIM)					
THE BUILDING	Site/Location Address: (or Rapid Number if applicable):	Current lawfully established use:				
	Legal Description:	Total Floor Area (all floors included): Existing _____ m ² New _____ m ²				
	Valuation Roll Number:	Number of levels: _____ Level/Unit No: _____				
	Building Name if applicable:	Approximate year building was first constructed: _____				
THE PROJECT	TO ERECT A TEMPORARY STRUCTURE: DESCRIPTION OF WORK (please tick and give details) <input type="checkbox"/> Marquee / tent over 50m ² (public use) <input type="checkbox"/> Marquee / tent over 100m ² (private use) <input type="checkbox"/> Marquee / tent complex <input type="checkbox"/> Stage over 1 metre high <input type="checkbox"/> Scaffold structure <input type="checkbox"/> Grandstand <input type="checkbox"/> Portable building <input type="checkbox"/> Temporary artwork <input type="checkbox"/> Other		Detailed description: _____ _____ _____ _____ Date of erection: _____ Date of removal: _____			
THE OWNER	Evidence of ownership attached: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Sale & Purchase Agreement <input type="checkbox"/> Other		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.			
	Owners Name: _____				Agent's Name _____	
	Contact person: (if owner is not an individual)				Contact person: _____	
	Mailing Address: _____				Mailing/Billing Address: _____	
	Street Address/Registered Office _____				Street Address/Registered Office _____	
E-mail address: _____		E-mail address: _____				
PHONE	Day: _____		Day: _____			
	Mobile: _____		Mobile: _____			
	After hours: _____		After hours: _____			
	Fax: _____		Fax: _____			
THE AGENT		PHONE				

Code Clause	FIRE SAFETY CONSIDERATIONS FOR MARQUEES	Applicable	N/A
B1 B2 C4	DRAW A SITE AND FLOOR PLAN IDENTIFYING: *Location of the building on the site *Size of the building *Location and size of exits *What activities are taking place in the building *Location of sanitary facilities *Type of fire retardant material of structure.	<input type="checkbox"/>	
C5	SITING <ul style="list-style-type: none"> ▪ If the marquee is situated adjacent to a building make sure the existing exits to the building are maintained. If the existing building's or the marquee's means of escape is compromised a fire design prepared by a fire engineer will be required. ▪ If the marquee is situated in close proximity (ie within 10m) of a commercial building, check that this building is not a sprinklered building. If it is a sprinklered building, then the marquee must be separated by 3m if it is for social use (lower fire load) or 10m horizontally and 15m vertically if it is for display use (ie higher fire loads). ▪ If the marquee is situated within 10m of a sprinklered building the buildings insurers must be aware that the building is out of compliance for the duration of the marquee being there. ▪ All marquees should be more than 1m from allotment boundaries. 	<input type="checkbox"/>	<input type="checkbox"/>
C2	LPG APPLIANCES <ul style="list-style-type: none"> ▪ LPG inside the marquee must be limited to 10kg in total. If more than this amount is required a Hazardous Substance Enforcement Officer must provide prior approval. ▪ Only appliances approved for internal use can be used inside the marquee. Generally patio heaters can't be used inside. 	<input type="checkbox"/>	<input type="checkbox"/>
C2	PORTABLE DIESEL HEATERS <ul style="list-style-type: none"> ▪ Only to be used to preheat the marquee. ▪ Must be removed before the marquee is occupied. 	<input type="checkbox"/>	<input type="checkbox"/>
B1 C2-C6	COMBINED WITH BUILDINGS <ul style="list-style-type: none"> ▪ If the marquee is to be used as an extension to an existing building or another marquee a fire design prepared by a fire engineer will be required. 	<input type="checkbox"/>	<input type="checkbox"/>
F4	TWO STORY MARQUEES <ul style="list-style-type: none"> ▪ Marquees with a second floor are to have a fire design prepared by a fire engineer. 	<input type="checkbox"/>	<input type="checkbox"/>
C3	ESCAPE ROUTE LENGTHS <ul style="list-style-type: none"> ▪ Where only one exit is provided the escape route length must be less than 18m ▪ Where two or more exits are provided the escape route length via any exit must be less than 45m 	<input type="checkbox"/>	<input type="checkbox"/>
F8	EXIT POSITIONS <ul style="list-style-type: none"> ▪ Where more than one exit is provided they shall be placed at approximately equal intervals around the perimeter of the marquee 	<input type="checkbox"/>	<input type="checkbox"/>
C3 D1	EXIT WIDTHS <ul style="list-style-type: none"> ▪ The total width of exits must be equal to the total number of occupants multiplied by 7mm ▪ Each exit should have a minimum width of 1m ▪ Where more than one exit is provided the widest exit is not to be considered as part of the exit width calculations ▪ Furniture layout shall be arranged so that adequate access to the exits is available. The widths to suit the exits. 	<input type="checkbox"/>	<input type="checkbox"/>
C2 F7	FIRE ALARM <ul style="list-style-type: none"> ▪ Fire alarm call points must be located adjacent to each exit ▪ All sounders must be interconnected so that if any call point is activated all sounders operate ▪ If the marquee has internal partitions a fire alarm may be required < 100 occupants 	<input type="checkbox"/>	<input type="checkbox"/>
F6	EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE only needs to be installed when the marquee is used during the hours of darkness	<input type="checkbox"/>	<input type="checkbox"/>
C2	TELEPHONE to be available to enable 111 calls to be made	<input type="checkbox"/>	<input type="checkbox"/>
C5	EVACUATION PROCEDURE <ul style="list-style-type: none"> ▪ Evacuation procedure must satisfy the NZ Fire Service requirements prior to occupation ▪ Where the marquee is attached to another building the existing evacuation scheme for the building must be amended to incorporate the marquee 	<input type="checkbox"/>	<input type="checkbox"/>
C5	FIRE EXTINGUISHERS <ul style="list-style-type: none"> ▪ Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment 	<input type="checkbox"/>	<input type="checkbox"/>

TABLE 1 - FIRE SAFETY PRECAUTIONS – REQUIRED

Code Clause	Number of occupants	Means of Escape (exits)	Exit Signage	Illuminated Exit Signage	Fire Alarm	Telephone	Evacuation Procedure	Fire Extinguishers	Emergency Lighting Throughout
C2	Up to 50	One	Yes	No	No	No	Yes	No	No
	51 to 100	Two	Yes	No	Yes	Yes	Yes	No	No
	101 to 250	Two	Yes	No	Yes	Yes	Yes*	No	No
C3	251 to 500	Two	Yes	Yes	Yes	Yes	Yes*	Yes	No
	501 to 1000	Three	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
F7	1001 to 2000	Four	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
F8	over 2000	Specific Design by a Fire Engineer							

* To be approved by the New Zealand Fire Service

TABLE 2 – OCCUPANT DENSITIES

Code Clause	Area	Users/m ²
C2	Bar standing area	2.0
	Loose seating	1.3
	Bar sitting area	1.0 (or number of seats)
	Restaurants, dining rooms, loose seating with tables	0.9 (or number of seats)
	Dining, beverage & cafeteria spaces	0.8
	Exhibition areas, trade fairs	0.7
	Showrooms	0.2
	Furniture, floor covering, large appliance, building supply & manchester retail spaces	0.1
	Kitchens	0.1
	Fixed seating areas	Number of seats

TABLE 3 – PERSONAL HYGIENE FACILITIES

Code Clause		Occupant Numbers	Number of Fixtures		Occupant Numbers	Number of Fixtures
G1	Standard Facilities	1 – 5	1		41 – 80	3
		6 – 40	2		> 80	Add 1 per 50
	Accessible Facilities	1 – 300	1		> 300	2

Code Clause	CALCULATIONS					
C2	Occupant Numbers:					
	Marquee area	<input type="text"/> m ²	x occupant density (table 2)	<input type="text"/>	=	<input type="text"/> Occupants
C3	Exit Width:					
	Occupants	<input type="text"/>	x 7mm] / [no. exits (table 1)	<input type="text"/>	- 1 (widest)] =	<input type="text"/> mm (Min. 1000)
G1	Sanitary Facilities (over 80 occ.):					
	Occupants	<input type="text"/>	- 80] / 50 =	<input type="text"/>	+ 3 =	<input type="text"/> Fixtures
	(must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300 occupants)					

REQUIRED ATTACHMENTS

Have you provided the following? (where relevant)

- | | | |
|--|---|---|
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Elevations | <input type="checkbox"/> Producer Statement |
| <input type="checkbox"/> Cross sections | <input type="checkbox"/> Structural details | <input type="checkbox"/> 1 copy of plans |
| <input type="checkbox"/> Full Floor plan | | |

Application Fee: A set fee of \$200.00 must be included with this application.

SIGNATURE

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

Signed by or for and on behalf of the Owner: _____

Owner Agent 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 Owner".

We require our plans and/or specifications to remain confidential to protect copyright

PRODUCER STATEMENT (INSPECTIONS)

I _____ (name) of _____ (company) issue this statement to the Building Consent Authority, in respect to the temporary structure specified on this application. I will accept the conditions set by the Council relating to the building consent, and as a suitably qualified expert, I or persons under my control will supervise the erection of the structure mentioned above. The structure will be erected in accordance with the requirements of the Building Regulations, and will be completed & maintained to the extent required by the building consent before the structure is occupied. I also confirm that any safety feature and system as detailed on the building consent will be installed & maintained in accordance with the Building Code.

Signed: Telephone:

Fax: Date:

INTERNAL OFFICE USE ONLY

Application to also be assessed by:

Planning (RMA)		Liquor Licensing (SOL)		Food Hygiene (FHR)		Fire Service	
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- | | |
|--|--|
| <input type="checkbox"/> Project Information Memorandum only (PIM) | <input type="checkbox"/> Building Consent only for existing PIM No |
| <input type="checkbox"/> Building Consent only | <input type="checkbox"/> Building Consent and PIM |

Comments: _____

Signature

Date

RECEIVED

Officer:	
Date received:	
Deposit paid:	
Receipt:	

ISSUED

RELEASED

Officer:		Officer:	
Date:		Receipt/Transaction:	
Invoice:		Payment Date:	

