



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](http://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;
- 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 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.

### • 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.