

STEP-BY-STEP GUIDE The building consent process

This step-by-step guide shows the building consent process from the pre-application stage, when site specific information is gathered, to when the code compliance certificate is issued. It will support you to understand early what requirements need to be met to help inform your design decisions.

DESIGN AND PRE-APPLICATION

1 A homeowner has engaged a designer to design a new house and to act as agent for obtaining a building consent.



2 The agent on behalf of the owners speaks to their local council and applies for a PIM (project information memorandum) which tells them the information that they need about their site.

3 The PIM informs them that no resource consent is required and that there are no natural hazards on site. It also shows where the existing stormwater and wastewater systems are, and that there are development contributions that need to be paid.



DESIGN DEVELOPMENT

4 The designer completes the design of the house, ensuring that the plans and specifications comply with all relevant performance requirements of the Building Code. They have collated the manufacturer's information for the products specified including any appraisals or CodeMark certificates.

BUILDING CONSENT PROCESSING

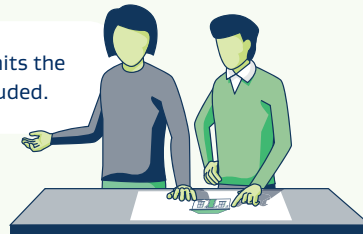
9 A building consent officer (BCO) is assigned to process the consent, checking that the building work as described in the plans and specifications comply with the performance requirements of the Building Code. The council also checks that there are no changes since the PIM was issued.

For the purposes of this guidance, we refer to a BCO as building consent officer but in practice they are also known as a building control official.

8 The council accepts the application and deposit and the statutory clock has started. The council has 20 working days to grant or refuse the building consent.



7 The designer realises the error and resubmits the application ensuring all information is included.



6 The council checks that there is adequate information for the application to be accepted for processing. Unfortunately, the application did not include the certificates of work (COW) by the LBPs involved in the design, which is a key piece of information meaning the council is unable to accept the application.



BUILDING CONSENT APPLICATION

5 The designer checks the local council's website to see if there is any other information that might be required before completing the building consent application. The designer submits the application using the council's online portal.

10 The BCO notices that there are some important junction details missing and is unable to continue processing.



REQUEST FOR FURTHER INFORMATION (RFI)

11 The BCO sends a request for further information and the statutory clock is stopped until the required information is received. The designer amends and resubmits the plans including the requested information. The statutory clock restarts.

12 The BCO checks the information provided and is satisfied on reasonable grounds that the work, if completed in accordance with the plans and specifications provided, will comply with the performance requirements of the Building Code.

13 The BCO stamps the consented plans and specification, generates the building consent, and any other accompanying documentation and notifies the agent and owner that the building consent has been granted. On payment of the processing fees, the building consent is issued.

14 Building work can now begin.

WORK BEGINS ON SITE

15 The owner has contracted a builder to build the house. The builder is an LBP and is listed on the building consent application (Form 2). The builder must ensure that the work is completed in accordance with the building consent, so has a set of the consented plans on site at all times.



THE BUILDING CONSENT PROCESS IS COMPLETE

20 The council receives and processes the application and issues the CCC within the 20 working days statutory timeframe.



CODE COMPLIANCE CERTIFICATE

19 On completion of the house, the owner applies for a code compliance certificate (CCC). They complete the CCC form on the council's website, and provide any further documentation required such as the records of work (ROW) provided by the LBPs and the energy work certificates.

18 During construction, some minor changes are made to the design. The council building inspector issues a minor variation on site and makes a record on the inspection notes. The designer and owner are aware that an amendment to the building consent would be required if the changes were not minor.

17 The council inspector checks that the consented plans are on site, and that the building work complies with the building consent.



16 The builder takes note of the agreed inspection schedule to ensure that they allow enough time to book an inspection. During the consent processing stage, it was agreed that some inspections are undertaken by an engineer who provides the appropriate documentation.