

CHECKLIST FOR FLOOD AFFECTED DWELLINGS

Please use this guideline to know what Council requires from flood-affected homeowners before red and yellow stickers can be removed from homes. **If your flood-damaged house had no repair work undertaken by a registered builder i.e. you completed the work yourself use the checklist and information below.**

Checklist for flood affected dwellings <u>with no</u> record of works			
Name of owner:			
Address of dwelling:			
	Yes	No	N/A
Have you verified the moisture levels in the framing?			
Have you re-installed insulation in the walls?			
Have you re-installed insulation in the subfloor?			
Have you re-instated internal linings to original status?			
Have you re-instated brace elements to the last known plans contained in Council files?			
Have you replaced all fixtures for bathrooms/kitchens/washing machine etc. and are these sealed?			
Have you received a PS3 producer statement for your internal membrane? i.e wet shower You can find more information on www.building.govt.nz			
Have you re-instated the existing solid fuel burner in the same location? NOTE: Changing the make and model will require building consent approval.			
Have you re-instated domestic smoke detectors within 3m of sleeping spaces?			
Have you received a Certificate of Compliance from your electrician?			

IMPORTANT INFORMATION

- All electrical work must be signed off by a registered electrician and a **Certificate of Completion (Energy Works Certificate for electrical) supplied and submitted to Council**. Your registered electrician will issue this certificate.
- If you install a waterproof membrane to a wet floor shower or bathroom (tanking) this also must be completed by an approved installer who will provide a **producer statement that will be submitted to Council along with the Licensed Building Practitioner record of works**.

Insulation

Please note, if you have properties that did not have insulation prior to the loss, and the repairs need to be completed under the requirements of the Building Act 2004, schedule 1 (available on Council's website <https://bullerdc.govt.nz/building/>). The homeowner may want to contribute to the cost to install new insulation.

There is an exemption for this work that must be applied for at Council. The cost will be \$250 and you need to produce a plan how the insulation is to be installed, i.e. no building paper, plan to wrap in between studs creating a moisture barrier and install insulation as per installation guidelines (Council needs to agree to this before proceeding under the exemption).

Please send your completed form to bdc-dutyinspector@bdc.govt.nz or drop it into Council Offices

If your flood-damaged house had repair work undertaken by a registered builder use the checklist and information below.

Checklist for flood affected dwellings <u>with</u> a record of works			
Name of owner:			
Address of dwelling:			
	Yes	No	N/A
Have you received a Certificate of Compliance (CoC) from your electrician?			
Have you received a Record of Works from your Licensed Building Practitioner builder?			
Have you received a PS3 producer statement for your internal membrane? i.e wet shower You can find more information on www.building.govt.nz			

IMPORTANT INFORMATION

- All work must be signed off by A Licensed Building Practitioner and the record of works submitted to Council on completion to remove a red or yellow sticker on the property house.
- All electrical work must be signed off by a registered electrician and a CoC supplied along with the LBP record of works submitted to Council.
- If you install a waterproof membrane to a wet floor shower or bathroom (tanking) this also must be completed by an approved installer who will provide a producer statement that will be submitted to Council along with the Licensed Building Practitioner record of works.

Insulation

Please note, if you have properties that did not have insulation prior to the loss, and the repairs need to comply with the requirements of the Building Act 2004, schedule 1 (available on Council's website <https://bullerdc.govt.nz/building/>). The customer may want to contribute to the cost to install new insulation.

There is an exemption for this work that must be applied for at Council. The cost will be \$250, and you need to produce a plan how the insulation is to be installed, i.e., no building paper, plan to wrap in between studs creating a moisture barrier and install insulation as per installation guidelines (Council needs to agree to this before proceeding under the exemption).

For more information, please contact Buller District Council.

Please send your completed form to bdc-dutyinspector@bdc.govt.nz or drop it into Council Offices

Westport office

6-8 Brougham Street, Westport

Phone: 0800 807 239 or 03 788 9111

Email: info@bdc.govt.nz

Opening hours

Monday – Friday

8:30am – 4.30pm

Reefton Service Centre

66 Broadway

Reefton

Phone: 03 732 8821 or 0800 808 821

Email: BDC_ReeftonSC@bdc.govt.nz

Opening hours

Monday – Friday

9am – 4.30pm