

A General Guide to the Building Consent Process



Building Consents and Licensing Services

This information concerns Council's statutory responsibilities under the Building Act 2004.

The Stratford District Council building control staff are:

- ✓ Trained professionals
- ✓ Qualified
- ✓ Friendly and able to assist with your questions.
- ✓ Committed to providing top-quality customer service, whilst ensuring that your building project meets all legislative and building code requirements.

Most types of building work require a building consent to ensure compliance with the Building Act 2004 and with the New Zealand Building Code. The exceptions are listed in the 1st Schedule of the Building Act 2004.

The purpose of these legislative requirements is to ensure that New Zealand buildings:

- are soundly built; and
- meet acceptable standards with regard to safety and the needs of the building users and environmental sustainability.

When considering a building consent application we must consider aspects of the property that could have some effect on the way the work is carried out. This information is contained in a Project Information Memorandum (PIM). A PIM details any information the Council has that may affect your proposed project. You can choose to apply for a PIM before lodging a building consent application or a PIM will be issued with your building consent.

The building consent must be obtained before the work starts. Only work listed under Schedule 1 of the Building Act 2004 may be done without first obtaining a building consent.

The Building Consent Process

The Council's website www.stratford.govt.nz has information about applying for building consents and other approvals. From the Building Services page you can access application forms and checklists that help assist in completing your application.

Application forms can be collected from the Service Centre at the Stratford District Council. You may also find useful information about applying for building consent and download publication from the Department of Building and Housing website – www.dbh.govt.nz. The Department has a number of useful publications for homeowners including "Guide to applying for a building consent (simple residential buildings)" and the "Building Act and You".

The Consumerbuild website www.consumerbuild.org.nz also has lots of helpful information especially for homeowners or people who are new to the building industry.

Checking your Application

Having completed your application form using the "PIM/BC Guide" and the "Checklist for Preparing Building Consent Applications" and included the required information for the project, you are now ready to lodge your application.

Lodging Your Application

This can be done by bringing your application into the Service Centre at the Stratford District Council or by mailing your application in. All applications must be accompanied by the Application Deposit currently set at \$300. For minor works this may be the total fee. Applications without the deposit will not be accepted.

The application deposit covers up to 1 hour processing time of your application and your final inspection.

On receipt of the application, service centre staff check the application for completeness. If all the required information is provided the application is accepted, given an application number and receipted. Applications without all the required information are returned to the applicant and can be re-submitted when they have the required information.

Note: Accurate and complete documentation will reduce the processing time taken for your application.

Entering the Application in our System

The application number is used throughout the building consent process. It takes up to 20 working days to process an application. The "clock" starts when the consent is entered into our computer system for lodgement, which is no later than the first full day following receipt of the application by Council.

Compliance with the Building Act, Building Code, District Plan and/or other permissions required

Building Control Officers will evaluate the various aspects of your building consent application to ensure it meets the requirements of the Building Act and the Building Code.

If your application lacks supporting information or there are items of non-compliance you will receive a "Further Information" letter detailing what Council requires. The application is suspended and the 20 day clock stops until all the information is received. Therefore it is important that you fully and accurately complete the application form and attach all the necessary documentation to avoid any delays.

Your application may be assessed by other Council Departments to check for compliance with bylaws, District Plan etc. There is a requirement for some applications to be sent to the Design Review Unit, NZ Fire Services Commission. Some applications, outside Councils scope, may require assessment and processing by a registered

engineer. Any costs associated with either external processing or a peer review will be passed onto the applicant.

Council may accept Producer Statements from previously approved qualified persons for construction, construction review, design and design review. These people may be design engineers, builders, logfire installers etc.

A Producer Statement is a statement, supplied by or on behalf of the applicant for a building consent or by a person who has been granted a building consent, that certain work will be or has been carried out in accordance with certain technical specifications.

Compliance Schedules

Some commercial work will trigger the need for a compliance schedule. If the project design incorporates one or more of the specified systems detailed on the Building Consents Application Form, a Compliance Schedule is required.

The Compliance Schedule details the performance criteria for each system and the inspection, maintenance and reporting procedures to ensure that systems continue to perform as required for the safety of users of the building.

The Compliance Schedule systems and the performance standards for these systems are listed on the Building Consent. The full Compliance Schedule is issued with the Code Compliance Certificate together with the Compliance Schedule Statement which states the specified systems contained in the building and notes where the Compliance Schedule is kept. The Compliance Schedule Statement is required to be publicly displayed for 12 months after the compliance schedule is issued and is then replaced by a Building Warrant of Fitness (BOWF).

It is the owner's responsibility to ensure that the BOWF is displayed where it can be seen by building users. A copy together with all Certificates issued in respect of the specified systems is to be issued to Council on each anniversary of the Compliance Schedule.

Checking Resource Consent Requirements

The work for which you are seeking consent is checked for other requirements such as under the Resource Management Act. A Land Use Consent is required where all or part of the proposed building activity does not fully comply with the relevant rules in the Stratford District Plan.

If you have not already applied for and been granted a resource consent, we will advise that you need to do so. A Resource Consent must be obtained before building work can start and the application can be processed at the same time as your Building Consent.

Any Financial Contributions required under the Resource Management Act 1991 are required to be paid before the Code Compliance Certificate can be issued.

Approving your Application and Additional Fees

Once your application has been assessed as being compliant it will be granted and an invoice for additional fees (if applicable) will be generated. Once all the necessary fees are paid the Building Consent and/or PIM

will be issued. Work is required to commence within one year from the issuing of the Building Consent or a new Building Consent will be required for the work. No building work is to commence until the Building Consent is issued.

If the value of your application is **\$20,000 or over** you will incur levies which are collected on behalf of for the Department of Building and Housing (DBH) and the Building Research Association of New Zealand (BRANZ).

- BRANZ levy - \$1.00 per \$1,000 of value;
- DBH levy - \$1.97 per \$1,000.00 of value.

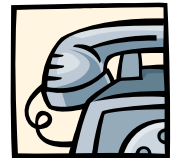
Fees charged by council are:

- Technical - \$120.00 per hour or part thereof;
- External review – at cost;
- Inspections - \$150.00 per inspection;
- Specialist inspections at cost.

Inspections

At various stages during construction you or your agent will need to arrange for an inspection to ensure that your building work complies with the conditions of the building consent and the Building Code. Inspections are normally undertaken by a Building Control Officer, but sometimes an engineer is required when work is of a specialised nature. These inspections are listed on your Building Consent. Notice of one working day is required when arranging inspections and you will need to provide:

- Building Consent Number
- Name
- Phone Number
- Address
- Inspection you are requiring



If you have made any amendments to your original plans these must be submitted to Council and approved by Council before any inspections can take place. All approved plans must be on site. If all required inspections are not carried out Council may not be able to issue a Code Compliance Certificate

Sign Off

A Code Compliance Certificate (CCC) verifies that the work has been completed in accordance with the consented plans and specifications and the New Zealand Building Code.

Council must decide whether to issue a Code Compliance Certificate within 2 years, or any further period that may be agreed between the owner and Council. Applications for extensions of time must be made and approved within the 2 year timeframe.

It is the owner's responsibility to apply for the Code Compliance Certificate as soon as practicable after the building work is completed. The "Application for Code Compliance Certificate" is sent out with the Building Consent and is to be completed in full and signed. Energy Certificates, Producer Statement etc, if applicable, are required to be attached.

A final inspection is arranged on receipt of the application for Code Compliance Certificate. Council has 20 working days from receipt of the application to decide whether the Code Compliance Certificate will be issued.