

WBCA 001-C



General Information

PIM/Building Consent Application

General Information for Applicants



INFORMATION REGARDING CONSENTS

1. You are advised that your application will not be “received” by the Council until the initial perusal of the application (undertaken at the public counter or within two days of being received by mail) indicates that the application appears to be complete.
2. When an application is assessed as being complete it will be entered into the Council’s computer system and assigned a specific number. Council’s task with a Building Consent application is to ensure that the work, when complete, will comply with the New Zealand Building Code. The consent is required to be processed within 20 working days. In circumstances where an application does not contain sufficient information, or further information has been requested, the “clock is stopped” until all the required information has been received.
3. If Council assessment of the application indicates the need for additional or amended information to confirm compliance with the mandatory requirements of the Building Code a request for information may be sent to the applicant by telephone, fax, mail or email by the officer responsible for the processing of that part of the consent. Processing of the application will be suspended until any additional information or clarification is received. The suspension will be lifted once a satisfactory answer has been received.
4. All parts of the Building Consent application must be completed leaving no blank spaces.
5. Required documentation must identify and show all easements and boundary lines on the site plan. The application must be accompanied by a copy of the current Certificate of Title or a copy of a Sale and Purchase Agreement.
6. The applicant and builder are responsible for the correct siting of buildings or additions thereon. As such, they shall ascertain the true position of boundaries before building operations commence.
7. Please supply 3 copies (4 copies if builder is identified) of plans and specifications. This information must be bound into documents. Each page of each set of documents must be numbered and all copies must be in the same order. We ask that you use a binding system that allows you to remove, correct, replace and add pages where necessary.
8. The standard of an application will, to a large extent, dictate the speed at which the application will proceed. Every building consent application is required by the Building Act 2004 to be accompanied by *plans and specifications*. The Building Act defines *plans and specifications* as:

“plans and specifications —

- (a) means the drawings, specifications, and other documents according to which a building is proposed to be constructed, altered, demolished, or removed; and
- (b) includes the proposed procedures for inspection during the construction, alteration, demolition, or removal of a building; and
- (c) in the case of the construction or alteration of a building, also includes—
 - (i) the intended use of the building; and
 - (ii) the specified systems that the applicant for building consent considers will be required to be included in a compliance schedule required under section 100; and
 - (iii) the proposed procedures for inspection and routine maintenance for the purposes of the compliance schedule for those specified systems.”

It is important to note that *plans and specifications* must not be vague or generic documents. They must constitute the documentation from which the building work can be undertaken without reference to any other document; they must be specific to the proposed work. If the plans and specifications are incomplete, inadequate or unclear it is most likely that the application processing will be delayed.

If your plans and specifications are clear, well drawn, relate to the project concerned, have each page numbered and are lodged with the pages in numerical order with a table of contents that is accurate then it is most likely that minimal delays will be experienced.

9. There are restrictions on the erection of buildings near overhead electric lines. Under the Electrical Supply Regulations 1993, it is an offence to erect any building or structure etc within certain prescribed distances of an overhead electric line. To enquire about these restrictions contact the nearest office of Trans Power NZ or your local Power Supply authority.
10. A Building Consent will not be issued until the full payment of fees and levies has been received. (An additional fee will be incurred where a Building Consent is not paid for and uplifted within 10 working days of an invoice being issued.)
11. Any additional or failed inspections undertaken or resulting from incomplete or non-complying work will be charged and must be paid in full prior to the Code Compliance Certificate being issued.
12. After a Building Consent has been issued no deviation or alteration from the original plans and specifications is permissible without an approved amendment being granted by the Building Consent Authority before any alteration is started. It is an offence to convert the building to any other use than that stated in the consent.
13. A building consent shall lapse and be of no effect if building work has not commenced within 12 calendar months after the issue of the Building Consent or within such further period as the BCA in its absolute discretion may allow.
14. Periodic inspections are required during construction to verify compliance with the granted building consent. The required inspections are explained in a letter attached to the Building Consent. It is the owner or tradespersons' responsibility to arrange or order these inspections. Records of each inspection will be kept and a copy will be provided for the owner at the conclusion of each inspection. Further information on the inspection procedures are found in the Building Consent Authority customer Guide WBCA 408.
15. In all dealings with Council and the Building Consent Authority, it is important that the relevant Building Consent number is quoted.
16. A building owner must apply for a Code Compliance Certificate as soon as practicable after the building work is completed. If an application for a Code Compliance Certificate is not made within 2 years of the granting of the Building Consent the Building Consent Authority will follow up on the project and decide whether to issue a Code Compliance Certificate.

The Building Consent Authority will decide to issue a Code Compliance Certificate either:

1. Within 20 days of receiving the application from the building owner, or:
2. Within 20 days of the expiry of the 2 year period from when the Building Consent was granted, or:
3. Any further period that may be agreed between the Building Consent Authority and the Building owner.

Council staff will assist you with further explanation as to time frames and the importance of a Code Compliance Certificate.

All additional charges levied against the Building Consent will be required to be paid before a Code Compliance Certificate can be issued.

17. For clarification on any of the points above please consult a Building Professional. Further information in the nature of "Building Guides" is available on Council's Website (www.westland.govt.nz/index.cfm/1,234,html/Building-Consent-Authority) and at the Building Inspector's public counter.

DANGEROUS EARTHQUAKE PRONE OR INSANITARY BUILDINGS

Council's policy on dangerous earthquake prone or unsanitary buildings applies to all commercial and farm building including residential buildings of two or more storeys and three or more household units.

On receipt of a Building Consent application relating to alterations to a building, Council may:

1. Require an assessment of structural strength of the entire building or parts of the building. Such an assessment will address whether or not the building could be earthquake prone;
2. Assess whether or not the work to be consented will be so minor that it will not impact on the structural integrity of any part of the building.

When applying for consent under Section 112, Building Act 2004 Council must look at the whole building to ensure it will comply as nearly as reasonably practicable and to the same extent as if it were a new building for:

- a) Means of escape from fire.
- b) Access and facilities for persons with disabilities.

Only when Council is satisfied that the building or parts of the building meet the minimum requirements for structural strength means of compliance, Document C, Building Code (Fire) and access and facilities for persons with disabilities will your consent be accepted for processing.

NEW SERVICES

For information relating to vehicle crossings, entrance ways, sewer, storm water and water connections contact Council's Professional Services.