



CUSTOMER GUIDE TO BUILDING NEW DWELLINGS



**Your guide to submitting a hassle-free building consent application
when building a new dwelling.**

Includes information about:

- the content and quality of documentation required.

For further information please contact:

Westland District Council

Building Department

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Hokitika

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Standard of documentation

All documentation submitted with your application must be accurately drawn to an appropriate scale for the job, be fully dimensioned and detail all materials to be used.

Specifications for the building work are also required. The specifications should further define the building work including details of all materials to be used, finishes and equipment to be installed. The specification must be specific to the project. It is not acceptable to simply state "installed to manufacturer's instructions" as in many cases product manufacturers have several installation options. Likewise it is not acceptable to make statements such as "fixed in accordance with NZS3604" as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard. Also, if you intend to use an alternative proprietary fixing, which is an alternative solution, the Building Consent Authority must know exactly what they are approving so that they can assess your project appropriately.

Some key requirements to be aware of:

- Completed Building Consent Application Form.
- A current copy of the Certificate of Title.
- A complete site plan showing the proposed position of the Dwelling in relation to legal boundaries and other buildings on the site, vehicle access and parking areas, and hard standing areas.
- Existing and proposed site levels and floor levels for the project. Note:- A minimum of one spot level at each corner of the building will be required.
- Report on ground conditions prepared by a suitably qualified person, where required by the Project Information Memorandum.
- Foundation plan identifying the location of all slab thickenings and foundation pads, supplementary reinforcing steel, and slab cut layout.
- A complete floor plan showing all partitions, fixtures and intended use of all spaces and identifying the location of Hush smoke alarms.
- Elevations clearly identifying window and door openings and identifying materials to be used and including recession plane angles.
- Cross sections through the building (Note:- several cross sections will be required particularly for more complex projects) including:-
 - foundation details
 - wall framing / rafters / trusses

- lintel sizes
 - timber treatment levels
 - materials,
 - insulation
- Construction details showing fixings and flashings for all cladding types and junctions.
 - Risk matrix assessment for all walls of the building.
 - Wall bracing plan and calculations.
 - Roof truss design including layout plan, fixing requirements, producer statement, and specific design for lintels supporting point loads.
 - Thermal calculations, for insulation values.
 - Details of surface finishes to floors, walls and ceilings.
 - Details of waterproofing to shower areas, balconies and the like.
 - Drainage plan including provisions for disposal of storm water and foul water including septic tank and effluent disposal system for rural properties.
 - Details of the potable water supply (i.e., well location).
 - Hazardous substances storage location, capacity and type identified.
 - Written specifications specific to the project.
 - Written schedule confirming the building work will comply with the Building Code.

Useful websites

Certified Builders Association of NZ Inc (CBANZ)
www.certified.co.nz

Registered Master Builders Federation Inc (RMBF)
www.masterbuilder.org.nz

New Zealand Institute of Architects (NZIA)
www.nzia.co.nz

Architectural Designers NZ Inc (ADNZ)
www.adnz.org.nz

Association of Consulting Engineers (ACENZ)
www.acenz.org.nz

BRANZ Ltd
www.branz.co.nz

NZ Institute of Quantity Surveyors Inc (NZIQS)
www.nziqs.co.nz

NZ Institute of Surveyors (NZIS)
www.surveyors.org.nz

Department of Building and Housing (DBH)
www.dbh.govt.nz
Downloads of Building Act and Building Code Information

Institution of Professional Engineers (IPENZ)
www.ipenz.org.nz

NZ Institute of Building Surveyors Inc (NZIBS)
www.buildingsurveyors.co.nz

Consumers' Institute of New Zealand
www.consumerbuild.org.nz

