



CUSTOMER GUIDE FOR DWELLING ALTERATIONS AND ADDITIONS



Your guide when considering dwelling alterations and additions

Includes information about:

- what kinds of building work require consent;
- work carried out with consent; and
- content and quality of documentation required.

For further information please contact:

Westland District Council

Building Department

36 Weld Street

Private Bag 704

Hokitika

Phone: 03 756 9010

Fax: 03 756 9045

E-mail: council@westlanddc.govt.nz

Under the Building Act 2004, **building work** (also relevant to some alterations and renovations) which requires consent includes:

1. Alterations, additions and many structural repairs to existing buildings, for example, removing or changing structural load-bearing walls. In some cases you will need a building consent to replace all wall linings at once as they may serve a structural purpose. Any alterations to inter-tenancy walls, i.e. those separating units in a multi-unit development, will need building consent.
2. The demolition of existing buildings and structures.
3. The removal or relocation of existing buildings.
4. Sitework, for example, earthworks for a new extension.
5. The construction of decks one metre or more in height above ground level.
6. Retaining walls that:
 - a. Are above 1.5 metres in height above ground level, or
 - b. Will retain driveways or structures - the 1.5 metre height limit does not apply in this case.
7. Changing building use, for example, converting your garage into a bedroom.
8. Plumbing or drainage work (other than routine maintenance).
9. Installing or replacing an inbuilt, free-standing log and solid fuel burner, heater or open fire place.
10. Putting in a swimming or spa pool.
11. Installing communications aerials for television repeaters, mobile phones or Radio (but not standard home television antennae).
12. The construction of a fence over two metres high.

Exempt Building Works:

Refer to Councils Customer Guide to Exempt Building Work (WBCA 418)

Work carried out without consent

If your prospective purchasers discover from the Council files or a LIM report that work has been carried out without consent, they will have no way of knowing if the house is safe. You can apply to the Council for a Certificate of Acceptance which can be issued for work that was done without building consent.

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 access your project appropriately.

Some key requirements to be aware of:

- Completed Building Consent Application Form.
- A current copy of the Certificate of Title or Sale and Purchase Agreement for the property.
- A complete Site Plan showing the position of the Building Alterations and Additions in relation to legal boundaries and other buildings on the site.
- A Pile Layout and Sub-floor Bracing Calculations detailing anchor/braced/cantilevered piles for timber floors.
- A complete Floor Plan showing all partitions and intended use of spaces for the building and all proposed alterations.
- Elevations clearly identifying new work, window and door openings, materials to be used, and showing floor heights from original and proposed ground lines.
- A Cross Section through any areas of the building to be altered including:-
 - foundation details
 - framing to walls / rafters / trusses
 - lintel and beam sizes
- Construction Details showing fixings and flashings.
- Wall Bracing Plan and Calculations.
- Roof Truss Design.
- Provisions for disposal of storm water and foul water. If your site is in a rural area and you increase the number of bedrooms on the site, confirmation of the septic tank capacity will be required (A stick inserted down the mushroom vent will determine the liquid depth and this multiplied by the internal length and width in metres will give the liquid capacity in cubic metres (at least 4.5 cubic metres/or 4500 litres).
- Written Specifications.
- A written schedule confirming the Building Work will comply with the Building Code.

**Ask your Council for a comprehensive checklist
when collecting your Building Consent Application.**

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