



**CUSTOMER GUIDE TO
ACCESSORY BUILDINGS
NON HABITABLE**



Your guide to submitting a hassle-free application for an Accessory Building.

Includes information about:

- building type, siting and design of an accessory building;
- plumbing, drainage and fire wall requirements; 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

Accessory Buildings: the basic information

General

Accessory Buildings such as garages sheds and sleepouts larger than 10 square metres or closer than their height to a boundary require a Building Consent before work is begun.

It is also important to contact Council where you may be looking at changing the use of a building, such as a shed into a sleepout for example. Most of these changes will require building works and a building consent.

If you intend to line the interior wall to your garage or shed you will need to include details of the proposed lining materials in the plans and specifications provided for Building Consent.

Typically most unlined garages consist of metal cladding fixed to timber framing. Any moisture which penetrates through the cladding joints or around window frames has the ability to dry and any deterioration in the framing can be visually detected before structural failure occurs. If you line the internal walls of your garage this is no longer possible. Hence you may need to install the exterior cladding over a drained and ventilated cavity.

Plumbing and drainage

Details of storm water disposal including down-pipe size and location(s) should be shown on the site plan with an indication of where it discharges to (ie. into an existing storm water system or to a soak hole).

Where a project requires existing sewer or storm water drains to be rerouted then full details in the form of a specification and drainage plan are required stating to which standard the work will be installed to and indicating the extent of the work.

Fire walls

Where your building is close to a boundary you may need to install fire rating to the walls to prevent fire from spreading to adjacent properties.

District Plan requirements

Your building consent will also be checked for compliance with the District Plan. Some common issues that occur are daylight controls, site coverage, front yards and (for sleepouts) parking spaces. Please talk to Council's Duty Planner if you have any queries about these aspects.

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 NZS3604:1999" as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard.

If you intend to use a proprietary fixing which is an alternative solution then the Council 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
- All information identified on the cover sheet
- Certificate of Title: recent search copy less than 6 months old, plus a sale and purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.
- Copies of drawings as specified in the General Information for Applicants.
- Site Plan, showing buildings, ground and floor levels and dimensions
- Outline Floor plans (for all floors)
- Outline Elevations
- Outline Cross Sections
- Project Information Memorandum (if already issued)
- Foundation Plans (timber or concrete slab)
- Drainage Plans
- Detailed Floor Plans
- Detailed Elevations
- Cross Sections
- Timber Treatment
- Framing Details
- Construction Details
- Weather tightness Details
- Internal Waterproofing Details
- Plumbing Details
- Specifications
- Bracing Design
- Roof Truss Design
- Ground Conditions report
- Engineer's Details and Producer Statement
- Sediment Control Management Plan

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

