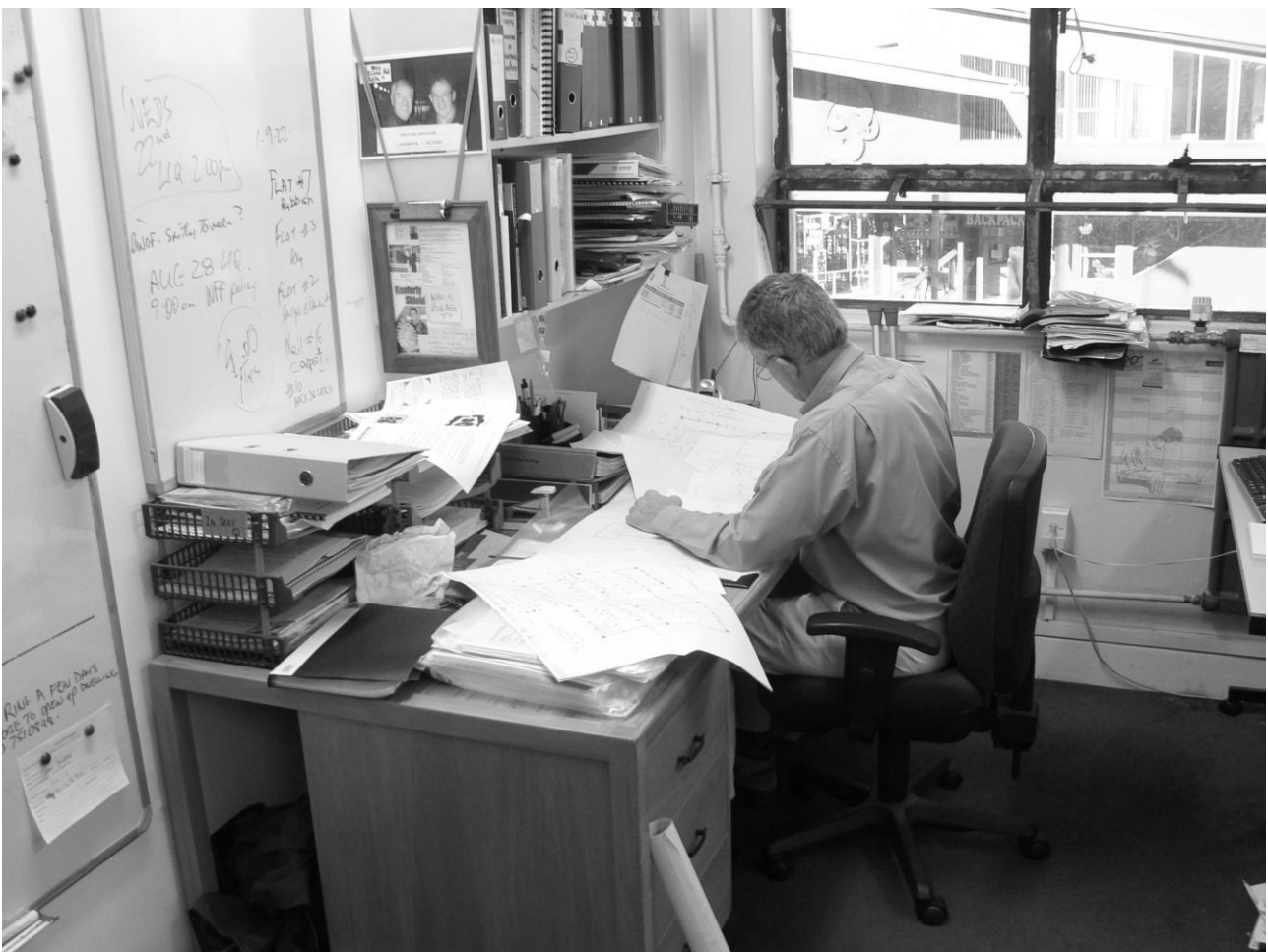




## CUSTOMER GUIDE TO THE BUILDING CONSENT PROCESS



Your guide to submitting a hassle-free application for a building consent.

Includes information about:

- content and quality of documentation required;
- the approval process; and
- the inspection process.

*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](mailto:council@westlanddc.govt.nz)

## **Building consents: the basic information**

### **What is a Building Consent?**

A Building Consent is written authority from the Council to carry out the building work described in the application. A Building Consent is issued for building work that Council considers will comply with the Building Code providing it is constructed in accordance with the details submitted.

### **Who needs one?**

Anyone who wishes to carry out building work including any temporary or permanent, movable or immovable structure (including swimming pool fences) and its service connections requires a Building Consent. This also includes temporary structures such as marquees. Some work is exempt from requiring a Building Consent however must still be constructed to comply. This includes, fences up to 2m high (other than swimming pool fences), retaining walls up to 1.5m high carrying ground load only and small garden sheds less than 10<sup>2</sup> metres.

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

### **Why do you need one?**

You are required to obtain a Building Consent to prove to Council that the building work, when completed, will comply with the Building Act. The Building Act exists to ensure that people who use buildings can do so safely and without endangering their health, to ensure buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them, to ensure people who use a building can escape from the building in the case of a fire and to ensure buildings are designed, constructed, and able to be used in ways that promote sustainable development.

### **Where do you apply?**

You need to lodge your Building Consent Application package with the Building Department at Westland District Council, located at 36 Weld Street Hokitika. You may also lodge your application by post however it is preferred that you lodge it in person to ensure the package is complete. A fee deposit is also payable at this stage which is explained further on in this booklet.

### **What will the Council do with your application?**

Once you have submitted your completed application, it will be entered into the Council's computer system and be assigned a Building Consent number. Council then has a period of 20 working days in which to assess the details of the application to make sure that all aspects of the proposed building work comply with the Building Code and the Building Act. If, after you have submitted the application, Council requires further information, the period will be paused until you provide the information. When Council is satisfied that the proposed building work complies, a Building Consent will be granted. The Building Consent may include conditions on some aspects of the work, and will also include a list of Council inspections required during construction. (The inspection process is

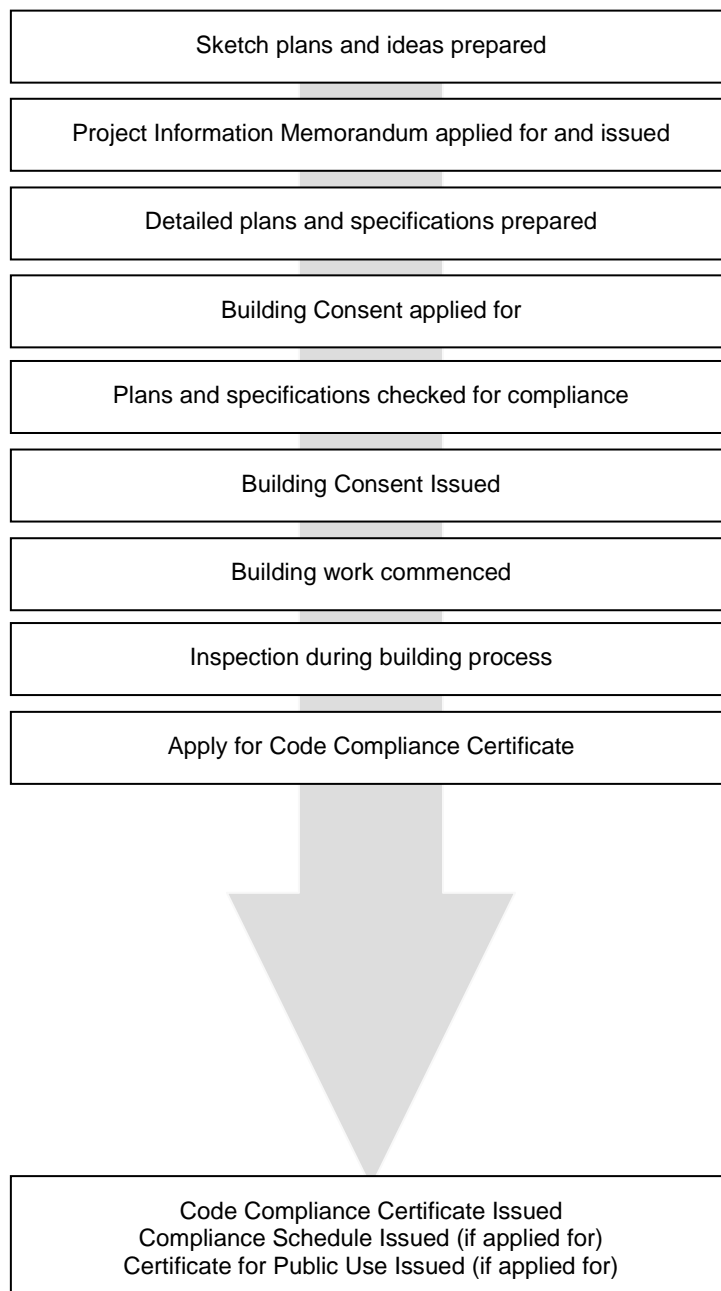
explained further on in this booklet.) Work associated with the building consent must commence within 12 months and the work must be completed within 2 years. It is important to keep this in mind when determining the timing of your project or your Building Consent could lapse.

**How to apply:**

The rest of this booklet explains the requirements of your application package and contains some helpful hints for providing a comprehensive submission.

**Building consents: the approval process**

The process below sets out ideally the steps in the approval process.



**Cost**

The cost of your Building Consent varies depending on the amount and type of work that is being carried out. Generally the cost of processing a building consent

is time-based. The quality of the information provided at the time of application will effect the overall fees (i.e. low quality drawings and details will take longer to process, raising the cost).

The fee you will pay for your Building Consent is made up of the following:

1. Council's fee for processing the application. This generally includes processing and administration time as well as time for expected inspections on site. The amount that you pay on application is a deposit based on the amount of time expected, as gauged from similar projects. If the amount of time involved varies from that expected (including any extra inspections) you may have to pay a little extra or you may receive a refund of the unused portion of the fee.
2. Research New Zealand Levy:  
Calculated at \$1.00 per \$1,000 of the project value for buildings of value over \$20,000.
3. Department of Building and Housing Levy:  
Calculated at \$1.97 per \$1,000 of the project value for buildings of value over \$20,000.

### **Some key requirements to be aware of:**

- Completed Building Consent Application Form
- **Proof of Ownership** in the form of a Certificate of Title which is to be current. If the Certificate of Title is not in your name you must also provide either:
  - An unconditional Sale and Purchase Agreement, or
  - If leasing the property, a copy of the Lease Agreement between yourself and the property owner.
- The Certificate of Title may hold information about the property such as notices made under the Resource Management Act which may affect your building project.
- A copy of the **PIM** if you applied for one prior to your Building Consent.
- Where applicable, a copy of the **Resource Consent** previously obtained.
- **Drawings** as follows:
- **Site Plan** clearly indicating:
  - All new and existing buildings and swimming pools.
  - Any significant features such as heritage buildings, trees or archaeological sites etc.
  - Legal and notional boundaries, easements, waterways, shared access ways.
  - Sufficient dimensions to enable the building to be accurately set out and sited.
  - Site area (m<sup>2</sup>) and floor area of buildings (m<sup>2</sup>).

- Vehicle access, crossing location, manoeuvre and parking areas.
  - Street trees, poles, sumps, manholes and traffic islands outside the property.
  - Any hard-standing areas (sealed or concrete) with proposed drainage.
  - Any landscaped areas as required by the Westland District Council District Plan.
  - All activities on the site indicated.
  - Intentions for the disposal of storm water and sewer including location of any septic tank.
  - Storage location and capacity of hazardous substances i.e. LPG, diesel, home heating oil etc.
  - Permanent site datum, existing and proposed site levels and floor levels, and existing and proposed contours and drive gradients.
  - Direction of North – this should be consistent through all plans.
- **Foundation Plan** dimensioned and clearly indicating all details of layout and materials. For example, width and depth of footings, steel size, type and placement, damp proof membrane, mesh type and size, control joints, saw cuts and supplementary steel requirements, position of plumbing fixtures and pipe layouts, slab thickness, concrete strength, point load pads or thickenings, etc. Decks and or patios should also be detailed on this plan. Also indicate any sub-floor bracing.
- **Plumbing and Drainage Layout Plan** clearly indicating full design details for the disposal of both sewer and stormwater, including location of fixtures, pipe size and layout, vent pipe sizes, fixings, materials and standard utilised (i.e. AS3500 or G13). Water supply details should also be shown where the property will not be connected to the council reticulated water supply.
- Detailed **Floor Plans** for each level of the building. These should be fully dimensioned and notated with any significant information including the location of smoke alarms, room designation, location of windows and doors, lintel sizes, location of hot water cylinder and all plumbing fixtures. A clear distinction should be made between what is existing structure and what is proposed.
- A Detailed **Elevation** for each face of the building. Each elevation should clearly indicate all openings such as doors and windows, cladding material and risk matrix assessment (refer New Zealand Building Code clause E2/AS1), cleared ground level, finished floor level, height of building above cleared ground, cut and fill, roofing type, roof pitch, eaves overhand, gutters, down pipes, location of vents, and recession plane angles (refer District Plan).
- Detailed **Cross Sections** through difficult areas of the building showing all relevant construction details, for example, ground level and finished floor level(s) relative to site datum, floor to ceiling heights, window and door heights, framing size, treatment type and level, steps in floor levels, ceiling and

roof pitch and general construction details. Minimum of one cross section and one long section.

- **Framing Details** including member sizes, span, spacing, timber treatment level, species and grading. The Cross Section is often the most relevant place to indicate these details. Often a Floor Joist Layout and/or a Roofing Member Layout Plan will be required which may also indicate any roof bracing requirements, roof falls, position of down pipes, point loads and penetrations, and lintels.
- **Roof truss design** including layout plan, fixings and specific design for lintels where required. This is often provided from the truss manufacturer.
- **Construction Details** with all materials, fixings etc noted. Construction details are used to provide specific design information and are useful for demonstrating more difficult areas of construction such as steps in floor levels, stairwell construction, weathertightness risk features, decks etc. Construction details may be included with cross-sections, alternatively drawings should show a reference indicating where the detail may be found, for example, the junction or interface is circled and referenced by way of detail number and sheet number (e.g. Detail 4 Sheet 7).
- **Written Specifications** – Specifications should further define the building work including details of all materials to be used, finished, and equipment to be installed. These must be relevant to the project. Where a generic specification document is being used please ensure that the project specific details have been indicated. It is not acceptable to state “installed to manufacturers 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 project specific information. Specifications may be included on the plans for smaller projects.
- **Bracing Design** (wall and roof) including calculations, schedule and layout plans. Often bracing layout can be indicated on the Floor Plans however it is often clearer to provide a separate drawing. Each brace will be indicated with a number, type and length.
- **Ground Conditions Report** - This will be either a report to show why it is assumed that the ground is ‘good ground’ using Section 3 of NZS3604:1999, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer.
- **Engineers Details, Calculations and Producer Statement** – This will be required when any specific design has been carried out (e.g. steel beams). Any structural elements specifically designed by an Engineer must be recorded on the working drawings. Any Producer Statement provided should be accompanied by appropriate project specific supporting documentation such as calculations and sketches.

- **Internal Waterproofing Details** including all wet areas and surface finishes
- **Solid Fuel Heaters** – If the building work involves a new or relocated solid fuel heater the manufacturer's specifications and installation instructions must be included with your application. The floor plan should clearly indicate the location of the heater along with dimensions for relevant clearances.
- **Sediment Control Management Plan** – Site location will dictate whether this is required.
- **Permitted Activity from West Coast Regional Council** is required for any discharge to land from a stormwater or septic system.
- **Approval from Westland District Council Professional Services** is required for any work (i.e. drainage) proposed to be undertaken on road reserve.
- **Alternative Solutions** – If the proposal uses products or systems that are not covered in an Acceptable Solution of the Building Code provide supporting current information including independent test results, case studies, expert opinion to demonstrate compliance, etc.
- **Notification of Licensed Building Practitioner(s) (*Effective 01/03/2012*)** A Licensed Building Practitioner (LBP) should design all applications involving elements of restricted building work. A signed and dated certificate detailing the extent of the LBPs involvement should accompany all applications. If notification of LBP/s involved in the construction and supervision of the project has not been provided at lodgement, the applicant should be advised that once building consent is granted, work shall not proceed until this information is provided.
- **Further Information** – Generally ALL of the above will be required, however depending on the specifics of your project more information may be necessary. If required, the Westland District Council may request further information to support that provided which helps to indicate compliance with the New Zealand Building Code
- Please consult Council if you are undertaking a **large project** as the following items may also be required:
  - ◆ Accessibility Plan
  - ◆ Energy Services Plan
  - ◆ Emergency Services Plan
  - ◆ Compliance Schedule for specified systems
  - ◆ Design Reports for fire safety, air-conditioning, mechanical ventilation etc.

#### **Submission:**

Once you have gathered all the required information this needs to be reproduced in triplicate (Council copy, Property File copy, Applicant copy) for your submission package. If your PIM indicates that your application needs to be sent to the Fire

Service then a fourth set of documentation will be required. Council also recommends that you keep a copy of your submission for your own records. Each set of documentation should be bound in a way which is removable for copying, adding or replacing pages (e.g. staples, bulldog clips, rubber bands, removable binding etc.)

## **TIPS:**

### **Presentation of drawings and specifications**

1. All plans must be satisfactorily drawn in ink. All dimensions are to be given in metric terms with all plans drawn to an accurate scale to allow for dimensions to be checked. All plans should have a text that is clear and readable. The text should be equivalent to Microsoft Word text size 11 and plans should be to scale.
2. Where most practicable, floor plans should be draw at 1:50 with a minimum scale of 1:100. Site plans should be drawn at 1:100. Details are to be at a minimum scale of 1:5.
3. Each drawing should be clearly titled (i.e. FLOOR PLAN or WEST ELEVATION etc) and the drawing scale should be indicated.
4. Each drawing sheet should be numbered (i.e. 1 of 8) and should indicate relevant details of the job such as the date of issue, name of property owner, address of job, designers job number, revisions etc.
5. Drawing Revisions should be clearly indicated by way of clouding, revision numbers and or revision description so that revised drawings can be clearly distinguished from those originally submitted in the application package.

### **Engaging a design professional**

Make certain that you provide us all of the information we need with your application, including clear accurate drawings and specifications. This will ensure faster, more efficient processing of your application. Many applicants feel they are able to complete the required documentation themselves however often find that the standard of presentation and quality of information is insufficient. Engaging a design professional early on in your project will help in submitting a hassle-free application. People such as designers and architects are experienced in the documentation of building projects and the building consent application process. For further information about engaging a design professional please refer to the New Zealand Institute of Architects and Architectural Designers New Zealand Inc and the relevant sections of the Yellow Pages.

### **Inspections:**

Council cannot offer a supervision service; it is up to the property owner, or their appointed agent, to supervise the day-to-day construction. When Council issues a building consent it will contain a list of strategic inspections that are to be carried out. Each inspection should be notified and any remedial work advised by the inspector carried out before proceeding to the next stage of construction or you could be liable for enforcement action.

The inspection date will confirmed at the time of each request is made. Inspections can be booked by phoning Council on 03 756 9010. When you book you will need to provide the building consent number, the address of the project, and the name of the owner of the property.

Some of the inspections which may be required include the following:

1. **Ground Bearing** – Inspection to confirm ground is acceptable, a requirement prior to commencement of any building works.
2. **Soakage** – Inspection to check that soakage for sewage disposal meets Regional Council requirements.
3. **Foundation** – Inspection required prior to any foundation concrete placement.
4. **Pile/Pole Holes** – Inspection when piles/poles are in position and before concrete is placed **or** Inspection when piles are being driven.
- 5(a) **Subfloor** – Inspection either :
  - (a) Prior to covering of **any** drainage which will be under floor **or**
  - (b) When timber sub floor fastenings are completed and before flooring is laid.
- 5(b). **Concrete Slab** – Inspection before concrete is placed:
  - (a) either for floor slab only **or**
  - (b) for floor slab and foundation combined.
6. **Blockfill** – when all blocks and steel reinforcing is in place, before clean out holes are covered or any concrete fill is placed.
7. **Prewrap** – Inspection required before the exterior of any roof or walls are covered with building paper/wrap. All straps and braces are to be completed.
8. **Postwrap (external)** – Inspection required after the building has been wrapped and battens, penetrations and flashings in place.
9. **Cladding** – Inspection either :
  - (a) required at half brick stage **or**
  - (b) at time cladding is being fitted, with all flashings in place.
10. **Plumbing** – Inspection at the completion of the pressure test and before any lining of the building covering any pipe work is undertaken.
11. **Preline** – Inspection before any internal lining is fixed to the interior walls of the building. Insulation, air seals, bracing, plumbing water/gas and electrical wiring must be complete.
12. **Postline** – Inspection prior to any gib stopping or finishing of interior linings being undertaken.
13. **Tanking** – Inspection when waterproof membrane has been completed eg. Showers.
- 14(a). **Drainage** – Inspection when drains are bedded for connection to a network system, with water test in place and before covering has commenced.
- 14(b). **Septic Tank Soakage** – Inspection when soakage area is excavated and before filling commenced.

- 14(c). **Drains and Septic Tank** – Inspection when all drains are laid to the septic tank and/or soak areas with water test in place and before covering has commenced.
15. **Heating Appliance** – Inspection when appliance has been fully installed, before it is used for any heating, smoke detectors have been installed and ceiling plate has been left down.
16. **Swimming/Spa Pool** – When fencing has been completed.
17. **Underpass** - site inspection as first culvert section is being laid.
18. **Demolition** – Inspection when site is clean and debris removed with services terminated at boundary.
19. **CCC Inspection** – Inspection after Code Compliance Certificate application has been lodged at completion of all required works.

Any safety equipment required for the inspection such as scaffolding or ladders is expected to be provided on site at the time of inspection. A copy of the council approved plans must be on site at all times. Council requires a suitable representative of the owner (i.e. builder, plumber etc) on site for each of the relevant inspections.

Please refer to the inspection schedule provided with your building consent which outlines the requirements and expected progress for each of the required inspections.

Please also be aware that specific inspections may also be required to be undertaken by consultants such as your Engineer. The consultant should list these in their documentation and will need to be contacted directly by the owner. These inspections are additional to those required by Council.

### **Amendments to your building consent**

After a Building Consent has been issued no deviation or alteration from the original plans and specifications is permissible without the written approval of the inspector. You will need to lodge appropriate drawings documenting the alterations and apply for an alteration to your building consent. You will be charged for this so it is important to ensure that the details you submit in your original application are correct. A building inspector will be happy to discuss the changes with you when on-site and advise of the required documentation.

### **Code Compliance Certificate**

A code compliance certificate confirms that the building has been constructed in accordance with the building consent and that it complies with the New Zealand Building Code. You must apply for a code compliance certificate on completion of the building work using the prescribed form which will be attached to your building consent. 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.

## **Useful websites**

Certified Builders Association of NZ Inc (CBANZ)  
[www.certified.co.nz](http://www.certified.co.nz)

Registered Master Builders Federation Inc (RMBF)  
[www.masterbuilder.org.nz](http://www.masterbuilder.org.nz)

New Zealand Institute of Architects (NZIA)  
[www.nzia.co.nz](http://www.nzia.co.nz)

Architectural Designers NZ Inc (ADNZ)  
[www.adnz.org.nz](http://www.adnz.org.nz)

Association of Consulting Engineers (ACENZ)  
[www.acenz.org.nz](http://www.acenz.org.nz)

BRANZ Ltd  
[www.branz.co.nz](http://www.branz.co.nz)

NZ Institute of Quantity Surveyors Inc (NZIQS)  
[www.nziqs.co.nz](http://www.nziqs.co.nz)

NZ Institute of Surveyors (NZIS)  
[www.surveyors.org.nz](http://www.surveyors.org.nz)

Department of Building and Housing (DBH)  
[www.dbh.govt.nz](http://www.dbh.govt.nz)  
*Downloads of Building Act and Building Code information*

Institution of Professional Engineers (IPENZ)  
[www.ipenz.org.nz](http://www.ipenz.org.nz)

NZ Institute of Building Surveyors Inc (NZIBS)  
[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)

Consumers' Institute of New Zealand  
[www.consumerbuild.org.nz](http://www.consumerbuild.org.nz)

