



## CUSTOMER GUIDE TO CHANGE OF USE



**Your guide to submitting a hassle-free application for a change of use.**

Includes information about:

- change of use examples;
- requirements for undergoing a change of use; 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](mailto:council@westlanddc.govt.nz)

## **Change of use: the basic information**

Many building alterations involve construction that changes the use of all or parts of the existing buildings. A good example of this in the residential area is adding bedrooms, bathrooms and kitchens in garages and basements. Council needs to make sure that the new building work complies with the New Zealand Building Code and the existing building is upgraded to comply with the Building Code as far as can reasonably be achieved in the areas that are being altered.

Where new household units are being created the building must be upgraded to comply as nearly as is reasonably practicable with the New Zealand Building Code in all respects.

Some of the more common areas that are frequently overlooked by applicants are insulation in walls, ensuring enough difference in heights between outside ground levels and any new floor levels (this ensures stormwater will not flow into these areas) structural and fire protection upgrading.

Where buildings are constructed on existing deck areas or conservatories are being re-developed the foundations and bracing will also need to be checked.

Often the change of use may be from a residential dwelling to a café or public place. These may require the provision of accessible toilets and ramps. It is important that a fire report be attached to your Building Consent.

If you are thinking about building works that will change the use of the existing area you should talk to Council building staff or a professional designer to ensure you have looked at all of the necessary areas.

### **District plan requirements**

Your building consent will also be checked for planning compliance. Some common issues that occur are daylight controls, site coverage, front yards and for sleepouts, parking spaces.

### **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. Also if you intend to use an alternative proprietary fixing which is an alternative solution, 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
- A current copy of the Certificate of Title or current Sale and Purchase Agreement for the property.
- Copies of drawings as specified in the General information for customers.
- Site Plan showing buildings, 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
- Weathertightness 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
- Information for Compliance Schedule (if applicable).
- Certificate of public use (if applicable)

## 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)

