



Hauraki District Council

Building Consent

Information Pack



This pack contains:

- ***Step by Step Building Consent Process***
- ***Do I need a Resource Consent (flowchart)***
- ***Guideline for completing a Building Consent Application***
- ***Other Information***
- ***Building Consent Fees***
- ***Form 2 Application for PIM and/or Building Consent***
- ***Checklist for Building Consent Application***

Step by Step Building Consent Process

The Hauraki District Council Building Consent Authority (BCA) is committed to providing quality customer service and aims to help you to obtain your building consent as fast as possible, while at the same time ensuring that the proposed building work meets all the requirements of the Building Act and the NZ Building Code.

Using the information in your application it will issue you with a building consent or advise you of additional information required to complete the application.

Note: It is advisable that you contact one of Council's Planners first to see if you require Planning Consent for your building project.

Below are the key steps to the Building Consent process. If you have any further questions please contact Hauraki District Council. All forms are either available from Hauraki District Council's Paeroa office or you can download them from our website www.hauraki-dc.govt.nz.

1. Find out about the building site and apply for a PIM (Project Information Memorandum)

A PIM is now optional under the Building Act 2004. However Council strongly recommends you apply for a Project Information Memorandum (PIM) before the Building Consent application is submitted. This will help prevent potential delays to the Building Consent process because the PIM will provide information required to correctly design your building and identify whether other authorities need consulting before the Building Consent can be processed.

- a) To get a PIM you need to apply to your council. You will need the address and legal description of the property, and drawn details about the kind of building you propose. Complete the Application for PIM and or Building Consent form and enclose your lodgement fee to Council so they can process the PIM.
- b) A PIM will be issued within 20 working days. If you choose not to apply for a PIM separately, you may just tick BC on the application
- c) Review your PIM before lodging a Building Consent application. A PIM will tell you:
 - i. if you need a Resource Consent;
 - ii. if there are any special features on the land such as erosion or the presence of hazardous materials, the details of any stormwater or wastewater systems relating to or near the site;
 - iii. how your project will be affected by legislation other than the Building Act;
 - iv. if you need to pay a development contribution which is payable for each extra house built on a site. More houses on a site have more people living in them and additional services are needed).

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2. Lodgement of your Building Consent application

- a) Complete the ‘Application for Project Information Memorandum and/or Building Consent’ using the ‘Guideline for completing the Building Consent application’, Form 2. Please ensure that Section C “Nominated Agent “ is signed. (see pages 11 & 12)
- b) Complete the ‘Checklist for Building Consent Applications Form 283’ to ensure you include all the necessary supportive documents to your application e.g. site plans, bracing plans etc. It is recommended that you view the appropriate processing checklist which is available from Councils website www.hauraki-dc.govt.nz for a comprehensive list of the building code requirements.
- c) **Make an appointment** (recommended but not compulsory) with BCA staff for an interview to lodge your Building Consent Application. Remember to bring all supportive documents listed in the ‘Checklist for Building Consent Application’. Any obvious errors or omissions in your application will be identified during the interview. Identifying errors during the earlier stage and rectifying them can accelerate the processing of your application. If an appointment is not made the application will under go an initial assessment by a BCA official to determine if there is enough technical detail and information to accept the application and continue the detailed processing. If there are still outstanding issues outlined on Form 283 Checklist for Building Consent Applications the application will be sent back to the nominated contact person. The application will then need to be re-lodged with the additional information requested
- d) A deposit fee should accompany your application. The balance of fees will need to be paid before the building consent is granted
- e) Once the consent is accepted it will be entered into the system and statutory times started.
- f) If you require connections to any of Council’s Water, Sewer or Stormwater services, please complete the ‘Application for Services’ form.

3. Technical Assessment

The BCA has 20 working days from the date of acceptance to decide whether to grant the building consent. (Note: when formally accepted”, the processing clock starts).

Your project is drawn from a chronological queue for processing by the building officer who will review your application.

It is recommended that you view the appropriate processing checklist which is available from Councils website www.hauraki-dc.govt.nz for a comprehensive list of the building code requirements.

- a) A BCA technical building officer will re-view your application and assess it for compliance. Please note: the Building code is performance based as opposed to the Councils prior building bylaws which were substantially prescriptive. This means BCA officials can only review your application as to how it meets the performance criteria of the Code. BCA staff cannot help (with your design) by prescribing solutions to problems.

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- b) **Suspension** Once the technical assessment is completed a 'request for further information' may be issued. This request suspends the application and the statutory clock stops until you or your agent have satisfied all queries and all documentation has been deemed satisfactory. Your consent will then be approved and granted.
- c) **Producer Statement** A producer statement is a formal statement issued by any person, certifying that building work, design or construction, complies with specific standards, codes, or documents, in order to comply with the provisions of the Building Code or conditions of the BC.

Peer Reviews As part of the BCA's internal technical audit procedure the BCA may initiate an internal or external peer review. Regular peer reviews are necessary to ensure that the technical checking of building consent applications is compliant with the BCA's specified procedures and accreditation requirements. Under current BCA policy all building work exceeding \$500,000 shall be peer reviewed at a cost to the applicant.

4. Granting your Building Consent

- a) Upon payment of the balance of fees your Building Consent will be granted. The approved consent will be issued and forwarded to the agent stipulated in the application form and a copy to the owner.
- b) Conditions/advice notes are imposed on your building consent which are deemed necessary to ensure compliance. Conditions/advice notes will appear on your building consent report and are imposed when deemed necessary to ensure compliance with the Building Code and the issue of the Code Compliance Certificate. It is important that you and your builder read and understand all conditions/advice notes before commencing work. Please contact Council if you need to clarify an issue..

5. The Life of a Building Consent

A building consent has a life of 12 months from the date of issue. Work must have commenced within the 12 months or an application for an extension of time granted otherwise the building consent will lapse. Any proposed building work will require a new application.

You should apply for a code compliance certificate on the prescribed form (Form 6) within 2 years of the building consent having been granted. If you are not able to complete the building work within the 2 year period you should apply for an extension of time before the 2 year period is up.

If you as owner do not apply for a code compliance certificate (CCC) within the 2 year period or the extended period then the BCA is required to make a decision within 20 days to issue or refuse the CCC.

6. Building Inspections

- a) The building officer processing your application will do an assessment to determine what inspections will be necessary so that the BCA can be satisfied that the building works will achieve compliance with the plans and specifications as approved.

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b) As building work progresses a number of building inspections will need to be undertaken by BCA officers. Your Building Consent stipulates several types of inspections that will be required during the building project. Approved plans should be on site and a representative should also be available to advise of any site safety issues.

- 1 Footing – prior to pouring of foundation concrete. All reinforcing steel must be in place or during the driving of foundation piles.
- 2 Pre-slab to check plumbing & drainage – once all pre-slab services in place and before moisture barrier & reinforcing is in place.
- 3 Pre-floor – prior to pouring concrete floor, when hardfill, reinforcing and damp proof course is in place.
- 4 Sub-floor – when all sub-floor framing is complete and insulation is in place.
- 5 Bond-beams – prior to pouring bond beams and lintels, when reinforcing is in place. This includes all bond beams and columns.
- 6 Roof-pre-line – That insulation to roof cavity is inspected prior to enclosure.
- 7 Building wrap – prior to external cladding being fitted.
- 8 Brick veneer – at mid height
- 9 Roof framing – before building paper or roofing is fixed to check roof framing and connections.
- 10 Pre-line – prior fixing of any interior lining, when the framing, including roof is entirely complete and all pipe work of insulation likely to be hidden is in place and exposed.
- 11 Water Membrane – inspection of installed wet area membranes before installation of finished surfaces such as tiles
- 12 Plumbing – when all plumbing work is complete. Note hidden work must be inspected prior to covering.
- 13 Drainage – when all drainage (foul or storm) is complete and open. Note the tradesperson responsible for the work is to be present.
- 14 Sheet fixing – when interior linings have been fixed. Prior to stopping or fixing mouldings.
- 15 Final – on completion of all building and associated works. Note this includes painting or otherwise sealing of exterior cladding where this is required to prevent ingress of moisture.

Inspections by external specialists

In addition to the BCA inspection, it may be necessary, in special circumstances, for external specialists to conduct inspections that fall outside the normal building inspection process, such as having geo-technical engineer confirm ground stability, or having an aspect of specific structural design checked by a chartered professional engineer.

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If a specialist inspection is necessary this will be indicated in the building consent under advice notes. An example is the requirement for a Producer Statement from a Chartered Professional Engineer and you as the owner will need to negotiate this with the specialist.

- c) When an inspection is required the builder/owner needs to contact Council's office to book an appointment with the BCA building inspector to visit the site. Twenty four (24) hours notice is required and specific time requests can be accommodated.
- d) Please note that when inspections performed by the building inspector result in non-compliance with the approved Building Consent, then extra inspections will need to be performed until the project complies. These inspections will be invoiced at the code compliance stage.

7. Amendments to your Building Consent

If you need to make any amendments to your Building Consent, please check with Council to see if your change/s are actually an amendment or will require a new Building Consent application. Please contact Council for the Application to Amend Building Consent form.

8. Issue of your Code Compliance Certificate

When your building project is completed you should obtain a Code Compliance Certificate (CCC). This will certify that the building project is complete and complies in accordance with the requirements of your Building Consent, plans and specifications. The CCC is a valuable document e.g. you may need to produce it for insurance purposes or when selling your property.

- a) Upon completion of your building work, you should apply for your Code Compliance Certificate (CCC).
- b) Please contact the BCA for an Application for a Code Compliance Certificate Form 6 to be sent to you. The application form can be completed by yourself or your nominated agent. Return the completed form to Council. The BCA will contact you to make an appointment for the final inspection to check that the building project has been completed.
- c) A CCC will be granted after the final inspection if the building has been built in accordance with the approved plans and specifications. This is why it is important that, if you think you're going to change your plans in any way during building the project, you need to advise the BCA to amend your Building Consent first. If your building project does not pass the CCC inspection, the BCA will specify what must be done and by when.
- d) In addition to having completed the building work correctly, to get a CCC you will need to supply all the relevant energy work certificates (supplied by your electrician, gasfitter etc) and ensure that all fees and development contributions (if any) are paid to Council.
- e) When building owners have not submitted an application for a CCC (Form 6) within 2 years from the date the Building Consent was granted, the BCA will follow this up with the owner (unless the owner had previously agreed for an extension with the BCA), unless an extension of time has been granted. The BCA is required to make a decision to issue or refuse a CCC within 20 days

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9. Issue of the Compliance Schedule, Compliance Schedule Statement and Building Warrant of Fitness (if one is required)

A Compliance Schedule will be issued by the BCA at the same time the Code Compliance Certificate is issued.

a) Compliance Schedule (CS):

A Compliance Schedule lists the specified systems within a building (eg. sprinkler systems, lifts, smoke detectors). These systems ensure a building is safe and healthy for members of the public to enter, occupy or use. The compliance schedule for a building must identify which specified systems are present, the performance standards for those systems, and how those systems will be monitored and maintained, as well as inspections and reporting carried out to ensure they will continue to function. To apply for a CS please complete the relevant sections in the Building Consent Application form and make sure you attach the details of the performance standards and listed specified systems.

b) Compliance Schedule Statement (CSS):

A Compliance Schedule Statement which is issued with the Compliance Schedule must be displayed in a public area within the building site at all times and made available to Council officers, Independent Qualified Persons (IQP), and authorised agents. The CSS is a temporary public notification which will need to be replaced and every 12 months thereafter by the Building Warrant of Fitness.

c) Amendment to the Compliance Schedule:

You may need to apply to Council for a Form 11 Amendment to your Compliance Schedule Statement when:

- i. An owner wants to or needs to make a change(s) to a specified system (i.e. an elevator, automatic doors, fire alarm etc); or
- ii. The building code has changed and your specified system(s) has new regulations or standards to be met.

After the amendments to your specified system(s) have been made, you will need an IQP to inspect and certify that the changes have been met, and comply with the amended Compliance Schedule.

d) Building Warrant of Fitness (BWoF):

The Compliance Schedule lists the specified systems operating in a particular building, and the BWoF is an assurance that the specified systems have been inspected and maintained, and are continuing to operate effectively.

- i. A BWoF is a signed statement from the owner that proves that the Compliance Schedule requirements have been fully met for the previous 12 months. The issuing of a BWoF is a responsibility of the building owner.
- ii. The BWoF is usually prepared by the Independent Qualified Person (IQP) for the owner and must have all of the certificates of compliance with inspection maintenance and report procedures prepared by the IQP attached to it. The owner signs it and sends it with all reports attached, to Council.

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iii. Hauraki District Council does have ready-made forms available which include the statutory requirements for -

- the Form 12 Building Warrant of Fitness form; and
- the Form12A Certificate of compliance with inspection maintenance and report procedures form.

Please contact Council if you would like these forms sent to you. It is not compulsory to use Council's form. The IQP can use their own forms as long as all the statutory requirements are include in them.

iv. A copy of the BWoF is required to be displayed in the public area of the building. The BWoF replaces the Compliance Schedule Statement. It is advisable that copies of the IQP's certificates of compliance with inspection maintenance and report procedures are retained by the owner.

10. Construction of Buildings on Land Subject to Natural Hazards

The following are considered to be natural hazards:-

- Erosion (including coastal erosion, bank erosion, and sheet erosion)
- Falling debris (including soil, snow and ice)
- Subsidence
- Inundation (including flooding, overland flow, storm surge, tidal effects and ponding)
- Slippage

Council has a Natural Hazards Policy which sets out the requirements for building works. When the BCA grants a building consent on land subject to a natural hazard you as owner have a choice of deciding not to build. If you choose to have the consent issued then Council may in accordance with its policy require under Section 72 of the Building Act include, as a condition of the consent, that the Building Consent Authority will, on issuing the consent, notify the consent to, -

- a) In the case of an application made by or on behalf of, the Crown, the appropriate Minister and the Surveyor-General; and
- b) In the case of an application made by, or on behalf of, the owners of Maori land, the Registrar of the Maori Land Court; and
- c) In any other case, the Registrar-General of land.

2 The notification under subsection (1) (a) or (b) must be accompanied by a copy of the project information memorandum that relates to the building consent in question.

3 The notification under subsection (1) (c) must identify the natural hazard concerned.

You will be required to have your lawyer draw up the necessary documents and a Code Compliance Certificate will not be issued under the certificate of title has been endorsed.

11. Building over Two or More Allotments

Section75 of the Building Act requires that if a Project Information Memorandum (PIM) application relates to construction of a building over two or more allotments, and if the affected titles are held by the same owner in fee simple, the PIM must state that as a condition of the granting of a Building Consent, the specified allotments must not be transferred or leased, except in conjunction with the specified allotments.

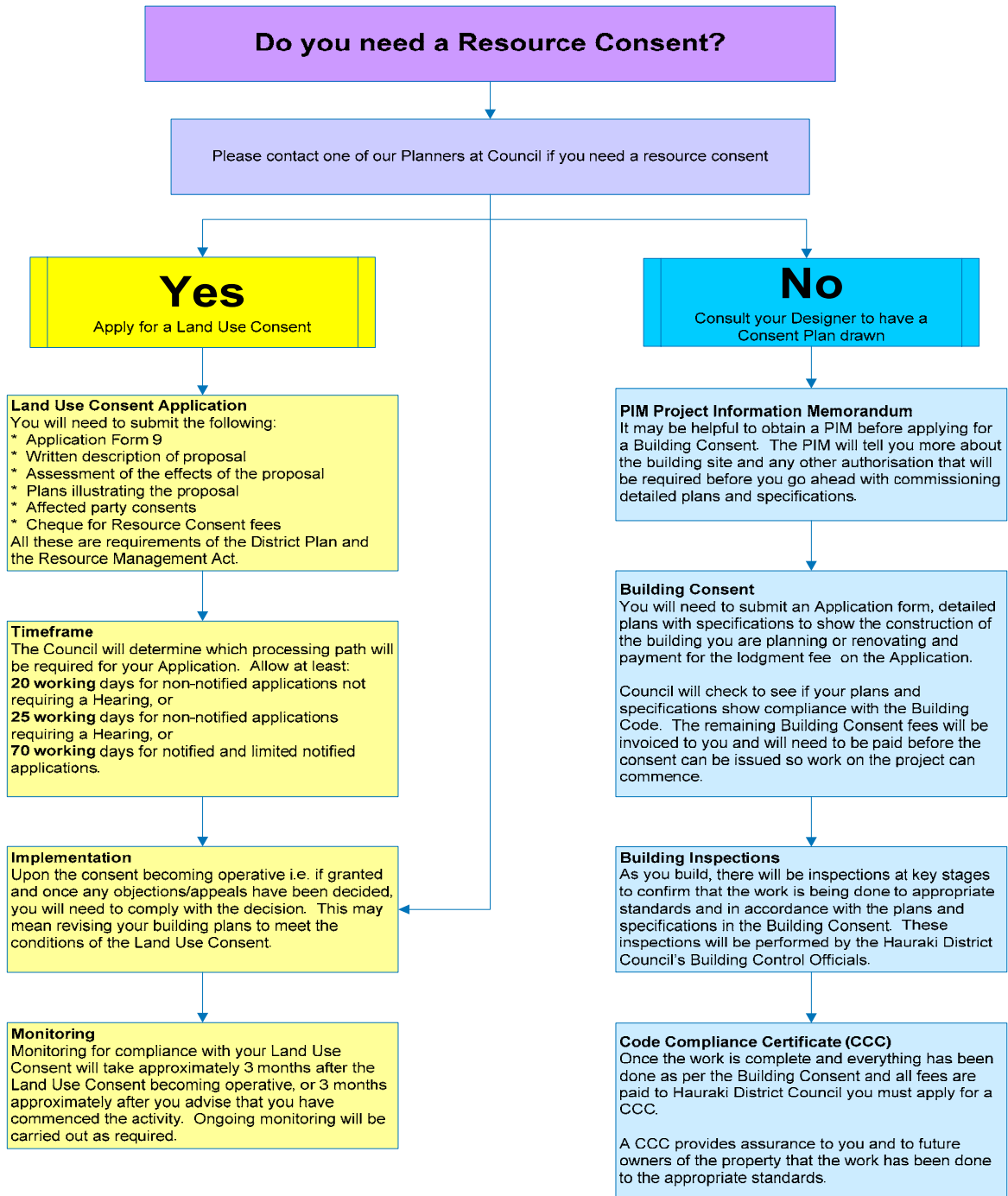
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Section 76 of the Act provides exemptions to the above if the building work involves construction of a party wall on the boundaries of allotments referred to, or if the owner provides evidence of an application to the Registrar-General of Land for amalgamation of the allotments.

The BCA can not grant a BC for work to which Section 75 applies until it has issued a Certificate of Title imposing the condition of transfer or lease.

Again you as owner will be asked to have your lawyer draw up the necessary documentation.

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Guideline for completing the Building Consent Application

Section A: The Building

1. Lot and DP information: Can be found on your Rates invoice or call Customer Services on 07 862 8609 or 0800 734 834 from within the District for assistance.
2. Building name: Only applicable if the building is a commercial building
3. Levels: How many storeys is the building? Single or double?
4. Current use: Is the building used for residential, commercial, or industrial purposes?

Section B: The Owner

5. This section applies to the owner of the property where the building work is being carried out.
6. Certificate of Title: Can be obtained from your Lawyer or from Land Information, 820 Victoria Street, Hamilton. Land Information is contactable on 0800 665 463. A Certificate of Title is also available from Customer Services at a cost of \$30.00/title.
7. Certificate of Title, Agreement for Sale and Purchase, Lease Agreement.
A copy showing evidence of ownership needs to be attached to the application.

Section C: The Agent

6. The agent may be your builder or other contact person. Provide the agent's name, address and other particulars so that we may address verbal or written correspondence to them. It is important that this section is signed by the owner.
Only complete this section if the contact person is not the owner.

Section D: The First Point Of Contact

- 7 Who would you like the Building Consent, plans or invoice to be mailed to?

Section E: Application

8. A Project Information Memorandum (PIM) can be applied for first and it is council's suggestion that this is done. It will give you all the information required about the certain land you wish to build on.
9. All building projects must have BC before building can commence.
10. It is beneficial for you to apply for the PIM first to prevent any delays in processing the BC.
11. An example of a change of use is changing a shop or a church etc. to a residential building, or a garage to a sleep out etc.

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Section F: The Project

- 12. The intended life of a building is 50 years but there are times when a project could be temporary as in a marquee.
- 13. Some projects have several Building Consent numbers especially if they have been done in stages or have been amended.

Section G: Heating Appliance Only

- 15. Fill this section out instead of Section F if you are installing a Solid Fuel Heater only.

Section H: Project Information Memorandum

- 16. The PIM refers to the land the project is going to be built on.
- 17. Subdivision: Is the project part of a subdivision?
- 18. Alterations to land contours means, is there going to be major earth excavation of land fill.

Section I: Building Consent

- 19. There is a detailed checklist on Building Consent applications included with these documents, Form 210.

Section J: The Building Work Will Comply With Building Code As Follows

- 20 Show how you will comply with the sections of the NZ Building Code that are relevant to your application, check this with your design professional. Quote relevant sections of Standards or acceptable solutions that you intend to use or provide supporting documentation for alternative solutions.

Section K: Compliance Schedule

- 21. This applies if the building work is commercial and needs specific systems within that building that will require a Building Warrant of Fitness such as alarms systems, elevator, means of egress, emergency lighting etc.

Section L: Attachments

- 22. Plans etc. are listed on the checklist attached, Form 210. Drawings shall be in ink and of the following scales:
 - Site Plan 1:200
 - Foundation plan, floor plan, bracing plan, drainage plan – 1:50 or 1:100
 - Building cross-sections – 1:50
 - Details – 1:10

Designers are encouraged to produce drawings on A3 paper. Please ensure that the relevant number of copies for each plan is provided, and that all documentation is numbered

It is essential that all the necessary documentation is provided as the building officials are required by the Building Act 2004 to inspect the building to ensure that it complies with the approved Building Consent documents, i.e. the documentation you provide which is subsequently approved and forms part of the Building Consent documentation.

- 23. PIM, this is if you have applied for a PIM prior to the BC.

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- 24. Copies of other authorisations will have been listed in the PIM. These could be a Resource Consent, Transit, or Historical Trust etc.

Section M: Restricted Building Work and Licensed Building Practitioners

- 25. Please complete the list of licensed building practitioners working on the project.
- 26. Please complete the list of builders, plumbers, gib stoppers, landscapers etc. working on the project.

Other Information

1. Privacy Issues

Council has received requests from various organisations for details of the Building Consents it has issued. Should you wish your plans and specifications to be confidential, please clearly mark each page and plan CONFIDENTIAL.

The only reason for allowing confidentiality relates to security of the building.

- 2. Swimming pools are required to be fenced in accordance with the Fencing of Swimming Pools Act 1987. You need to show all the fencing details in your plans and specifications.

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Other Information

1. In the event that you may disagree with a decision of a building official the following procedure should be followed.

In the event of any disagreement and prior to the building official making any final decision, the building official should have discussed the matter with colleagues and where prudent obtained an independent opinion. Having completed this process and the disagreement remains you are entitled to take your grievance to the Department of Building and Housing (DBH).

This is done by applying to the DBH for a Determination. Form 14, Application for a Determination is available from the DBH web site – www.dbh.govt.nz. Upon receiving your application the DBH will consider all matters and make a decision that is binding on all parties. The DBH have a time frame of 60 working days, subject to having all the necessary information, to make the determination.

2. Building work that is outside the expertise of Council staff may be checked and/or inspected by another party that is qualified and experienced in the specific field. Any party contracted by Council to undertake such work will be required to undertake the work in strict accordance with Council's quality systems.
3. The conditions of contract between you as applicant and Council are as implied by the Building Act 2004 and the Building Regulations.
4. Where there is a conflict of interest, financial or otherwise, on the part of a Council Officer the Building Consent application will be processed and inspections undertaken by officers with no conflict of interest. If this is not possible Council shall engage another party qualified and experienced to undertake the technical checking and/or inspections of the building work.
5. If during the course of construction an amendment or variation to the building work is necessary, this can be done as an amendment to the Building Consent. It is essential that all amendments are approved before the amendment or variation is undertaken. An amendment to a Building Consent is applied for in the same manner as the original consent. If the amendment is only minor Council may agree to simply note the current consent. This will need to be discussed with Council.
6. Large or complex buildings can be undertaken in stages and be consented accordingly. Although additional costs will be incurred this does provide an option to enable a prompt start on your building project.

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