



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

Note: It is advisable that you contact one of Council’s Planners first to see if you require Resource Consent, otherwise applying for a PIM will advise if Resource Consent is required.

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)

If you want to build, Council strongly recommends you apply for a Project Information Memorandum (PIM) before the Building Consent application is submitted. This will prevent 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 of \$180.00 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, your Building Consent application will be treated as an application for both a PIM and a Building Consent.
- 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 community recreation facilities contribution (a community recreation facilities contribution is payable for each extra house built on a site. More houses on a site have more people living in them and additional recreation facilities 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'.
- 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.
- c) **Make an appointment** (recommended but not compulsory) with Council 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.
- d) Include a cheque for payment of the lodgement fee with your application. Building inspection fees will be charged separately.
- e) If you require connections to any of Council's Water, Sewer or Stormwater services, please complete the 'Application for Services' form.

3. Issuing your Building Consent

- a) Your Building Consent application will be checked by Council from a technical point of view to ensure that the proposed building project is to be built in accordance with the plans and specifications supplied and that it will comply with the building code.
- b) Council should complete this process within 20 working days. However, if any additional information is required to finish processing your application then the time frame is suspended until Council receives all the necessary information required.
- c) You will be contacted either by telephone or in writing, if additional information is required.
- d) Once your application has been approved you will be invoiced for the balance of fees.
- e) Upon payment of the balance of fees your Building Consent will be issued. The approved consent will be forwarded to the agent stipulated in the application form and a copy to the owner.

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4. Building Inspections

- a) As building work progresses a number of building inspections will need to be undertaken by Council officers. Your Building Consent stipulates several types of inspections that will be required during the building project.
- b) When an inspection is required the builder/owner needs to contact Council’s office to book an appointment with the building inspector to visit the site.
- c) Please note that when inspections performed by the building inspector resulted in non-compliance with the approved Building Consent, then extra inspections will need to be performed until the project complies. The extra inspections will incur a cost of \$105.00 per inspection.

5. 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.

6. Issue of your Code Compliance Certificate

When your building project is completed you are required to 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, or within 2 years of the issue of the Building Consent, you are required to apply for your Code Compliance Certificate (CCC).
- b) Please contact Council 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 then Council 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 issued 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 Council to amend your Building Consent first. If your building project does not pass the CCC inspection, Council will specify what must be done and by when.

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- 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 within 2 years from the date the Building Consent was issued, Council will follow this up with the owner (unless the owner had previously agreed for an extension with Council).

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

A Compliance Schedule will be issued by Council 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.

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 in 12 months time 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.

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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.
- iii. Hauraki District Council does have ready-made forms available which include the statutory requirements for -
 - the F12 Building Warrant of Fitness form; and
 - the F12A 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.

8. 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

When council 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 must 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

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- 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) © 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.

Building over Two or More Allotments

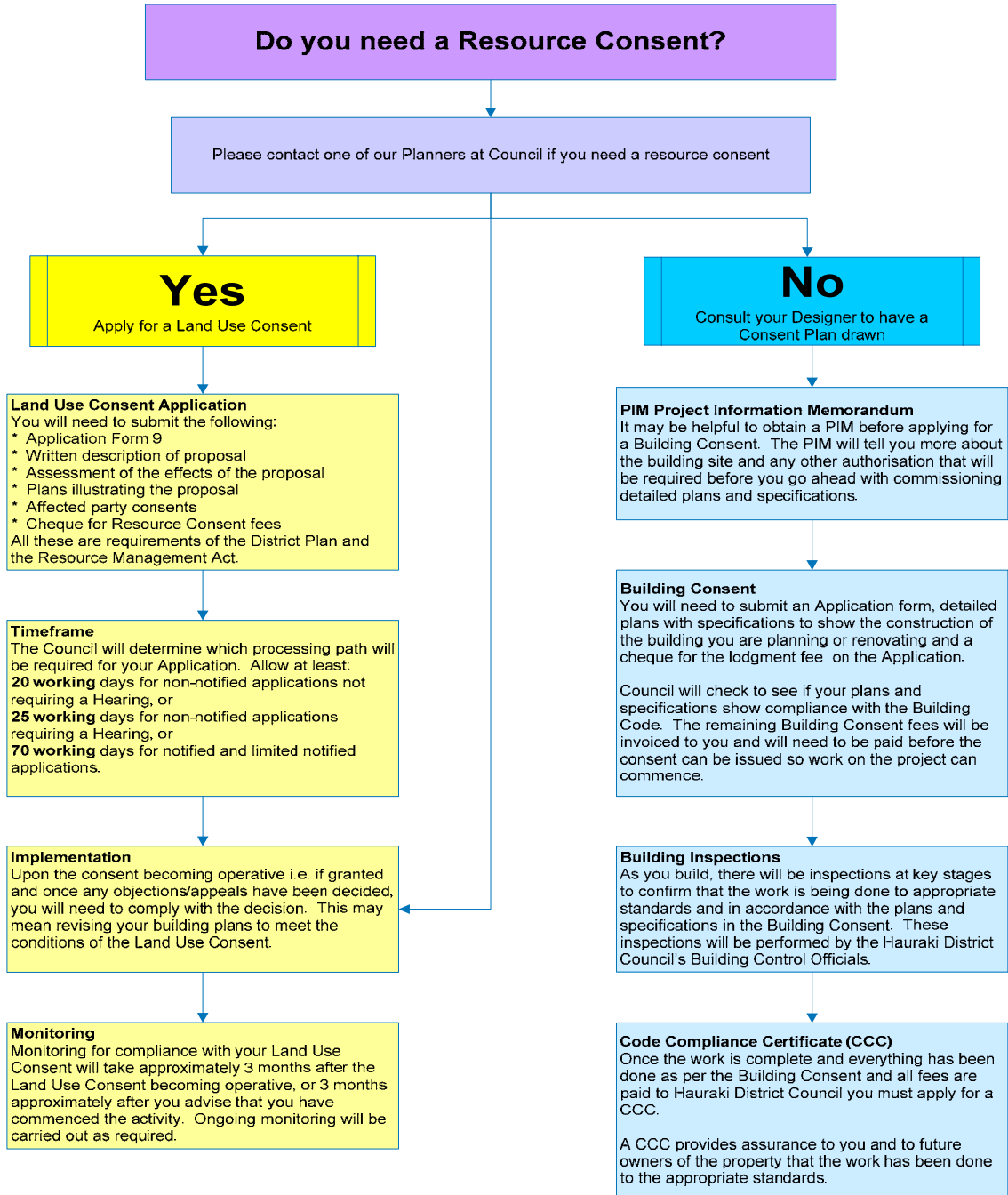
Section 75 of the Building Act requires that if a Project Information Memorandum (PIM) application relates to construction of a building over two or more allotments, and if the affected titles are held by the same owner in fee simple, the PIM must state that as a condition of the granting of a Building Consent, the specified allotments must not be transferred or leased, except in conjunction with the specified allotments.

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.

Council 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.
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. A Building Consent (BC) can only be applied for once the PIM has been issued.
10. All building projects must have a PIM and BC before building can commence, and it has been customary in the past, for most people to apply for both at the same time.
11. It is beneficial for you to apply for the PIM first to prevent any delays in processing the BC.

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Section F: The Project

12. 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.
13. The intended life of a building is 50 years but there are times when a project could be temporary as in a marquee.
14. 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.

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.

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- 23. PIM, this is if you have applied for a PIM prior to the BC.
- 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. Will need to be fenced in accordance with the Fencing of Swimming Pools Act 1987. You need to show all the fencing details.

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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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