

Why do I need a Building Consent?

A Building Consent is required under section 40 of the Building Act 2004. This insures that the design is adhered to and meets the minimum standards set out in the Building Act 2004. It ensures that the building is safe and healthy to live in.

How long will it take to process?

Hauraki District Council will take up to 20 working days to process the Building Consent Application. If the information provided is insufficient a request will be made for further information, and the processing time will be suspended until the matter is resolved. The 20 day period is set by law in the Building Act 2004. The statutory period (this is called the statutory clock) begins once the application has been accepted by Council.

How long does the Building Consent last for?

A building consent has a life of 12 months from the date of issue. Work must have commenced within the 12 months or the building consent will lapse. You will then need to make a new application to build.

All building work should be completed within two years from the date the building consent was issued.

If the project has been delayed it may be possible to apply for an extension to this time.

How soon can work be started?

No physical work can be started until the Council has issued the Building Consent. If you start to build before this you are liable for a fine.

Do I need to apply for a PIM (Project Information Memorandum)?

A PIM is now optional under the current amendments to the Building Act 2004 but Council strongly recommend you apply for a PIM before the building consent is submitted. If you choose not to have a PIM the BCA still require Territorial Authority Information (TAI) to complete the building consent and this cost will be passed on to you in the Building Consent fees.

What will the Building Consent Cost?

Fees may vary with each type of Building Consent application. There is a schedule of fees included in your Building Consent Application pack. If you require further clarification please contact one of our Council Offices, or refer to the schedule of fees on Council's website www.hauraki-dc.govt.nz

What happens at Lodgement of your consent?

Council recommend you make a pre-lodgement appointment with Council staff to lodge your application. Any obvious errors or omissions in your application will be identified during the interview. Identifying errors and rectifying them can accelerate the processing of your application. You should be aware that your application could be rejected at a pre-lodgement meeting.

Council recommends 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.

If an appointment is not made the application will under go an initial assessment by a BCA official. This is to determine if there is enough technical detail, and information to be accepted and continue the detailed processing. If there are still outstanding issues the application will be sent back to the nominated contact person.

What happens when the building consent application is accepted?

The application is entered into the Council system and given a unique number. The statutory time begins from the time of acceptance.

Your project is drawn from a chronological queue for a technical check by technical staff.

Technical building staff will re-view your application and assess it for compliance. It may be necessary to request further information and the application suspended. The statutory clock is stopped until the application information is satisfactory. Your consent will be then be approved and granted.

What is an issued Building Consent?

Once your consent has been approved you will be invoiced for the balance of fees. Upon payment of the balance of fees your building consent will be issued. The approved consent will be forwarded to the contact stipulated in the application.

Conditions/Advice notes are imposed on your building consent which are 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.

What inspections are required?

Technical building staff will do an assessment to determine what inspections will be necessary so that the Council can be satisfied that the building works will achieve compliance with the plans as approved.

As building work progresses a number of building inspections will need to be undertaken by Council Officials. Your Building Consent stipulates several types of inspections that will be required during the building project.

If a specialist inspection is necessary say by an engineer this will be indicated in the building consent under conditions/advice notes. An example is a PS4 Producer statement form a chartered professional engineer.

Amendments

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

What is a Code Compliance Certificate?

This is a certificate issued by a Building Consent authority at the completion of building work, confirming that the building work complies with the requirements of the Building Act 2004 and has been built in accordance with the approved plans and specifications. An owner must apply for a code compliance certificate after all work set out in the Building Consent approval has been completed. A decision to issue a Code Compliance Certificate will be made within 20 days (as required by statute) upon receipt of Regulatory Form 6, Application for Code Compliance Certificate submitted by the owner or at the two year period from date of issue.



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Applying for a Building Consent

