

NEWSLETTER

Brought to you by the
Hauraki District Council, Building
Consent Authority



Hauraki District Council
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BUILDING CONSENT APPLICATIONS

The following article deals with some of the issues that Council staff face when vetting and processing your building consent applications.

The following is a summary of information commonly not provided with a significant number of recent building consent applications.

We have posted back a number of applications due to documentation either being incomplete or of an inadequate standard. If this is the case you will be informed of the problems with your application when it is returned to you. In other words Council does not lodge the application.

We recommend that you make an appointment to have your application vetted before submission. You can do this by ringing Council and making a time for the appointment.

Application Form

Please check that you have signed and dated the application form, included an estimated value of work and completed Section J – (Building Code clauses complied with). Ensure the description of work clearly describes the scope and nature of the work and fully describe the use of the building. E.g. garage use could be storage, workshop, or sleep out.

Scales

Please use standard scales:-

Site plan	1 : 200
Floor plan	1 : 100
Elevations	1 : 100
Cross Sections	1 : 50
Details	1 : 20

Site Plans

Please ensure the site plan includes dimensions from buildings(s) to **all** boundaries and shows the position of the vehicle (new or existing) crossing.

Application Document Copies

Please check the number of document sets required for building consents applications against the council checklist. Copy enclosed.

Specifications

Please note that specifications must be job specific and must include a “scope of work” for each trade section. Include all trade sections.

Weather Tight Details

Please provide; NZBC E2/Matrix for **all** cladding systems.
 Head, jamb, and sill flashing details for windows and doors.
 Flashing details for all other penetrations through the building
 envelope (including roofs).
 All cladding system details.

When spec/details are submitted they **must** be job specific (**delete details that don't apply**).

For a copy of the Risk Matrix please ring Council and we can arrange a copy to be sent to you.

Buildings on the Hauraki Plains

New dwellings must have a suitably qualified person design the effluent disposal system and all buildings a floor design system.

IMPORTANT INFORMATION

Consent Processing Time

While we endeavor to complete the building consents as quickly as possible, you can help speed up the process by making sure your application is completed with all the correct relevant information supplied. Refer check list supplied with application pack.

CONTACT

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