



CLUTHA DISTRICT COUNCIL

OVERVIEW OF THE BUILDING CONSENT PROCESS

How Council Processes Building Consent Applications

Before Council accepts an application for a building consent, the application is checked by Council building staff to see that it has all of the information needed to be assessed for compliance with the Building Code. Applications that are posted in to Council, or dropped in to one of the Council Service Centres will not be checked until they reach the Regulatory Services Section at the Head Office in Balclutha. Applicants wishing to bring their applications to Council's Regulatory Services Section will need to wait until an officer is able to check the application is complete. If applicants do not have time to wait, it is suggested that they phone and make an appointment to ensure a staff member is available to see them.

The information needed for a complete application is outlined in Council's application check sheet.

Once an application is checked to see that it is complete, it is entered into the Council computer system, and provided no further information is needed, Building Consent will be issued within 20 working days.

Planning Checks

The first step in processing an application for Building Consent is to produce a PIM (project information memorandum) for the project. This includes details of the property, and the planning and other rules that apply to the project and the location. The information in the PIM allows Council to check that the application information is correct, to see if it meets planning rules and regional rules, to consider any special characteristics the building work must meet because of wind, earthquake, snow, corrosion or hazard zones, and to see if any other approvals are needed before the consent can be issued or before work can start.

If these issues are identified during the PIM process, the application may be put 'on hold' (the processing of the application may be suspended) until the issue is resolved, or a condition or certificate may be put on the building consent.

Building Code Assessment

After the PIM has been assessed and any additional steps or approvals needed have been identified, the application is passed to the Processing Officer to check that the application complies with the requirements of the Building Code. Usually one Building Officer will be carrying out application processing, and any matters regarding an application must be discussed with the Processing Officer or the Building Manager, as other Building Officers will not be involved in approving the application. If the plans and specifications in the application do not show how compliance with the Building Code will be achieved, the processing Officer will contact the applicant or their agent to get more information.

The application will be put 'on hold' until satisfactory information is received. When applications have complex or unusual building types or methods, they may not be able to be processed by Council staff, and Council will arrange for a specialist to process the consent.

Final Checking

A final check occurs to ensure that the application has been ticked off against all of the relevant parts of the Building Code that all other approvals have been obtained, and relevant conditions and advice notes have been put on the Consent.

After Issue

The building consent is sent to the applicant, with a list of the inspections that will be needed during construction, and any conditions, advice notes or Certificates relevant to the Consent. **NO BUILDING WORK CAN BE CARRIED OUT UNTIL THE BUILDING CONSENT IS ISSUED.**

Inspection Stages and Booking

A list of the inspections that will be needed during construction is included in the building consent documentation. Two days notice is required for foundation inspections, and a minimum of 1 full days notice for all other inspections. Occasionally inspections will not be able to be scheduled at the requested time due to other work that has already been booked, and if the owner/agent or tradesperson has a particular time that the inspection must occur it is recommended that they give a longer period of notice when booking the inspection.

The inspection sheet gives details of the stages at which inspection is needed. If the work is not ready when the inspection occurs, another inspection will be required and additional costs may be incurred. Work that has progressed past the inspection point may not be able to be fully inspected, and without full inspection or certification of compliance by another means acceptable to Council, Code Compliance Certificates will not be issued.

Inspection Process

The Building Officer will check that the building work is in accordance with the building consent documents, and the requirements of the Building Act 2004 and Building Code.

The approved building consent documents must be on site at the time of the inspection, and it is expected that the owner/agent or tradesperson will also be on site. The outcome of the inspection will be recorded on the inspection record with the building consent documents, and discussed with the site representative attending the inspection. If the approved consent documents on site do not show that the inspection has been signed off and approved, and the owner / agent or tradesperson is not advised by the Building Officer of a satisfactory outcome to the inspection, then it is the responsibility of the owner to contact Council and check the inspection has been signed off and approved before proceeding with building work.

Code Compliance Certificate (CCC)

When the building work has been completed and all inspections have occurred, it is the responsibility of the property owner to apply to Council for a Code Compliance Certificate. All inspections (including a final inspection) must be satisfactory, all fees paid, and all supporting information needed must be provided before the CCC will be issued. Examples of supporting information could include electrical certificates of compliance, producer statements or as built plans. Applications must be processed by Council within 20 working days, although as an alternative to refusing an application Council may put the application 'on hold' while outstanding inspections are scheduled or supporting information is requested. A Code Compliance Certificate is a statement by Council that (at the time of CCC issue) the building work included in the building consent complied with the requirements of the Building Act and New Zealand Building Code as they were when the Consent was issued. The CCC does not cover work that was not included in the Building Consent, and so is not a general statement that all building work on the property complies with the Building Act or Building Code.