



November 2009
Regulation 7 (2)(a)(i)(ii)(iii)(iv)

A Guide to obtaining a
BUILDING CONSENT
in
UPPER HUTT CITY

Approved by the Director of Environmental services: Richard Harbord

R. Harbord

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1. How to apply for a building consent

You must use the prescribed forms when applying for a building consent. Forms for a building consent are on the Council web site <http://www.upperhuttcity.com/page/67/FormsandFees.boss#building> or at our offices, 838-842 Fergusson Street Upper Hutt. Check forms are also to be included with your application. These are checklists to make sure you have all the necessary information and to avoid requests for further information.

A Guide to Applying for a Building Consent produced by Department of Building and Housing is useful in explaining the minimum amount of information needed for an application. <http://www.dbh.govt.nz/publications-about-the-building-act-2004> guide. Council also have copies of these available on request.

Your application must include two copies of the plans and specifications. We prefer plans to be maximum A3 sheet. Drawings should be in ink, labelled with clear diagrams and drawn to scale. Any critical measurements should be written not scaled. Specifications need to be specific to the project. Acceptable solutions from the building code for example E2 solutions are acceptable but must be clearly cross referenced to the drawings.

Projects which include designs by an engineer must have calculations and/or producer statements. Typical examples of this work are premade trusses; timber beans longer than 4.0m, posts longer than 3.6m, any retaining walls carrying a surcharge for example a driveway or one that supports a house and any retaining walls above 1.5 m in height.

Payment is required upon application for a building consent. The fee paid is based on the value of the project. There is a minimum \$155 processing fee for projects under \$5000 increasing thereafter as the value of the project increases. Other charges in addition to the processing fee are \$70 for a Code Compliance Certificate, \$26 for accreditation charges which applies to projects in excess of \$5000, \$90 charge for each building inspection and \$2.97 levy per \$1000 for projects in excess of \$20,000. The levy is collected on behalf of the Department of Building and Housing responsible for the Building Act and Regulations and BRANZ who do technical reviews of building products and systems.

The application must include any notices issued under the Building Act for example Development Contribution Notices and Resource Consent Notices and any Project Information Memoranda. Other information to be included are specified systems. In general specified systems are not required for residential dwellings unless the dwelling is contained in multi units or are adjoined to commercial buildings.

Finally any amendments to the application are the same as a building consent and will require a Code Compliance Certificate.



2. How an application for a building consent is processed

Applications for building consents can be received either through the mail or across the counter at our offices. It is advised to make an appointment if you are bringing the applications in over the counter, this will avoid any unnecessary delays if staff are busy.

When the application is received it is briefly reviewed to check the documents for completeness. This review is not an in depth technical review against the Code, this is done much later after the application has been formally received and the fees have been fully paid. Applications received through the mail system undergo a similar vetting process as those received over the counter.

Once the application has been formally received Council has 20 working days in which to decide if it should grant or refuse to grant an application for a building consent. The working day ends at 4pm. Applications received after this time will not be formally received until the following day. In addition if more information is requested Council may suspend the application, stopping the time required to make a decision. It is not until the information has been received that the timeframe of 20 working days will recommence.

The approval of the plans and specification has a number of steps:

- The application is formally received into the computer processing system and issued a unique number.
- The application is reviewed to determine its level of complexity and therefore its allocation to processing officers and/or external contractors. Applications are sent to external contractors if it is of a specialized nature, such as fire reports. At the conclusion of the review and before issuing the consent the cost of this work will be added your consent fee.
- The application is reviewed against the Building Code for compliance and where necessary comments added to the documents.
- If Council is satisfied on reasonable grounds that the provisions of the building code would be met if the work was completed in accordance with the plans and specifications the consent must be granted.
- The consent is issued in the prescribed form with attached copies of the PIM, development contribution notice and certificates if any. Where a compliance schedule or an amendment to a schedule is part of the work this is also issued including the performance standards.

Once you have received your building consent you should read it carefully and contact us should you have any queries.



3. How building work is inspected

Your building consent documentation includes a schedule of inspections to be undertaken by Council and/or specialists. The inspections are necessary so the work can be checked that it complies with the building code and with the building consent. Each scheduled inspection has an explanation of what the inspector will be looking for when he/she arrives. The work must be completed at least to that stage described in the schedule but no further. Failure to adhere to this description may compromise the next inspection and may compromise the issue of a Code Compliance Certificate at completion.

Specialists are required to inspect certain work if it is not within the expertise of Council officers. In general this is engineering work related to specific foundations systems or specific structural elements.

Requesting an inspection is a phone call away. Calls can be made direct to Council or by a personal visit to Council buildings. You will need to supply your building consent number, the name of the inspection (see the schedule), the address where the work is being undertaken, a suitable time to do the inspection, your name and telephone contact details. Ensure that you schedule your inspection bookings early. Council requires at least 24hrs notice prior to bookings but if we are busy your inspection may be delayed further, this is especially crucial around late December when building activity is at a premium.

You or your agent/builder is required to be in attendance when the inspection is undertaken. You are also required to have all the consent documents including any previous notes from inspections that have been completed. Council officers will review the documents and notes while the inspection is being undertaken. At completion of the inspection the officer will give you a copy of the notes of the inspection. You are required to sign these documents as evidence the inspection has been undertaken. If you are in doubt about whether or not an inspection is required you are strongly advised to telephone Council.

You are required to commence your project within one year of the building consent being issued or the building consent will lapse. If this is not possible you are advised to contact Council to request an extension.



4. How building work is certified

A building consent including a staged consent and a consent which has been amended can be issued with a Code Compliance Certificate at satisfactory completion of the building work. The Certificate is confirmation that the work complies with the building code and the approved building consent.

The owner or the owner's agent is responsible to apply for the Certificate. The application must be made as soon as practicable after the work has been completed in the prescribed form. It must include all certificates from any licensed building practitioners, any compliance schedule or amended schedules as a result of the work and any energy certificates.

The Council must make a decision to issue the certificate within 20 working days of receiving the application or two years after expiry of the consent being granted and/or if no application has been made then any further period mutually agreed between the owner and the Council.

Councils are very reluctant to issue Certificates for works which are in excess of two years because of durability amongst many other issues. The Code is very specific about the durability of materials. Some materials have a durability period of 5 years. It is therefore critical to complete the work within two years of the consent being granted and to apply for your Certificate as soon as practicable within that time.

A Certificate provides satisfaction to insurance agencies especially those who wish to provide cover for insurance purposes. It is also instrumental in many sales of property significant in determining successful purchase agreements. The Code Compliance Certificate provides evidence of a successful conclusion to the building consent process and evidence of a successful conclusion to building work. It is a very important document.



NOTICE:

WHEN YOU RING TO BOOK AN INSPECTION PLEASE HAVE:

1. ADDRESS
2. TYPE OF INSPECTION
3. CONTACT NAME
4. CONTACT TELEPHONE NUMBER
5. BUILDING CONSENT

THANK YOU FOR YOUR ASSISTANCE

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**CONTACT DETAILS FOR UPPER HUTT CITY COUNCIL
BUILDING DIVISION**

Booking Inspections

(04) 5272 169 extensions 734 or 740

Building Office

(04) 5272169

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