

Hurunui District Council

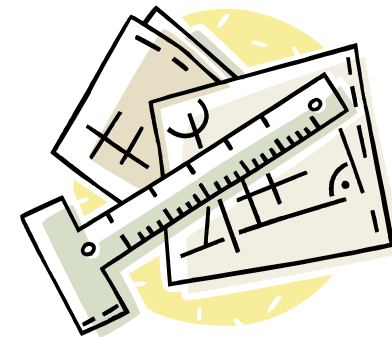
is a member of the



BAM 410
Hurunui District Council
Building Department



CUSTOMER GUIDE TO
THE BUILDING CONSENT PROCESS



Your guide to submitting a hassle-free application for a building consent.

Includes information about:

- content and quality of documentation required;
- the approval process; and
- the inspection process.

A member of the Mainland Building Consent Authorities Group

See our full range of Customer and Designer's Guides:

- BAM 401 **Customer Guide To Building New Dwellings**
- BAM 402 **Customer Guide To Dwelling Alterations & Additions**
- BAM 403 **Designer's Guide To Domestic Conservatories**
- BAM 404 **Customer Guide To Accessory Buildings**
- BAM 405 **Customer Guide To Building Consents Issued Under s.72 Of The Building Act 2004 (Hazard Areas)**
- BAM 406 **Customer Guide To Wet Area Showers**
- BAM 408 **Designer's Guide To Commercial Applications**
- BAM 410 **Customer Guide To the Building Consent Process**
- BAM 420 **Customer Guide To Solid & Liquid Fuel Heaters**
- BAM 421 **Customer Guide To Effluent Disposal**
- BAM 450 **Customer Guide To Relocating A Building**
- BAM 451 **Customer Guide To Demolition And/Or Removal Of A Building**
- BAM 453 **Customer Guide to Change of Use**
- BAM 454 **Customer Guide to Transportable Buildings**
- BAM 455 **Frequently Ask Questions**
- BAM 456 **Glossary of Terms**

Useful websites

Certified Builders Association of NZ Inc (CBANZ)
www.certified.co.nz

Registered Master Builders Federation Inc (RMBF)
www.masterbuilder.org.nz

New Zealand Institute of Architects (NZIA)
www.nzia.co.nz

Architectural Designers NZ Inc (ADNZ)
www.adnz.org.nz

Association of Consulting Engineers (ACENZ)
www.acenz.org.nz

BRANZ Ltd
www.branz.co.nz

NZ Institute of Quantity Surveyors Inc (NZIQS)
www.nziqs.co.nz

NZ Institute of Surveyors (NZIS)
www.surveyors.org.nz

Department of Building and Housing (DBH)
www.dbh.govt.nz

Institution of Professional Engineers (IPENZ)
www.ipenz.org.nz

NZ Institute of Building Surveyors Inc (NZIBS)
www.buildingsurveyors.co.nz

Consumers' Institute of New Zealand
www.consumerbuild.org.nz

For further information please contact:
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Amendments to your building consent

After a Building Consent has been issued no deviation or alteration from the original plans and specifications is permissible without the written approval of the inspector. You will need to lodge appropriate drawings documenting the alterations and apply for an alteration to your building consent. You will be charged for this so it is important to ensure that the details you submit in your original application are correct. A building inspector will be happy to discuss the changes with you when on-site and advise of the required documentation.

Obtaining a code compliance certificate

The issue of a Code Compliance Certificate after the final inspection is a very important part of Building Consent. Once you have completed your final inspection Council has a processing period of 20 working days to work within to assess if a code compliance certificate can be issued. Take note that it is up to the owner of the building to request the code compliance certificate. The Certificate indicates that ALL building work undertaken as part of this consent (unless noted otherwise) was completed in accordance with the Building Consent. Should Council require further information to be submitted with your application, the time clock is placed on hold until the requested information is provided. Obtaining a Code Compliance ensures that the final account from the builder etc. can be paid in confidence. The Act dictates that an inspection on completion of each stage of construction be conducted. Please ensure that this is requested promptly to avoid uncovered faults and incomplete works well after the event. Getting work remedied can be a hassle long after accounts have been settled.

Some key requirements to be aware of:

- Completed Building Consent Application Form
- Proof of Ownership** in the form of a Certificate of Title which is to be no more than 3 months old. If the Certificate of Title is not in your name you must also provide either:
 - An unconditional Sale and Purchase Agreement, or
 - If leasing the property, a copy of the Lease Agreement between yourself and the property owner.The Certificate of Title may hold information about the property such as notices made under the Resource Management Act which may affect your building project.
- A copy of the **PIM** if you applied for one prior to your Building Consent.
- Where applicable, a copy of the **Resource Consent** previously obtained.

Drawings as follows:

- Site Plan** clearly indicating:
 - All new and existing buildings and swimming pools.
 - Any significant features such as heritage buildings, trees or archaeological sites etc.
 - Legal and notional boundaries, easements, waterways, shared access ways.
 - Sufficient dimensions to enable the building to be accurately set out and sited.
 - Site area (m²) and floor area of buildings (m²).
 - Vehicle access, crossing location, manoeuvre and parking areas.
 - Street trees, poles, sumps, manholes and traffic islands outside the property.
 - Any hard-standing areas (sealed or concrete) with proposed drainage.
 - Any landscaped areas as required by the Hurunui District Plan.
 - All activities on the site indicated.
 - Intentions for the disposal of storm water and sewer including location of any septic tank.
 - Storage location and capacity of hazardous substances i.e. LPG, diesel, home heating oil etc.
 - Permanent site datum, existing and proposed site levels and floor levels, and existing and proposed contours and drive gradients.
 - Direction of North – this should be consistent through all plans.

Inspections:

Council cannot offer a supervision service; it is up to the property owner, or their appointed agent, to supervise the day-to-day construction. When Council issues a building consent it will contain a list of strategic inspections that are to be carried out. Each inspection should be notified and any remedial work advised by the inspector carried out before proceeding to the next stage of construction or you could be liable for enforcement action.

Council needs to be notified at least one working day prior to the required inspection. Inspections can be booked by phoning Council on (03)3148816. When you book you will need to provide the building consent number, the address of the project, and the name of the owner of the property.

Some of the inspections which may be required include the following:

- Excavation / Foundation / Reinforcing
- Sub-Floor Drainage
- Slab on Grade / Damp Proof Course
- Block-work construction
- Building and sill wrap
- Flashings
- Cladding
- Pre-lining
- Plumbing
- Insulation
- Pre-Stopping / Bracing
- Bathroom and deck tanking
- Concrete construction
- Steel construction
- Timber construction
- Fire safety precautions
- Solid fuel heater
- Retaining walls and drainage
- Final inspection

Any safety equipment required for the inspection such as scaffolding or ladders is expected to be provided on site at the time of inspection.

Please refer to the inspection schedule provided with your building consent which outlines the requirements and expected progress for each of the required inspections.

Please also be aware that specific inspections may also be required to be undertaken by consultants such as your Engineer. The consultant should list these in their documentation and will need to be contacted directly by the owner. These inspections are additional to those required by Council.

Approval from Hurunui District Council Asset Management Division is required for any work (i.e. drainage) proposed to be undertaken on road reserve.

Alternative Solutions – If the proposal uses products or systems that are not covered in an Acceptable Solution of the Building Code provide supporting current information including independent test results, case studies, expert opinion to demonstrate compliance, etc.

Notification of Licensed Building Practitioner(s) (*Effective 30/11/2009*) A Licensed Building Practitioner (LBP) should design all applications involving elements of restricted building work. A signed and dated certificate detailing the extent of the LBPs involvement should accompany all applications. If notification of LBP/s involved in the construction and supervision of the project has not been provided at lodgement, the applicant should be advised that once building consent is granted, work shall not proceed until this information is provided.

Further Information – Generally ALL of the above will be required, however depending on the specifics of your project more information may be necessary. If required, the Hurunui District Council may request further information to support that provided which helps to indicate compliance with the New Zealand Building Code

Please consult Council if you are undertaking a **large project** as the following items may also be required:

- Accessibility Plan
- Energy Services Plan
- Emergency Services Plan
- Compliance Schedule for specified systems
- Design Reports for fire safety, air-conditioning, mechanical ventilation etc.

Submission:

Once you have gathered all the required information this needs to be reproduced in triplicate (Council copy, Builders copy, Applicant copy) for your submission package. If only one copy is required for you and your builder then two copies to Council will be acceptable. If your PIM indicates that your application needs to be sent to the Fire Service then an additional set of documentation will be required. Council also recommends that you keep a copy of your submission for your own records. Each set of documentation should be bound in a way which is removable for copying, adding or replacing pages (e.g. staples, bulldog clips, rubber bands, removable binding etc.)

Construction Details with all materials, fixings etc noted. Construction details are used to provide specific design information and are useful for demonstrating more difficult areas of construction such as steps in floor levels, stairwell construction, weather tightness risk features, decks etc. Construction details may be included with cross-sections, alternatively drawings should show a reference indicating where the detail may be found, for example, the junction or interface is circled and referenced by way of detail number and sheet number (e.g. Detail 4 Sheet 7).

Written Specifications – Specifications should further define the building work including details of all materials to be used, finished, and equipment to be installed. These must be relevant to the project. Where a generic specification document is being used please ensure that the project specific details have been indicated. It is not acceptable to state “installed to manufacturers instructions” as in many cases product manufacturers have several installation options. Likewise, it is not acceptable to make statements such as “fixed in accordance with NZS3604” as fixing types vary depending on project specific information. Specifications may be included on the plans for smaller projects.

Bracing Design including calculations, schedule and layout plans. Often bracing layout can be indicated on the Floor Plans however it is often clearer to provide a separate drawing. Each brace will be indicated with a number, type and length.

Ground Conditions Report - This will be either a report to show why it is assumed that the ground is '*good ground*' using Section 3 of NZS3604:1999, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer.

Engineers Details, Calculations and Producer Statement – This will be required when any specific design has been carried out (e.g. steel beams). Any structural elements specifically designed by an Engineer must be recorded on the working drawings. Any Producer Statement provided should be accompanied by appropriate project specific supporting documentation such as calculations and sketches.

Internal Waterproofing Details including all wet areas and surface finishes

Solid Fuel Heaters – If the building work involves a new or relocated solid fuel heater the manufacturer's specifications and installation instructions must be included with your application. The floor plan should clearly indicate the location of the heater along with dimensions for relevant clearances.

Sediment Control Management Plan – Site location will dictate whether this is required.

Permitted Activity - Canterbury Regional Council consent is required for any discharge to land from a storm water or septic system.

Cost

The cost of your Building Consent varies depending on the amount and type of work that is being carried out. Generally the cost of processing a building consent is time-based. The quality of the information provided at the time of application will effect the overall fees (i.e. low quality drawings and details will take longer to process, raising the cost).

The fee you will pay for your Building Consent is made up of the following:

1. Council's fee for processing the application. This generally includes processing and administration time as well as time for expected inspections on site. The amount that you pay on application is a deposit based on the amount of time expected, as gauged from similar projects. If the amount of time involved varies from that expected (including any extra inspections) you may have to pay a little extra or you may receive a refund of the unused portion of the fee.
2. Building Research Association of New Zealand (BRANZ) Levy:
Calculated at \$1.00 per \$1,000 of the project value for buildings of value over \$20,000.
3. Department of Building and Housing Levy:
Calculated at \$1.97 per \$1,000 of the project value for buildings of value over \$20,000.
4. Building Consent Accreditation Levy
Calculated at \$0.30 per \$1,000 of the project value over \$5,000.

TIPS:

Presentation of drawings and specifications

1. All plans must be satisfactorily drawn in black ink. All dimensions are to be given in metric terms with all plans drawn to an accurate scale to allow for dimensions to be checked. All plans should have a text that is clear and readable. The text should be equivalent to Microsoft Word text size 11 and plans should be to scale.
2. Where most practicable, floor plans should be drawn at 1:50 with a minimum scale of 1:100. Site plans should be drawn at 1:100. Details are to be at a minimum scale of 1:5.
3. Each drawing should be clearly titled (i.e. FLOOR PLAN or WEST ELEVATION etc) and the drawing scale should be indicated.
4. Each drawing sheet should be numbered (i.e. 1 of 8) and should indicate relevant details of the job such as the date of issue, name of property owner, address of job, designers job number, revisions etc.
5. Drawing Revisions should be clearly indicated by way of clouding, revision numbers and or revision description so that revised drawings can be clearly distinguished from those originally submitted in the application package.

Engaging a design professional

Make certain that you provide us all of the information we need with your application, including clear accurate drawings and specifications. This will ensure faster, more efficient processing of your application. Many applicants feel they are able to complete the required documentation themselves however often find that the standard of presentation and quality of information is insufficient. Engaging a design professional early on in your project will help in submitting a hassle-free application. People such as designers and architects are experienced in the documentation of building projects and the building consent application process. For further information about engaging a design professional please refer to the New Zealand Institute of Architects and Architectural Designers New Zealand Inc and the relevant sections of the Yellow Pages.

- Foundation Plan** dimensioned and clearly indicating all details of layout and materials. For example, width and depth of footings, steel size, type and placement, damp proof membrane, mesh type and size, control joints, saw cuts and supplementary steel requirements, position of plumbing fixtures and pipe layouts, slab thickness, concrete strength, point load pads or thickenings, etc. Decks and or patios should also be detailed on this plan. Also indicate any sub-floor bracing.
- Plumbing and Drainage Layout Plan** clearly indicating full design details for the disposal of both sewer and storm water, including location of fixtures, pipe size and layout, vent pipe sizes, fixings, materials and standard utilised (i.e. AS3500 or G13). Water supply details should also be shown where the property will not be connected to the council reticulated water supply.
- Detailed **Floor Plans** for each level of the building. These should be fully dimensioned and notated with any significant information including the location of smoke alarms, room designation, location of windows and doors, lintel sizes, location of hot water cylinder and all plumbing fixtures. A clear distinction should be made between what is existing structure and what is proposed.
- A Detailed **Elevation** for each face of the building. Each elevation should clearly indicate all openings such as doors and windows, cladding material and risk matrix assessment (refer NZBC clause E2/AS1), cleared ground level, finished floor level, height of building above cleared ground, cut and fill, roofing type, roof pitch, eaves overhand, gutters, down pipes, location of vents, and recession plane angles (refer District Plan).
- Detailed **Cross Sections** through difficult areas of the building showing all relevant construction details, for example, ground level and finished floor level(s) relative to site datum, floor to ceiling heights, window and door heights, framing size, treatment type and level, steps in floor levels, ceiling and roof pitch and general construction details. Minimum of one cross section and one long section.
- Framing Details** including member sizes, span, spacing, timber treatment level, species and grading. The Cross Section is often the most relevant place to indicate these details. Often a Floor Joist Layout and/or a Roofing Member Layout Plan will be required which may also indicate any roof bracing requirements, roof falls, position of down pipes, point loads and penetrations, and lintels.
- Roof truss design** including layout plan, fixings and specific design for lintels where required. This is often provided from the truss manufacturer.