



Hurunui District Council

is a member of the



CUSTOMER GUIDE TO CHANGES OF USE



Your guide to submitting a hassle-free application for a change of use.

Includes information about:

- change of use examples;
- requirements for undergoing a change of use; and
- content and quality of documentation required.

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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cases product manufacturers have several installation options. Likewise it is not acceptable to make statements such as 'fixed in accordance with NZS3604:1999' as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard. Also if you intend to use an alternative proprietary fixing which is an alternative solution, the Council must know exactly what they are approving so that they can assess your project appropriately.

Some key requirements to be aware of:

- Completed Building Consent Application Form
- All information identified on the cover sheet
- Certificate of Title: Recent search copy less than 6 months old, plus a sale and purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.
- Copies of drawings as specified in the cover sheet
- Site Plan showing buildings, levels and dimensions.
- Outline Floor plans (for all floors)
- Outline Elevations
- Outline Cross Sections
- Project Information Memorandum (if already issued)
- Foundation Plans (timber or concrete slab)
- Drainage Plans
- Detailed Floor Plans
- Detailed Elevations
- Cross Sections
- Timber Treatment
- Framing Details
- Construction Details
- Weathertightness Details

- Internal Waterproofing Details
- Plumbing Details
- Specifications
- Bracing Design
- Roof Truss Design
- Ground Conditions report
- Engineer's Details and Producer Statement
- Sediment Control Management Plan