



Building Consent Lodgement Guidelines

From 1 July, our building team will start processing building consents completely electronically!

By doing this we hope to reduce the time and cost to you for processing consents, and to reduce the amount of paper being sent around the countryside!


From 1 July, consents can be sent to us either via email (building@hurunui.govt.nz) (email file size limits of 20mb apply), memory stick, disc or by sharing to the council's Dropbox (building@hurunui.govt.nz).



(An online application portal is also coming soon.)

When sending your documents to us, please use PDF format and place in one electronic folder named:

Building Consent – **Owners name – **Project Address**** (eg: Building Consent – Smith – 66 Carters Road, Amberley) as shown below.

Name	Date modified	Type	Size
 Building Consent - Smith - 66 Carters Road Amberley	25/06/2015 8:36 a...	File folder	

And within that folder, please label files as per below:

- **PLANS** (one file with all plans please)
- **SPEC** (one file with whole specification please)
- **TECH DATA** (either each technical item in a different file e.g. bracing, truss info, woodburner install specs, risk matrix, product literature, etc. or we will accept Technical data in one file but with bookmarks separating each technical item)
- **STAT FORMS** (each statutory form in a separate file please: e.g. consent application form, certificate of title, information required checklist, design memorandum, agent nomination etc) – electronic application forms are available on our website.

PLANS - garage.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	2,657 KB
PLANS - house.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	23,918 KB
SPEC - House and Garage.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	6,490 KB
STAT FORMS - Agent Nomination.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	529 KB
STAT FORMS - BC application form.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	172 KB
STAT FORMS - Design Memorandum .pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	263 KB
STAT FORMS - Information Checklist.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	40 KB
TECH DATA - Bracing calcs.pdf	25/06/2015 8:47 a...	Shortcut	2 KB
TECH DATA - engineer beam Design Cert.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	115 KB
TECH DATA - Risk matrix.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	110 KB
TECH DATA - Truss design .pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	1,316 KB
TECH DATA - Woodburner installation.pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	215 KB
TECH DATA - Tanking .pdf	25/06/2015 8:41 a...	Adobe Acrobat D...	1,081 KB

If you are unable to supply electronic files, we can still accept paper plans but please be aware that you will be charged a fee for the scanning of these documents into our system to cover the time of doing this.

You can make the fee deposit by placing directly into our bank account or by posting us a cheque. Our bank account number is 03 0802 0946666 00 **please use owners name and street address as payment reference.**

Approved building consents will be able to be downloaded from the councils document portal, a link to the files will be provided by email once the consent has been finalised and paid for, or you can request them to be placed onto a memory stick or disc (charges apply for the cost of disc/stick).



You can check the progress of your consent by clicking “Check Building Consent” on the front page of our website www.hurunui.govt.nz



When the consent is ready for uplift you will be able to download the plans through the same “do it on line” – check building consent link as above.

Please ensure that you print out the plans to go on site for the builder and building inspector to use.

As we roll out this new system, we are really keen to hear any feedback you have about how things are working as our goal is to make it as easy as possible to use.

If you have any questions, please feel free to contact me – kerry.walsh@hurunui.govt.nz or on 03 314 0056.

25 June 2015