

# Minor Building Consent

[Form 2] Section 33 or 45 Building Act 2004



Projects that meet the criteria for minor consent are on page 2, section 4 of this form

BC Application No.:	Building File No.:
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Section 1

<b>The Building</b> [Project Location]	[CT No. _____]
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**Street address/rapid number of building:** [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

\_\_\_\_\_

\_\_\_\_\_

**Legal description of land where building is located:** [state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent]

Lot: \_\_\_\_\_ DP: \_\_\_\_\_ Sec No: \_\_\_\_\_

Blk No: \_\_\_\_\_ Val No: \_\_\_\_\_

ML No: \_\_\_\_\_ Blk name & No: \_\_\_\_\_

**Building name:** [if applicable]

\_\_\_\_\_

**Location of building within site:** [include nearest street access]

\_\_\_\_\_

**Number of levels:** [include ground level and any levels below ground]

\_\_\_\_\_

**Level/Unit number:** [if applicable]

\_\_\_\_\_

**Area:**

Existing floor area: \_\_\_\_\_

New floor area: \_\_\_\_\_

Total floor area: \_\_\_\_\_

**Current, lawfully established, use:** [include number of occupants per level and per use if more than one level]

\_\_\_\_\_

**Year first constructed:** [approximate date is acceptable e.g. c1920's or 1960-1970]

\_\_\_\_\_

Section 2

**Owner** [Must be completed for all applications and all details must be the owners]

**Name of owner:** [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact person's name if a company, trust or similar]

\_\_\_\_\_

**Owner's mailing address:**

\_\_\_\_\_

\_\_\_\_\_

**Street address/Registered office:**

\_\_\_\_\_

\_\_\_\_\_

**Owner's contact details:**

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Evidence of ownership:** [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]

Copy of certificate of title, no more than one month old    
  Agreement for sale and purchase    
  Lease    
  Other \_\_\_\_\_

\*Council to obtain certificate of title (cost as per Council's fee schedule)

**For Office Use:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Category**

Low risk / Fast track

**Agent** [only required if application is being made on behalf of the owner]

Owner's authorisation to act as agent: [to be signed below in lieu of authorisation letter] or, alternatively:  authorisation letter attached

I, \_\_\_\_\_ as owner of the above property, authorise \_\_\_\_\_ to act as my agent.

Signature: [of building owner(s)] \_\_\_\_\_ Date: \_\_\_\_\_

Name of agent: [include the contact person's name if a company, trust or similar]

Relationship to owner:

Agent's mailing address:

\_\_\_\_\_  
\_\_\_\_\_

Street address/Registered office:

\_\_\_\_\_  
\_\_\_\_\_

Agent's contact details:

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**The Project**

Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]

\_\_\_\_\_  
\_\_\_\_\_

List building consents previously issued for this project (if any): [list who issued the consent, the date of issue and the consent number]

Estimated value of the building work

[state estimated value as defined in section 7 of the Building Act 2004]

\$

Will the building work result in a change of use of the building?

Yes\*

No

\* If yes, provide details of the new use:

Is the building intended for sleeping and living purposes?

Yes

No

Intended life of the building if less than 50 years:

**To qualify as a "minor consent" work must be for a residential project, under the value of \$19,000 (incl GST) and only one of the following:**

- House repiling
  - Repiling of an existing dwelling. (will require ground bearing capacity test)
- Minor internal alteration
  - Removing an internal load bearing wall and replacing it with a beam. No work under this title shall include plumbing.
- Repair or replacement of an on-site waste water system.
  - An 'on-site waste water assessment' will be required with the building consent application. Attached
- Solar Panel
  - For an in dwelling hot water cylinder (a reduced fee may apply – please check with staff)
- Minor plumbing/drainage work (\*\*a certificate of title may be required - please check with staff)
  - Storm water to kerb. Accessible shower within existing bathroom. Adding plumbing fixture(s) to existing kitchen, bathroom or laundry.
  - Drain repair requested by Council following CTV check that does not require further inspection – These applications will be charged at half price (i.e. half current fee for minor inspection), or if less than 6 metres in length no charge will apply.
- Enclose an existing porch \*\*
  - With an area greater than 5 m<sup>2</sup> for sunroom or extra living space only, not to be used for sleeping purposes. No plumbing or foundation work involved.
- Repitch an existing roof \*\*
  - Increase pitch of an existing roof using factory manufactured trusses, but not including attic type trusses and not increasing the plan area of the roof.
- Roof to existing deck \*\*
  - More than 20m<sup>2</sup> (all cases check with planning)
- Proprietary conservatory \*\*
  - Factory manufactured conservatories greater than 15 m<sup>2</sup> that carry their own producer statement
- Residential fence higher than 2.5 metres \*\*
  - Please note all fences above 2 metres require planning consent or the adjoining neighbour's approval
- Carport \*\*
  - A carport (stand alone or attached to an existing building) that has one or more open sides and greater than 20m<sup>2</sup>

\*\*A certificate of title is required for the following application types – these applications will be checked by planning for district plan compliance:

**Note:** Any other minor work (including minor sewer lateral repairs) may be accepted under Minor Building Consent at the discretion of the Building Services Manager.

**Building Code Compliance** [This section must be completed in full by suitably skilled person]

**Producer Statements:** It is intended that the following Producer Statement(s) will be relied upon to certify or verify compliance of the plans, specifications or completed works with the Building Code. **Note:** Applications including a PS 1 or PS 2 must be supplied with a copy of any design calculations

- PS 1** (Design)                     
  **PS 2** (Design Review)                     
  **PS 3** (Construction)                     
  **PS 4** (Construction Review)

The building work will comply with the building code as follows: (to be completed by the designer)

Clause	Means of compliance
Identify which clauses will be involved in the building work	Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications. Tick N/A if not applicable. If "☑ Other" please specify.
<b>B1</b> Structure	<input type="checkbox"/> N/A <input type="checkbox"/> B1/AS2/AS1 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4229 <input type="checkbox"/> NZS4203 <input type="checkbox"/> Other:
<b>B2</b> Durability	<input type="checkbox"/> N/A <input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other:
<b>D1</b> Access routes	<input type="checkbox"/> N/A <input type="checkbox"/> D1/AS1 <input type="checkbox"/> NZS4121 <input type="checkbox"/> Other:
<b>D2</b> Mechanical installations for access	<input type="checkbox"/> N/A <input type="checkbox"/> D2/AS1 <input type="checkbox"/> NZS4332 <input type="checkbox"/> EN81 <input type="checkbox"/> EN115 <input type="checkbox"/> Other:
<b>E1</b> Surface water	<input type="checkbox"/> N/A <input type="checkbox"/> E1/AS1 <input type="checkbox"/> AS/NZS3500.3 <input type="checkbox"/> Other:
<b>E2</b> External moisture	<input type="checkbox"/> N/A <input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design and testing
<b>E3</b> Internal moisture	<input type="checkbox"/> N/A <input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other:
<b>F1</b> Hazardous agents on site	<input type="checkbox"/> N/A <input type="checkbox"/> F1/AS1 <input type="checkbox"/> Other:
<b>F2</b> Hazardous building materials	<input type="checkbox"/> N/A <input type="checkbox"/> F2/AS1 <input type="checkbox"/> NZS4223 <input type="checkbox"/> Other:
<b>F3</b> Hazardous substances etc	<input type="checkbox"/> N/A <input type="checkbox"/> F3/AS1 <input type="checkbox"/> Other:
<b>F4</b> Safety from falling	<input type="checkbox"/> N/A <input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other:
<b>F5</b> Construction & demolition hazards	<input type="checkbox"/> N/A <input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other:
<b>F7</b> Warning Systems	<input type="checkbox"/> N/A <input type="checkbox"/> F7/AS1 <input type="checkbox"/> AS/NZS1668 <input type="checkbox"/> NZS4512 <input type="checkbox"/> NZS4515 <input type="checkbox"/> Other:
<b>G1</b> Personal hygiene	<input type="checkbox"/> N/A <input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other:
<b>G2</b> Laundering	<input type="checkbox"/> N/A <input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other:
<b>G3</b> Food preparation etc	<input type="checkbox"/> N/A <input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other:
<b>G4</b> Ventilation	<input type="checkbox"/> N/A <input type="checkbox"/> G4/AS1 <input type="checkbox"/> AS1668.2 <input type="checkbox"/> Other:
<b>G5</b> Interior environment	<input type="checkbox"/> N/A <input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other:
<b>G7</b> Natural light	<input type="checkbox"/> N/A <input type="checkbox"/> G7/AS1 <input type="checkbox"/> Other:
<b>G8</b> Artificial light	<input type="checkbox"/> N/A <input type="checkbox"/> G8/AS1 <input type="checkbox"/> NZS6703 <input type="checkbox"/> Other:
<b>G9</b> Electricity	<input type="checkbox"/> N/A <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other:
<b>G11</b> Gas as an energy source	<input type="checkbox"/> N/A <input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other:
<b>G12</b> Water supplies	<input type="checkbox"/> N/A <input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.1 <input type="checkbox"/> AS/NZ3500.4 <input type="checkbox"/> Other:
<b>G13</b> Foul water	<input type="checkbox"/> N/A <input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> BS5572 <input type="checkbox"/> Other:
<b>G15</b> Solid waste	<input type="checkbox"/> N/A <input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other:
<b>H1</b> Energy	<input type="checkbox"/> N/A <input type="checkbox"/> H1/AS1 <input type="checkbox"/> NZS4214 <input type="checkbox"/> ALF Design <input type="checkbox"/> NZS4218 <input type="checkbox"/> NZS4243 <input type="checkbox"/> Other:

**Waiver/modification/alternative solution to NZ Building Code required for following parts of code:**

[State nature of waiver or modification of building code required]

**Restricted Building Work**

Will the building work include any restricted building work?                       Yes                       No \*[enter personnel below]

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work: [if these details are unknown at the time of the application, they must be supplied before the work begins]

Name	Licensing class	Licensed building practitioner number [or registration number if treated as being licensed under section 291 of the Building Act 2004]
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note:** continue on another page if necessary

**Key Personnel** \*[Personnel who will carry out work other than restricted work] Please provide as much detail as possible

Designer:  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ Registration: \_\_\_\_\_

Builder:  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ Registration: \_\_\_\_\_

[... continued - Key Personnel]

Electrician:

Business/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Registration: \_\_\_\_\_

Plumber / Registered Drainlayer:

Business/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Registration: \_\_\_\_\_

Other:

Business/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Registration: \_\_\_\_\_

Other:

Business/Name: \_\_\_\_\_

Address: \_\_\_\_\_

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Registration: \_\_\_\_\_

**General**

Debtor: [the person responsible for the account]

 Owner  Agent  Other:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

First point of contact: [for communications with Council]

 Owner  Agent  Other:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I request that you issue a BUILDING CONSENT for the building work described in this application

**Signed by the owner:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

OR

**Signed by the agent:** [on behalf of, and with authority from, the owner]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Privacy Information:**

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

**Attachments**

To avoid delay in processing please ensure you have provided the following information:

Attached

This form has been completed and signed by the owner or agent on behalf of and with written authority from the owner.

Yes No

**One copy of all plans.** The plans must be:

Drawn clearly to scale (ruled, not sketched)

Yes No

On plain white, preferably A3\* paper (\*not reduced in size)

Yes No

Drawn in ink (not pencil)

Yes No

**Locality plan (1:500):** Showing legal description, north point, physical location of building in relation to street, significant landmarks and natural features of the land such as rivers, streams, lakes, hills/slopes, trees etc.

Yes No

**Proof of ownership:** Certificate of title [if applicable], must be no older than 1 month.

Yes No# n/a

**Receipt attached or details of bank deposit provided below:** Total fee/deposit payable (incl GST) **\$561.00** #(\$586.00 if certificate of title is required, but has not been supplied with your application).

Yes No

Note: The above fee is current up to 30 June 2022 only.

 I enclose a deposit of: \$ \_\_\_\_\_

or

 I have paid a deposit by electronic banking of \$ \_\_\_\_\_ on \_\_\_\_\_ (date)**Council's bank account details:**Account No. 03 0638 0502288 00 Particulars: BC Deposit Code \_\_\_\_\_ Particulars: \_\_\_\_\_  
(surname) (project address)

**IMPORTANT NOTE: Domestic smoke alarms must be installed and working prior to the final inspection.** Any building work in relation to a dwelling will trigger requirement for smoke alarms to be installed throughout the entire household unit.