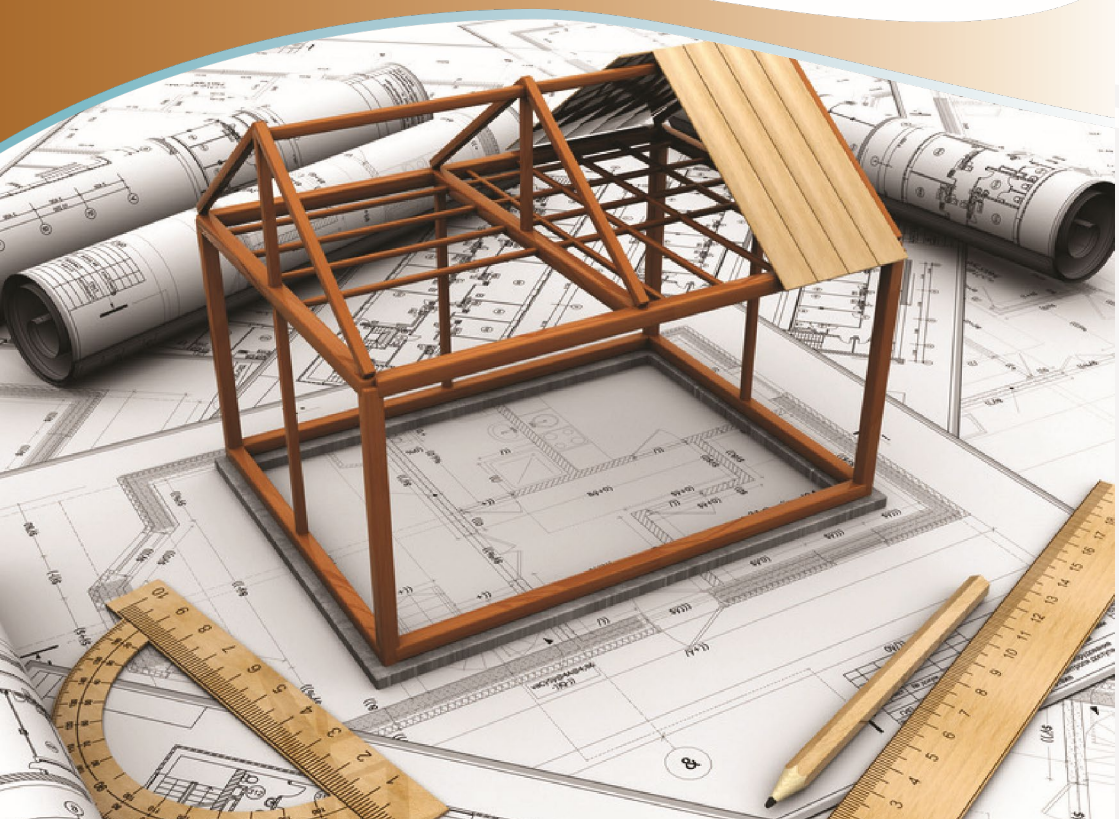


Thinking about...

Building or renovating your home?



What you should know before you start.



What you should know before you start...

Building or renovating your home can be a very exciting time.

You need to make sure your building or renovation is completed to a good standard. Most building and plumbing/drainage work requires a building consent. You may also need a resource consent for work that affects the environment. Building and resource consents safeguard your investment. This is important for your own protection and also those who use your property. Anyone buying your property in the future will want to be sure any building or renovation meets the legal requirements.

Council is responsible for ensuring building work in our district is safe, sustainable and will last. It must be able to withstand earthquakes, high winds, erosion and liquefaction.

Council staff will work with you to make sure getting building and resource consent is as easy as possible. Have a look through this guide to see if your project will need any other consents or permits. Get advice from Council staff early in your project, before you get too far down the track.

This guide is for residential home and landowners planning to build or renovate. If your project is for a commercial or industrial property, please talk to our staff in person.

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Building consent

What is a building consent?

A building consent is Council approval that your proposed building, plumbing and drainage work complies with the Building Code and Building Act.

Some basic building work can be done without a building consent, but it still needs to meet the Building Code. A list of all exempt work is on the Ministry of Business Innovation and Employment website www.building.govt.nz. If you are unsure if your proposed work is exempt, talk to our building staff. If you don't need a building consent we will tell you.

The Building Act

The Building Act 2004 is legislation that governs the building industry in New Zealand. It covers the construction, alteration, demolition and maintenance of new and existing buildings. It sets standards and procedures for people (you, Council staff and other experts) involved in building work to make sure buildings are safe, healthy and built right.

It covers how work must be done, who can do it and when it needs to be consented and inspected.

The Building Code

The Building Code sets out standards that building work must meet and covers aspects such as structural stability, fire safety, access, moisture control, durability, services and facilities. The aim is for safe, warm dry buildings that are going to last. All buildings must meet the requirements of the Code, whether or not a building consent is required.

What work needs a building consent?

- ⇨ All building work that is outside of the exemptions as detailed in Schedule 1 of the Building Act 2004. <https://www.building.govt.nz/assets/Uploads/projects-and-consents/building-work-consent-not-required-guidance.pdf>
- ⇨ The council has a formal exemption process where we will assess your project, confirm that it is exempt, and issue a document with a copy that will be placed on the property file as a record.
- ⇨ All building work, whether exempt or not, must comply with the Building Code.
- ⇨ Any person who intends to erect a building that they consider is covered by the Schedule 1 exemptions should be aware that the Tairāwhiti Resource Management Plan (TRMP) has requirements outside of the Building Act and that building work, whether exempt or not, must comply with the TRMP. Council advises that you phone 06 8692444 to speak to the duty planner and/or the duty building officer on 06 8692386 about your project before commencement.

What if I don't apply for a building consent?

It is easier and cheaper to apply for a building consent at the start of a project than to try and sort it out once building is underway. If you carry out building work without the required consent, you commit an offence under the Building Act. Legal action may be taken against you, and you may have to remove or put right any work that doesn't comply.

Getting your ideas together

When you first start to design your building project – you should talk to Council staff. You should also talk to your neighbours and any other people who may be affected by your ideas and plans.

Early advice from our staff can help you make informed decisions about your project and avoid unnecessary processing delays and unexpected costs. Make an appointment with our building or planning staff and bring your plans along, even if they are only at the concept stage.

Applying for building consent

Some building projects need further supporting documents from qualified professionals to be submitted with your application.

If your building work is structural or affects the weathertightness of the building, you'll need to employ Licensed Building Practitioners to do the work. For more information about what this covers, see Council's website or the Ministry of Business Innovation and Employment website to find local qualified tradespeople.

You will need professional advice and information for:

- ↪ **An on-site wastewater assessment** – if you're building or extending on a property that does not connect to the city's or Te Karaka's wastewater system, you need to install a septic tank system. See pamphlet 'What is a septic tank' or check our website for approved assessors.
- ↪ **A soil bearing-capacity test** – houses must be built on ground defined as 'good ground' (100kPa bearing strength). There is little 'good ground' in the Gisborne region and testing is required on most sites. Your building work must be designed to take your specific site into consideration. See pamphlet 'Bearing capacity and geotechnical investigation requirements' or talk to your designer or our staff.
- ↪ **A geotechnical report** – is needed if your property is on a hill slope or close to a stream. Whether you need a geotech report depends on other specific conditions. Council staff can help you or talk to your designer. See pamphlet 'Bearing capacity and geotechnical investigation requirements'.
- ↪ **If building in a flood zone** – the building floor will need to be above the flood zone level, with an extra 300mm added to minimum floor levels. See pamphlet 'Building on a flood prone site' or talk to us.

Submitting your application

You may need help to complete the building consent application form, talk to our staff or ask your builder or designer to help you.

Fast-tracked building consents

We offer a fast 5 working day service to process low risk consents. The building work that qualifies for this service is generally smaller and low risk such as minor internal alterations, minor plumbing and drainage, a carport or garage. You need to lodge your application with all the required information, documentation and fee to qualify.

Ask our staff or check our website for the types of consents that qualify for faster processing.

Who checks your building consent application?

Council staff will check your building consent application to see if it meets the requirements set out in the Tairāwhiti Resource Management Plan. The Plan is prepared under the Resource Management Act and contains guides and rules about how you can use and develop your land in the Gisborne district. Depending on your project, the location (zone) and what you want to do, you may also need to apply for a resource consent.

Your application may need to be seen by several Council Officers. For example, Planning, Environmental Health Inspector, Flood Height Officer, or perhaps a Structural Engineer. Applications with inadequate details will be deferred for further information. The time required for these officers to check your proposal varies and has a bearing on how long it takes before your consent is issued

A building consent can take up to 20 working days to process. Low risk consents can be fast-tracked to 5 working days.

A deposit is required with your application



Resource consent

What is a resource consent?

A resource consent is approval from Council to build or use your land in a way that does not meet the requirements of the Tairāwhiti Resource Management Plan.

The Tairāwhiti Resource Management Plan (TRMP)

The Resource Management Act 1991 (RMA) protects land and the environment.

Under the RMA Council's Resource Management Plan outlines the requirements around the management of land, soil, air and water and how to manage the effects on the environment from subdivision and land use. It includes requirements around height, location and appearance of buildings and signs, noise, odour and glare associated with activities from and around buildings.

The TRMP divides the district into zones such as rural, residential, industrial and commercial. Different zones have different requirements about what is a permitted activity.

Do I need a resource consent?

Our planners will assess your building consent application. If their assessment finds your application does not meet the requirements in the TRMP, you will need to apply for a resource consent.

The building and resource consent processes are separate but linked, both have 20 working day timeframes but may be completed on different dates.

The resource consent process has separate and additional fees.

If a resource consent is needed you cannot start any building work until the resource consent is approved. You should apply for a resource consent as soon as you can to avoid delays.

Assessment of environmental effects

With your resource consent application you will need to provide an Assessment of Environmental Effects (AEE). This is to explain how your project will affect the environment. If our planners have questions about your application, they will send you a 'request for further information'. This is called a Section 92 request, and it will delay the processing of your consent. To avoid delays you should talk to our planning staff about what you need to provide with your application.

Examples of work that require a resource consent

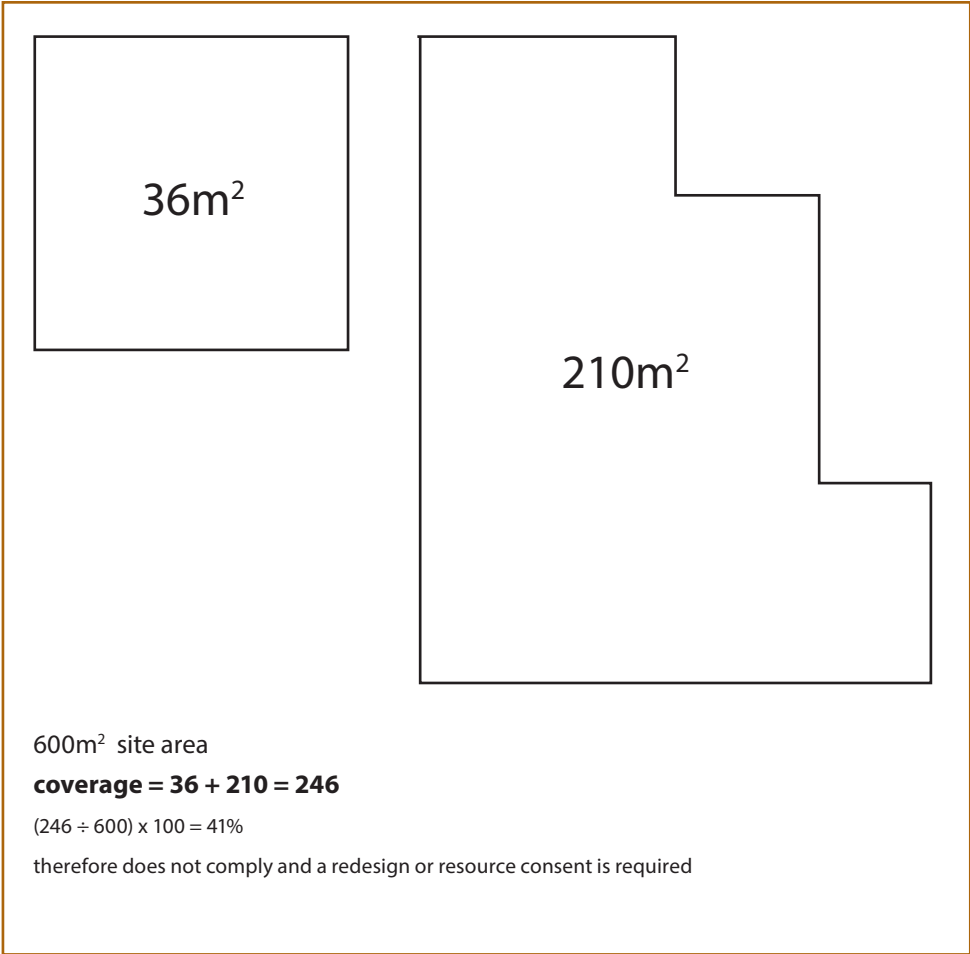
Depending on the zone your property is in, these are some common examples of building projects that require resource consent:

- ↪ additions, alterations or changing the use of a residential building
- ↪ relocating a secondhand dwelling
- ↪ any work on a heritage building
- ↪ new signs and billboards
- ↪ building a dwelling in a flood zone
- ↪ exceeding 35% site coverage (see site coverage diagram, over)
- ↪ a wastewater system below the site area size in Council's TRMP
- ↪ erecting a building that is not a permitted activity for that zone in the TRMP
- ↪ a non-residential activity in a residential zone
- ↪ subdivision affecting a building or part of a building

With the affected neighbour's written consent, you may not need to apply for resource consent if:

- ↪ building close to a property boundary
- ↪ exceeding the height requirements for that zone (a tall building close to the property boundary) see Height Recession Plane diagram.

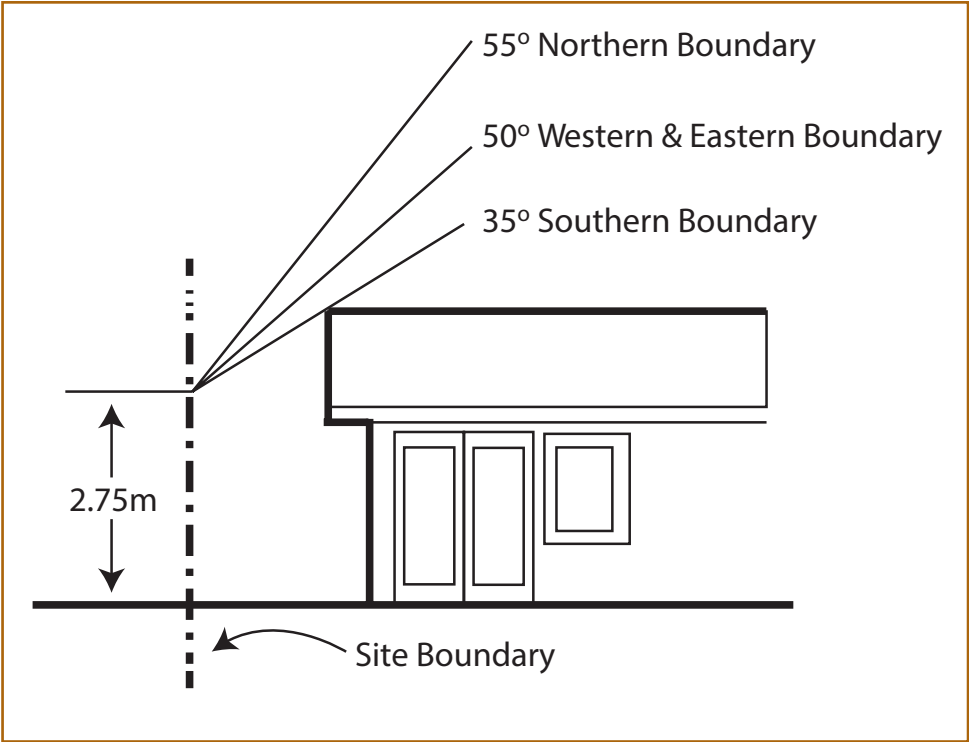
Site Coverage - Not to scale



A resource consent can take up to 20 working days to process.

A deposit is required with your application – see our fees and charges

Height Recession Plane



Talk to our planning staff before applying for building consent or for more information about resource consents.





Other Council consents you may require

Your project may require other Council consents. Talk to our staff early in your project planning to find out what these may be.

Work in road reserve – you need approval to dig outside your property boundary on Council land. Work such as installing drains or a driveway will require a Corridor Access Request (CAR) before you dig. This will give you the location of underground services.

Services such as power, gas, telephone, internet and street lights are underground. If you dig without a permit and cause damage the utility owner will charge you for any repairs.

Apply for a CAR on our website – www.gdc.govt.nz/road-reserve.

If you're planning to run a business from home, you may need;

- ↪ **Registration of premise for health purposes** – if your project is a food or hairdressing business, you will need a Council licence.
- ↪ **Liquor licence** – if you're selling or supplying alcohol as part of a business.
- ↪ **Trade waste** – if you're processing food as a business, you will need a grease trap, which requires a trade waste consent.

These consents have separate application forms and fees. They also have different processing timeframes that may affect your project. Our staff will help you or check our website for more information and the forms.

Other costs that may affect your project

Development contributions

Development contributions are charged on a new development that creates growth leading to additional demand on Council infrastructure. It helps to pay for roads, water supply, wastewater and stormwater disposal and reserves and community facilities needed to meet the additional demand.

This demand can come from a range of projects including residential, commercial or industrial development.

A development contribution may apply to your project if you are:

- ↔ subdividing land
- ↔ building or relocating a dwelling onto vacant land subdivided after 2008
- ↔ adding an additional household unit or flat
- ↔ dividing one household unit into 2 or more household units
- ↔ adding a new service connection to water, wastewater, trade waste or stormwater ↔ changing the use of a building

We'll assess your project to see if a development contribution is payable when you submit your building or subdivision application. We'll give you a calculated cost before your consent is issued.

↔ Examples of development contribution estimates:

- ↔ a new dwelling in the city - about \$11,500
- ↔ a new dwelling in a non-serviced rural area - about \$3,000
- ↔ a minor dwelling under 60m² – about \$6,000

These costs are only estimates as the design of your building may attract a higher development contribution fee.

Development contributions will be invoiced and are payable with either the resource consent, building consent or service connection.

For more information about development contributions talk to us or see our website – www.gdc.govt.nz/development-contributions.

Footpath deposit

Projects that require heavy vehicles on the site are charged a footpath/street damage bond of \$1055. If there's no damage at the final building inspection, you will be refunded less a small fee for processing.

Other legislation that may affect your project

Contaminated sites

A preliminary site investigation may be required for sites that are likely or have been used for an activity that may have contaminated the soil. This will need to be prepared by a qualified and experienced practitioner. This is a requirement under the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health (NES). Examples of when the NES may apply is if you're building a new dwelling on land that was previously an orchard or had a sheep dip on it.

For more information about NES visit Ministry for the Environment's website www.mfe.govt.nz/laws/standards/contaminants-in-soil.

Council holds historic land use records for much of our district. We can research this information for you for a fee. Please contact our duty planner to discuss whether or not you need to get a Search of Council Records prior to lodging your building consent application.



Fees

Building consent fees

A deposit is required when you lodge your building consent application. You'll be invoiced the balance when your application is approved. The balance must be paid when you collect your consent.

Once your application is accepted, staff time involved in processing and checking your building consent is added as your application goes through each section of Council.

The required building inspections are scheduled and charged for at the time the consent is issued.

Fees for additional inspections will be invoiced to you separately. These could be for additional inspections you requested before the work was ready or because the work failed and a further visit was required.

The following estimated building consent fees are averages only and in some circumstances your costs may be either lower or higher than those listed.

	Value of Work	Deposit	Estimated Total Fee Includes admin, processing, inspections and levies	Government Levies BRANZ/MBIE Part of fee paid to government
Garage	Depending on value, can be up to:	\$650	\$2,000	Work above \$20,000 in value an additional levy of about \$3 per \$1000.
Proprietary Garage	Less than \$20,000		\$780	Only if processed as a Fast Track Consent
Alterations to a house	Depending on value, can be up to:	\$650	\$3,000	Work above \$20,000 in value an additional levy of about \$3 per \$1000.
New dwelling or large alterations	\$100,000	\$1000	\$5,000	\$300
	\$250,000		\$6,000	\$750
	\$550,000		\$7,500	\$1,650
	\$1,000,000		\$9,000	\$3,000

↩ Fees include 15% GST

- ↳ Excludes footpath/street damage bond
- ↳ Excludes development contributions

Resource consent fees

A deposit is required when you lodge your resource consent application for land use and subdivision.

Once your application is accepted, staff time involved in processing your resource consent is added as your application is checked by the required sections of Council. You will be invoiced when you receive your notice of decision. Depending on the final cost, you will be invoiced the balance or receive a refund.

See our current fees and charges on the website:
www.gdc.govt.nz/fees-and-charges

Application for PIM and/or
Building Consent

Form 2, Section 33 or 45 Building Act 2004

BC Application No.: _____

The Building (Project Location)

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)

Building name: (if applicable)

Number of levels: (include ground level and any levels below ground)

Area: Existing floor area: _____
New floor area: _____
Total floor area: _____

Legal description of land where building is located: (use legal description as at the date of application and if a subdivision is proposed include details of relevant lot numbers and subdivision consent)

Building File No.: _____ (CI no. _____)

Lot: _____ Val No: _____
Blk No: _____ Blk name & No: _____
ML No: _____ Location of building within site: (include details of any easements)

Level/Unit number: (if applicable)

Current lawfully established use: (include number of occupants and per use if more than one level)

Authority. Please refer to the schedule included with this application. Please refer to the schedule included with this application.

if ownership
Specifications (as listed in the attached schedule)

if Design Work
Schedule for your project type)
sections: 1, 2 - 11, 13
sections: 1, 5 & 13
sections: 1 - 13
sections: 1 - 13
sections: 1, 3 - 11, 13
sections: 1, 3 - 13 (as per
sections: 1, 3, 5, 7 & 10
sections: 1, 3, 5 & 6

to loops or other sensitive listening systems
to Loops
systems & infrared beam transmission systems
control systems
smoke control
smoke control
curtains
any power systems for, or signs relating to a system
is specified in clauses 1 to 13
or power systems relating to system in clauses 1-13
relating to a system specified in clauses 1-13
following systems, that form part of a building's
escape and so long as those means also contain
if the systems or features specified in 1, 3, 5 & 13:
communicate spoken info to facilitate evacuation

ions
communicating information to facilitate evacuation
rations

authority. Please refer to the schedule included with this application. Please refer to the schedule included with this application.

if ownership
Specifications (as listed in the attached schedule)

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sections: 1, 5 & 13
sections: 1 - 13
sections: 1 - 13
sections: 1, 3 - 11, 13
sections: 1, 3 - 13 (as per
sections: 1, 3, 5, 7 & 10
sections: 1, 3, 5 & 6

For more information and advice

Talk to our building and planning staff. If in doubt – please ask us.

We want to help you with your project and make sure there are no surprises for you.

Building brochures

Building brochures that will help you with your project.

- ⇨ **Applying for and processing building consents** - explains the consent process and timeframes from being accepted to issued.
- ⇨ **Inspecting and certifying consented building work** - explains restricted building work, the inspection process, amending plans and code compliance certificate.
- ⇨ **Guide to fencing swimming and spa pools** - fence specifications and requirements.
- ⇨ **Bearing capacity and geotechnical investigation requirements for buildings** - explains the building code requirements.
- ⇨ **What is a septic tank?** - Find an approved assessor.
- ⇨ **Relocating a dwelling** - explains requirements for second hand dwellings.
- ⇨ **Building on a flood prone site** - explains requirements and information for applications.
- ⇨ **Weathertightness risk matrix guide** - explains wind zones and cladding.
- ⇨ **Building guide** - A building and housing information guide, helpful when you are ready to start work.

Check out the full range of brochures on our website: www.gdc.govt.nz/consents-and-licenses/building-services/forms

Planning brochures

Resource consent brochures that will help you with your project:

- ↔ **Guide to resource consent** - explains the process and information you need to provide with your application.
- ↔ **Guide to residential development** - explains the Tairāwhiti Resource Management Plan requirements.
- ↔ **Guide to rural subdivision** - explains information, process and costs.
- ↔ **Guide to residential subdivision** - explains information, process and costs.
- ↔ **A guide to preparing a basic AEE** - Ministry for the Environment booklet on preparing and assessment of environmental effects.
- ↔ **National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health** - Ministry for the Environment information.

Check the full range of guides and forms on our website: www.gdc.govt.nz/consents-and-licenses/resource-consent/resource-consent-forms-and-fees





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