

The Building Consent Process

Applying for and processing building consents

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:

Year first constructed: (approximate date is acceptable e.g.: c1920's or 1960-1970)

Completed for all applications and all details must be the owners)

Term of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar)

Street address/Registered office:

Building File No.:

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: Val No: Blk No: Blk name & No: ML No: Location of building within site: (include street access)

Level/Unit number: (if applicable)

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

GISBC DISTRICT COUNCIL

☐ NZS1170
☐ NZS3604
☐ C/AS4
☐ CNM2
☐ EN115

☐ PS 4 (Construction)

☐ EN115

Steps 1 and 2



Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

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Building Consents - Step 1:

Applying for a Building Consent

What is a Building Consent?

A building consent is a document from the Building Consent Authority (BCA) in your region, confirming that your proposed building work is permitted to proceed within the restrictions of any conditions that may be in the consent. A building consent is required for any structures that are not specifically exempted from consent requirements by Schedule 1 of the Building Act 2004. You can obtain a list of what work is exempt from: www.building.govt.nz/building-officials/guides-for-building-officials/building-consent-exemptions/

It is an offence to carry out building work that is not exempt and you could be issued an Infringement Fine of \$1,000.

Consent Conditions and Advice Notes

Project Information Memorandum

A Project Information Memorandum (PIM) is a document that lets the applicant know important issues that may affect their building project. The issues that must be addressed are stipulated in the Act and include Resource Management Act requirements and stability and flooding details. A PIM is entirely voluntary; however Council must still consider these issues when processing your building consent and the requirements of Tairāwhiti Resource Management Plan that control building in our region. These will be identified in your consent as either conditions or advice notes. It is critical that these conditions are followed, and advice notes should be carefully observed.

Other Considerations

As well as conditions and advice notes imposed on a building consent there are also other matters for consideration by Building consent authorities in deciding whether or not to issue a code compliance certificate for completed work. These matters are detailed under section 94 of the building act and the building consent authority must be satisfied 'on reasonable grounds' that any of these matters that relate to an approved consent have been dealt with before issuing the code compliance certificate.

When processing a building consent application there are certain conditions under various sections of the Building Act that may be imposed on the approved building consent. These conditions will need to be complied with before the code compliance certificate can be issued. These conditions relate to:

- ↩ Buildings with specified intended lives (section 113)
- ↩ Inspections by building consent authorities (section 90)
- ↩ Building over two or more allotments (section 75)
- ↩ Building on land with natural hazards (section 72)
- ↩ Territorial authorities may grant building consent subject to waivers or modifications (section 67)

The building control officer processing the consent will generally include advice notes that apply to the work being carried out under a consent. These are not conditions under the act but more of a 'heads up' to inform you of other requirements relating to the consent, for example the requirement for a minimum floor height or the requirement for smoke alarms to be installed. These advice notes will also need to be complied with before the code compliance certificate can be issued.

Completing Your Application

Council has firm requirements on the standard that the application form, plans and supporting documentation must meet. Every application must be made on the current prescribed form available from our offices or online through our portal using this link www.gdc.govt.nz/services/Do-it-online/apply-for-it/submit-a-building-consent. The form must be completed in full, including the list of building code means of compliance completed by the designer.

A comprehensive list of supporting documentation can be found on the insert sheet provided with the application form.

Depending on the type of work you propose there may be some other forms you will be required to complete such as: Form 6A, this is a design memorandum from an approved designer to cover any restricted design work

- ↪ Affected parties form (also known as neighbour's approval)
- ↪ Corridor access request. This is required if you are carrying out work beyond your boundary
- ↪ Owner/builders or owner/designer declaration. This is for an owner that wants to carry out restricted building work but is unlicensed

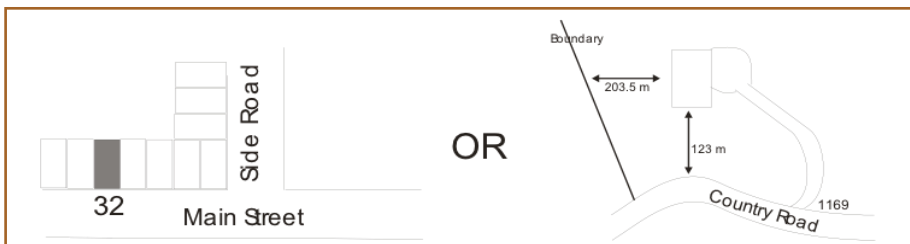
Together with your application form, you are required to provide a copy of the plans. It is important that your plans are clear, concise and drawn to scale on white paper in **black or coloured ink**. They should not be drawn on graph or lined paper, or in pencil under any circumstances.

The plans should include:

- ↪ location plan
- ↪ site plan
- ↪ floor plan of each floor (if there is more than one)
- ↪ an elevation of each exterior wall
- ↪ drainage plan
- ↪ foundation layout
- ↪ sufficient cross-sections to show the full nature and extent of the work ↪ a full set of construction details of specifications.

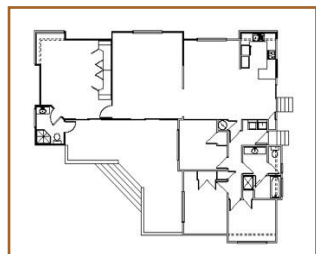
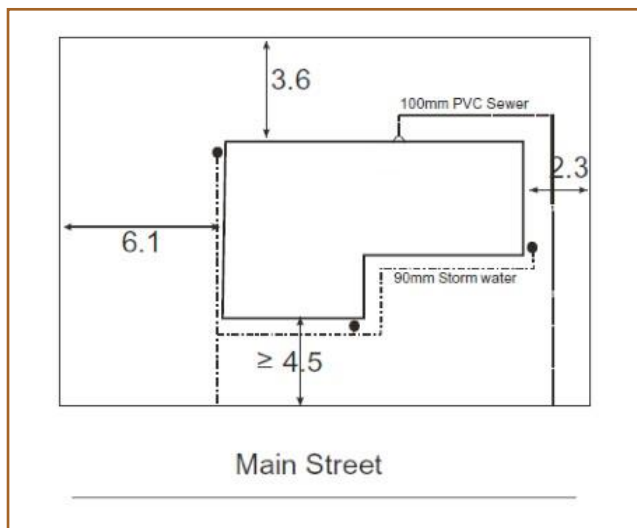
Location Plan

The location plan should show the location of the site in relation to known points. It need not be to scale.



Site Plan

The site plan must be drawn to scale and should show all buildings on the site and their relationship to the boundaries. Normal scale is 1:200. This is not always possible for buildings on country properties so please ask the Duty Building Inspector what details are required if this is the case with your application. Where applicable please show where the septic tank and effluent lines are.



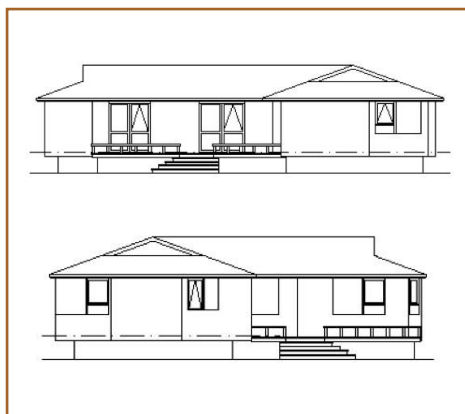
Floor Plan Scale 1:50 or 1:100

The floor plan should clearly show doors, windows, the rooms on that floor and the intended use of that room. Show the fittings within the room such as benches in the kitchen, bath and basin in the bathroom and the position of the pan in the toilet compartment.

Elevations Scale 1:50 or 1:100

Provide an elevation of each exterior wall showing all openings, doors, etc. For new dwellings, and substantial additions, a weather-tightness matrix must be supplied for each elevation. This matrix is a scoring system that determines if your choice of exterior cladding must have a drained and ventilated cavity behind it or not.

A fact sheet on the weather-tight matrix is available on request.



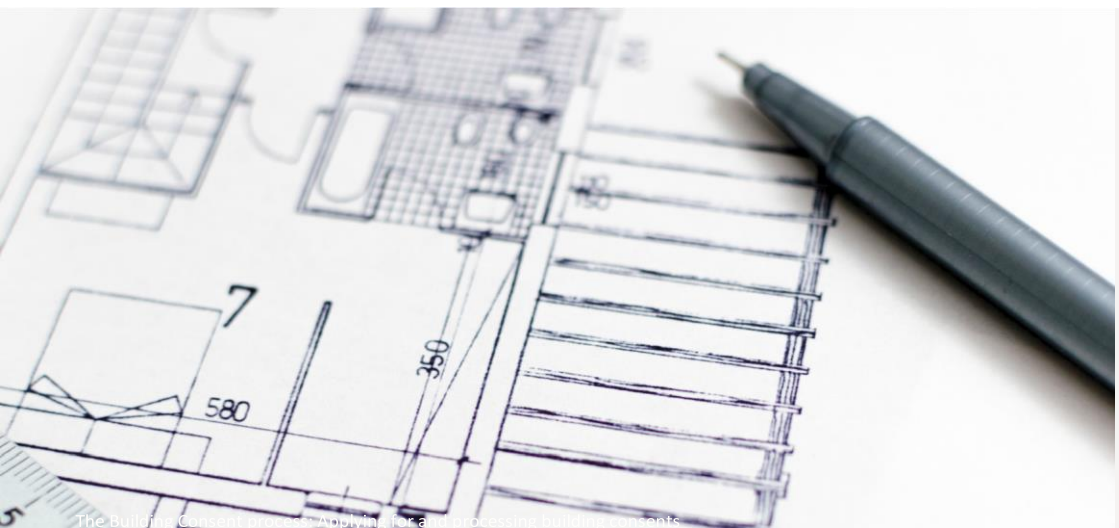
Cross Sections Scale 1:50

Supply cross sections of the building which clearly show the method of construction, details of the materials intended to be used and accurately show floor levels and adjacent ground levels.

New Buildings or Major Extensions

When erecting a new building or a major extension, the following additional information is normally required.

- ↪ Full bracing calculations.
- ↪ Details of all insulation (H1 calculations).
- ↪ Drainage plans for both sewerage and stormwater. If the property is rural, a septic tank assessment form completed by a Council approved assessor. A fact sheet on septic tank systems is available on request.
- ↪ Ground bearing capacity test confirming ground suitability – these apply to all lined buildings and any other buildings greater than 110m². Generic type pole sheds do not generally require this information. Some commercial buildings will require a full geotechnical report and/or liquefaction potential analysis. A fact sheet on 'Bearing Capacity and Geotechnical Investigation Tests' is available at the counter or on request.
- ↪ Specifications must relate to the project. If using a Master Spec type form, the details not relevant to the building consent **must be deleted**. This also applies to any manufacturers' specifications, E2 pages etc. All non-relevant material **removed**.



Building on Land Subject to Natural Hazards.

Gisborne has a wide range of natural hazards, from land instability, coastal erosion, to liquefaction. Building on land subject to a natural hazard can impact your building project and may, if the hazard cannot be mitigated, lead to the refusal of your building consent under section 71 of the Building Act. The following list specifies the natural hazards that may impact your project as defined in section 71 of the Act.

- ↩ erosion (including coastal erosion, bank erosion, and sheet erosion)
- ↩ falling debris (including soil, rock, snow, and ice)
- ↩ subsidence
- ↩ inundation (including flooding, overland flow, storm surge, tidal effects, and ponding):
- ↩ slippage.

If the hazards cannot be completely mitigated, then your building consent will be issued subject to section 72-74 of the Act which limits any liability that the council may have regarding your building or property from the specified hazard. A notice under s.73 will be added to the lands Record of Title.

Hazards such as tsunamis or earthquakes are not regarded as natural hazards under the Building Act.

If you suspect that your land may be subject to one of the above hazards, then you are advised to contact council when you first start planning your building project. It should be noted that a section 73 notice on your title may impact on your ability to obtain insurance for damage from that hazard and/or EQC cover.

Producer Statements – General

Any part of the structure that is outside of New Zealand Standard 3604 (the standard for light timber framed buildings) or the Compliance Documents may require a producer statement. Besides the supply of producer statements for commercial buildings PS1 statements may be supplied for a number of specific design elements in residential dwellings. These may range from membrane roofs to steel beams over a garage entrance. The supply of a producer statement in no way compels the Council to accept an alternative solution. The Act stipulates that Council must be 'satisfied on reasonable grounds' that any building element or design meets the provisions of the various codes. Acceptance of producer statements and technical reports is at Council's discretion.

Change of Use

A change of use of a building, whether that change requires building work or not, will trigger the 'change of use' provisions of the Act. Section 114 and 115 of the Building Act stipulate the matters that must be considered for any change of use of a building (this includes things such as converting a residential dwelling into a commercial premise or a sleep-out to a hair dressing salon). The applicant will need to consider all the requirements of section 115(b). The specific degree of structural strengthening required (if any) cannot be assessed until a comprehensive evaluation of existing building strength is made. It should be noted that the Act specifies that any work required must be 'as nearly as is reasonably practicable' to the modern code. This allows for discretion on the part of the Territorial Authority (Council), should there be features of the building that would preclude full strengthening to be completed. In the case of structural strengthening Council has historically required that buildings be strengthened to withstand a force of .54g, which equates to approximately 66% of the modern code, commonly called New Building Standard (NBS).

Restricted Building Work (RBW) and Licensed Building Practitioners (LBP)

If your project includes structural or weathertightness work on a residential dwelling, the work may be classed as "Restricted Building Work". This type of work must be designed and built (or supervised) by a Licensed Building Practitioner (LBP). Your application will need to include a design certificate from the LBP that carried out the design work. You will also need to provide Council with a list of the LBPs who will carry out the building work. It's best if the names and registration numbers of these licensed tradespeople are provided on the consent application form. You can provide the list after your consent has been issued but you should be aware that the work must not start until you have provided Council with names of the LBP's. This can be done by completing form T-26.s1 LBP notification form supplied with your approved consent.

It is possible in some circumstances to get an **owner builder exemption** for DIY work that is Restricted Building Work. More information is available on the Ministry of Business Innovation and Employment website www.building.govt.nz. Applications that include owner builder exemption must be lodged with completed forms 2b and 2c attached. These forms are available on our website.

Specified Intended Life

Buildings are expected to have an intended life of no less than 50 years. Sometimes proposed buildings or existing buildings with proposed alterations may be required for less than 50 years of use. This type of building would be assessed as a building with a 'specified intended life' such as temporary classrooms, show-homes with 2 years of use. A consent can be granted subject to conditions that the building must be altered, removed, demolished on or before the end of the specified life. Under section 116 the building owner may request an 'extension of life'. The owner must give written notification to Council. Council must be satisfied on all reasonable grounds that the building has been altered in accordance with the original consent conditions and complies with section 112 as near as reasonably practical. An additional consent may be required to meet Council requirements.

Alterations to Existing Buildings.

A building consent that relates to alterations to an existing building will not be approved unless the building consent authority is satisfied that once the work is complete that the building will comply, as near as reasonably practicable, with the provisions of the building code that relate to means of escape from fire and access and facilities for persons with disabilities. The building must also continue to comply with the other provisions of the building code that it did immediately before work began. If it did not comply with the other provisions of the building code immediately before work began then it must continue to comply at least to the same extent that it did then comply.

Compliance Schedules

Under the Building Act 2004, buildings require a compliance schedule if they contain certain systems or features such as fire safety systems, lifts etc. These are called 'specified systems'. This applies mainly to commercial buildings, but if a residential dwelling contains a cable car it will require a compliance schedule. A list of specified systems is available under the compliance schedule section of the building consent application form. The items discussed above will require regular maintenance to ensure that they retain their efficiency and effectiveness. If your building contains specified systems, you must complete Council form T-27.s1 Schedule of Specified Systems and supply with your application the maintenance, inspection and reporting conditions for each system. The form can be downloaded on our website or is available at our customer service office. Once in place, the systems will require a yearly Building Warrant of Fitness. Further information is available see our pamphlet: "Do you need a Compliance Schedule or Warrant of Fitness for your building?"

Commercial Buildings

Additional Requirements for Commercial and Industrial Buildings

Commercial buildings require additional considerations by Council as they frequently are accessible to the public and/or have large numbers of occupants. We are required by the Building Act to consider access for people with disabilities, fire egress, structural behaviour, and other matters over and above the usual issues checked in a single residential building.

Earthquake Prone Buildings

An Earthquake Prone Building Policy has been formally adopted by Council. Any building built prior to the implementation of New Zealand Structural Standard 4203 (1976) will be subject to this policy. Applicants are advised if they are considering alterations to a building it may be subject to this policy and should discuss the issues with a Council officer as it may be prudent (or necessary) to incorporate strengthening elements in the building work. Buildings undergoing a change of use will require strengthening regardless of where they fit within the earthquake strengthening schedule.

Use by the Public

If the building is classified as a building for public use under section 362A of the Building Act 2004, it is an offence under section 363 for a person who owns, occupies or controls premises to permit the use of any part of the premises that is affected by the building work until a Code Compliance Certificate has been issued, unless in the interim, a Certificate for Public Use has been approved by Council. It is the responsibility of the person who owns, occupies, or controls premises to apply for this certificate.

Application forms are available on our website.

Section 116A

If you intend to subdivide and it affects the building i.e., dividing a house into two flats each with their own titles, you will need to meet the requirements of section 116A of the Building Act. This section means that you must comply with the fire separation and egress requirements of the building code as well as access and facilities for people with disabilities (if required under section 118).

Access and Facilities for People with Disabilities

The Building Act Section 118 and Schedule 2 outline a large range of commercial buildings, where access and facilities for people with disabilities are to be provided for. This schedule describes most commercial buildings and/or building use. The objective of NZ Building Code section D1.1 (c) is to ‘ensure people with disabilities are able to enter and carry out normal activities and functions within buildings’. Council cannot waive this requirement and any disagreements must be decided by the Ministry of Business Innovation and Employment, by way of a Determination (a quasi-legal opinion on a Building Act related matter). Facilities may include (but are not limited to) accessible shower and/or toilet compartments, ramps, handrails, reception counters, corridor widths etc. We advise you to check what will be required at design stage, as many of these features take up considerable space and expensive redesign may be required if they are not detailed on the submitted plans.

Structural Design and Producer Statements

Any building work outside the NZBC, B I Acceptable solution, will require specific design by a suitably qualified engineer. A Producer Statement for Design (PS1) will be requested at application. The building consent will not be issued until these are received and approved for the project. Engineering plans and details for the structural design are required to be submitted and signed by the engineer providing the Producer Statement. The engineer will state on the Producer Statement that the structural design will achieve the requirements of the New Zealand Building Code and/or relevant NZ Structural Design Standards and any assumptions such as ground bearing capacity.

Council may require that the design is peer reviewed to confirm the structural design meets the requirements of the relevant structural standards. This peer review will be regardless of the supply of a PS1. All peer review costs are borne by the applicant.

If site investigation has included a geotechnical investigation and subsequent specific foundation design, that geotechnical report may be subject to a separate peer review.

The Act stipulates that Council must be ‘satisfied on reasonable grounds’ that any building element or design meets the provisions of the various codes. Council has sole discretion on acceptance of producer statements and technical reports.



Fire Rating Behaviour and Egress

Fire safety in a commercial building is assessed under the NZ Building Code, C Clauses, C/AS 2. Any work in a commercial building will require a fire report (sometimes termed a fire philosophy) detailing compliance with these clauses. This will be required at application stage. Any fire rated construction such as walls, floors or ceilings are to be shown on the plans and sections and construction details provided. The proposed work may be ‘just an office fit-out’, but this can impact on means of escape and the positioning of sprinkler and smoke alarm heads. Council has all fire philosophies checked by an external consultant. Any design outside the C documents will be regarded as an ‘alternative solution’ and the Building Act requires that they be sent to the Fire Engineering Unit (FEU) at Fire Emergency New Zealand.

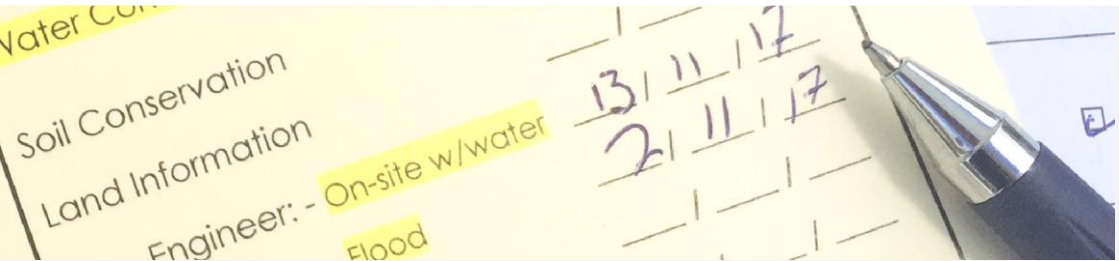
Lift Requirements

A lift may be required depending on the area of the upper floors or the occupant loads of the upper floors. If the use or occupant load changes, the building will be assessed to determine whether it complies for lift requirements.

Trade Waste

Trade waste issues are more likely to arise in industrial and commercial activities where products are being manufactured, processed, or refined for example meat and dairy processing plants, timber treatment plants, furniture manufacturers etc. However, these issues can also apply to smaller uses, such as restaurants, paint shops and truck yards. Council has a ‘Trade Waste Bylaw’ which governs discharges to the sewer system from commercial and industrial premises. For example, a truck wash bay and slab may require an oil interceptor sump/trap to contain oil washed from the vehicles. The oil is required to be contained and then collected and disposed of without contaminating the stormwater or sewer system.

The potential discharge will be assessed at consent processing time, however if you consider that discharges from the proposed premise may require a Trade Waste Permit, please contact us early in the process as this may save expensive design review and changes.

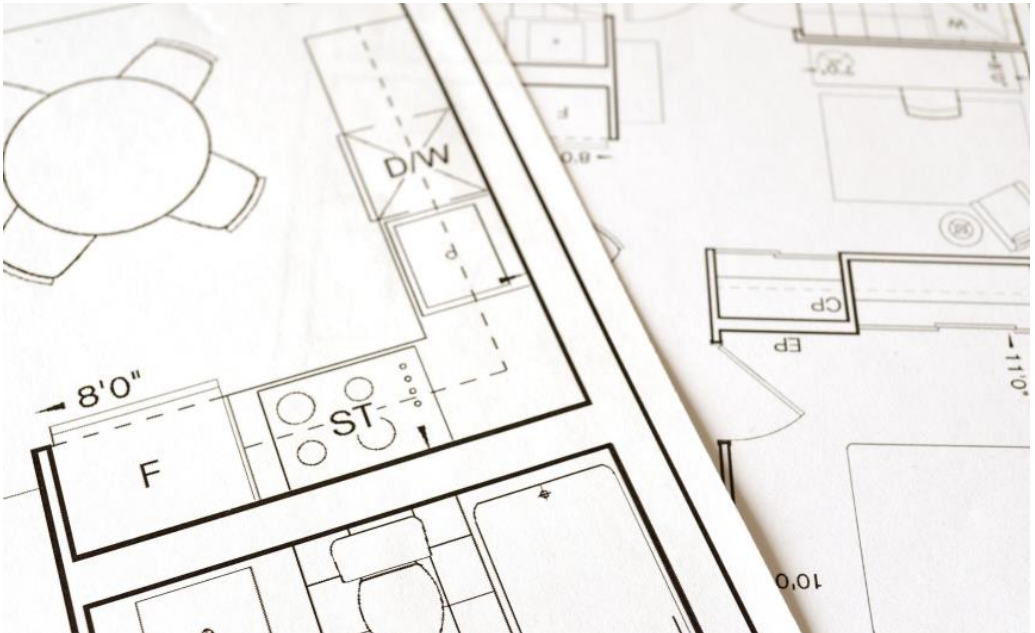


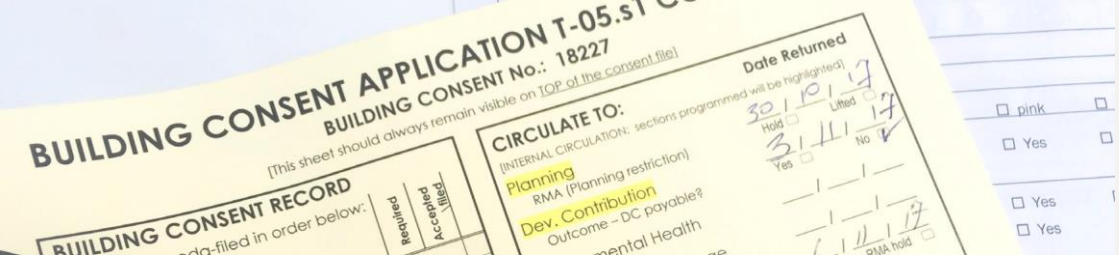
Health

A building consent containing food premises will require approval under the Food Act 2014 and the Sale and supply of Alcohol Act 2012. This will be reviewed at building consent stage. The use and occupant load of the building will be required to assess the safety and facilities in the building. Most of the previous sections discussed will apply for the consent review and the Environmental Health Officer will require specifications, plans and elevations detailing the following:

- ↩ surface finishes
- ↩ ventilation
- ↩ wash hand facilities
- ↩ food storage facilities
- ↩ cooking and cleaning facilities, sinks, dishwasher
- ↩ grease trap and backflow devices
- ↩ menu specifying type of food being prepared and served

A Health License for the premises will be required before the public is permitted to use the premise.





Dams

Gisborne District Council is a Unitary Authority and are required by the Building Act 2004 to accept, process, and issue building consent application for large dams within their area. Large dams are defined as “a dam that has a height of 4 or more metres and holds fluid”. Dams smaller than this are not large dams and are exempt under Schedule 1 of the Act.

Council process for accepting building consents for dams closely parallels the process used for bridges.

- ↩ The consent must meet all the criteria for application that is required for other building consents.
- ↩ They must be accompanied by a PS1 producer statement from the dam engineer and an associated stability report from a geotechnical engineer.
- ↩ A dam break analysis must be provided.
- ↩ On completion of the dam, certificates that stipulate that the dam was built to the engineer’s standard must be submitted as well as a PS4 supervision producer statement from the design engineer or their appointed agent.

Lodging Your Application

Applications can be lodged via the GDC Online Building Consent Portal at www.gdc.govt.nz/services/do-it-online/apply-for-it/submit-a-building-consent or by completing an application form along with the required information and submitting these over the counter at Customer Services.

The application will be checked by one of the Building Services team to make sure it meets our strict standards. Applications that do not meet the required standard will be rejected. Your application and plans will be returned to you and our Building Services Officer will clearly explain what is required before the application can be accepted. Once the document is in order, the deposit (or fixed fee) must be receipted before the application is lodged. The cashier will not accept an application unless it has been signed-off by the Building Services team.

Consent Fees

Fixed fees apply only to some minor projects, solid fuel heaters (fires) and swimming pool fences. All other consents require a deposit charged at time of submission. Fees accumulate as the consent is processed, with each section adding actual time spent to the charge sheet.

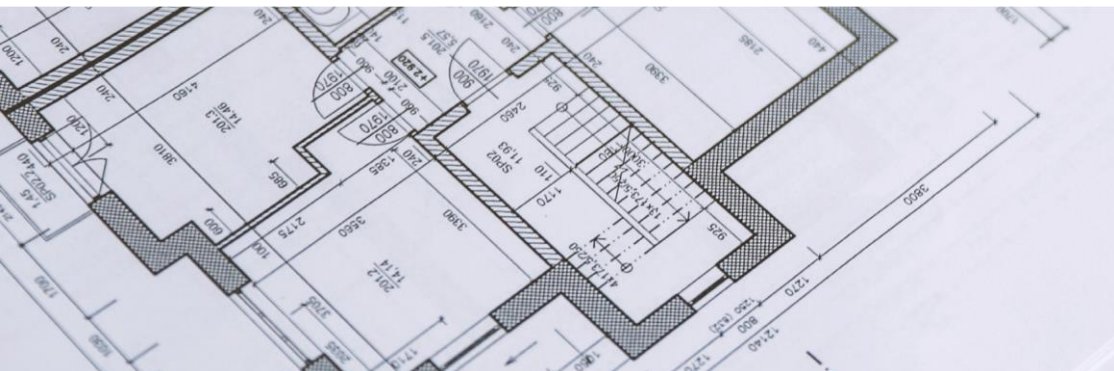
The final amounts will vary from consent to consent and may differ markedly from building to building or even site to site for almost identical buildings. There may also be charges for external consultant reviews, especially for fire design, complex geological sites, or multi story buildings. The Ministry of Business Innovation and Employment and the Building Research Association of New Zealand also charge levies, which are a legal obligation that the Council must collect on their behalf.

Timeframes for Processing

Once accepted, the Council has 20 working days to process your building consent. A working day is defined in the Building Act and is Monday to Friday excluding statutory holidays and the days between the 20 December and 10 January inclusive.

The working day 'clock' may be put on hold if further information is required for your application to ensure your project meets the requirements of the New Zealand Building Code. A fully completed application form with good quality supporting information will help in minimising any deferment delays.

When the information is received the Building Consent Authority will 'restart' the clock from the day after the receipt of the information. The information will then be assessed for completeness. If the supplied information does not fully satisfy the further information request another information request will be sent and the clock stopped again until this information is received. This may be an iterative process if incomplete information is received on the second or subsequent information requests.



Fast Track Building Consents

Council has a Fast Track Consent (FTC) service that takes five working days to process. The building work that qualifies for FTC are low risk solid fuel heater applications only. You need to lodge your application with all the required information, documentation and fee to qualify for FTC. FTCs are at our staff's discretion.

Multi-Proof Building Consents

A Multi-Proof consent is a building consent for a standardised design that is intended to be replicated many times. Multi-Proof approvals are issued by the Ministry of Business Innovation and Employment. Multi-Proof is a statement by the Department that a specific set of building plans and specifications complies with the New Zealand Building Code. Under the Building Act 2004 (as amended in 2009), Building Consent Authorities must accept a Multi-Proof as evidence of Building Code compliance.

A building consent is still needed for a building with Multi-Proof approval. We are required to:

- ↩ approve site-specific details, including foundations and utilities
- ↩ ensure that any Multi-Proof conditions have been met, and
- ↩ undertake normal inspections during construction.

The Council has 10 working days to issue a Multi-Proof building consent.



The Building Consent process: Applying for and processing building consents



Building Consents - Step 2:

Processing your Building Consent

The Requirements of the New Zealand Building Code (NZBC)

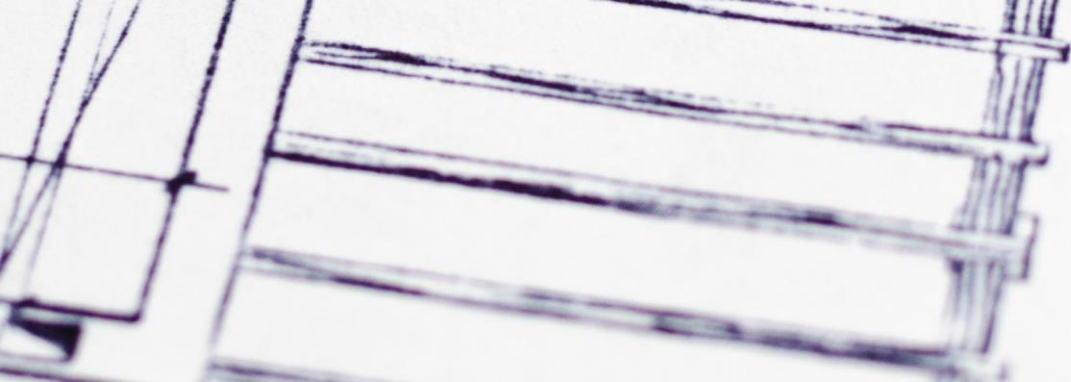
Once the documentation has been accepted it will be scrutinised by the Building team to ensure that when the project is complete it will be satisfied that the building work will meet the requirements of the New Zealand Building Code and with the New Zealand Building Act 2004. If work were to be completed in accordance with the plans and specifications in the application, the code requirements can be met in two ways;

⇨ **By way of an acceptable solution:** An acceptable solution is a method contained in the Compliance documents issued by the Ministry of Business Innovation and Employment (MBIE). These can be found on the department's website www.building.govt.nz.

A building element constructed in the way specified in the compliance documents is deemed to comply with the requirements of the NZBC.

⇨ **By way of an alternative solution:** The other method of meeting the NZBC requirements is by way of an alternative solution. An alternative solution requires proof of compliance. It is your responsibility to provide the proof.

Before the building consent can be granted under section 49 of the Building Act the Building Officer must be "satisfied on reasonable grounds" that the provisions of the building code would be met if the building work were properly completed in accordance with the plans and specifications that accompanied the application.



Who Processes Your 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.

Resource Management Act Requirements

An important part of the checking of your building consent is the identification of any Resource Management Act requirements under the Tairāwhiti Resource Management Plan that contains rules to minimise effects on the environment.

Planners check for any issue that may impact on the actual lot you are building on (on site effects) and impacts on neighbouring properties. The onsite are site coverage and consequent loss of amenity values, inter tenancy and other noise, and the activity proposed for the site. The off site effects are issues such as shading, noise, and increased lighting glare or traffic.

A building that has Resource Management Act constraints may be required to obtain a resource consent as well as a building consent to authorise the building process and end use. If the building consent is ready before the resource consent the building consent will be issued with a certificate that prevents the commencement of the building work before the resource consent is issued.

Council May Refuse to Issue a Consent

Occasionally, in cases where Council is not satisfied after requesting further information that either the information has not been supplied within a reasonable time frame, or the detail supplied is not sufficient proof that the work will comply with the building code, Council may refuse the consent. A letter explaining the reason the consent has been refused will be sent to the applicant with an invoice for processing costs.

If the council refused to issue your consent, you will be advised of the reasons. If you have any doubts or disputes you have the right to seek a determination through the Ministry of Building, Innovation and Employment (MBIE). See their website for more information.

www.building.govt.nz/resolving-problems/resolution-options/determinations/

For complaints regarding the application or processing procedures or Building Services personnel please reference the complaint policy on the council website under Building Services.

Identifying the Required Inspections

After checking the documentation for conformance with the NZBC, the Building Services Officer will identify what inspections are required to ensure that the building is erected to comply with the stamped approved plans. These inspections are at key stages and usually checks are done at a point in the building process that cannot be checked at a later stage. For example, the mesh and reinforcing bars in a concrete floor slab must be checked before the concrete is poured. If such an inspection is missed it is often impossible to go back and the Building Consent Authority will not be able to issue a code compliance certificate.

As well as the checks by the Council Building Services Officers, there may be third party inspections required. These will typically be by a geotechnical professional, to confirm ground conditions, an engineer, to confirm his engineering design is being constructed to plan, or an inspection body, such as Fire Protection Inspection Services, to check fire alarm installation. Once again, these inspections must occur at the scheduled stage of the project and the approved consent will be granted on the condition that these inspections will be carried out by the local Building control authority or relevant suitably qualified person. Failed inspections are due to one or more non-compliances being found. The areas of non-compliance will be discussed with the site representative. These will generally result in varying levels of site instruction such as conditional continuation of work or a stop work notice may be issued. Serious breaches can result in a notice to fix being issued.



Invoices and Payments

Once your consent has been approved, an email confirming the outcome will be sent to you. An invoice for the balance of payment due will be attached.

Your consent may require payment of a development contribution. If this is the case the development contribution fees will be invoiced at the same time as the building consent. All council invoices are payable within 20 days. Work on your building project must not start until you have the stamped approved building consent documents.

Council Will Not Grant Your Consent Until Fees and Levies Have Been Paid

You can choose to make payment at our customer services office and have the consent issued at the counter or, if you make a payment by bank deposit the issued consent can be mailed to you. This may take a few days to clear. Please bring proof of payment (screenshot) to our office for our staff to release the stamped building consent documents.

You will be advised if there are any resource consent issues that mean the work cannot start, and you will need to sign a letter stating that work cannot commence until the resource consent is granted.

If you do not require a resource consent, the building consent may begin once it has been issued.

The stamped approved documents must always be kept on site.

How Long is the Consent Valid?

Work must start within the 12 months after the date the consent was issued. If work has not started within that year, the consent will automatically lapse, and you will need to apply for a new consent. You may apply for an extension of time to start the work, but your application must be submitted to Council before the lapse date.

Please note: That if the project has not been completed and signed off with a code compliance certificate within 24 months of the consent being granted, the Council must at that point decide to either issue or refuse the code compliance certificate. Please refer to the 'Inspecting and Certifying Building Consent Work' pamphlet for more information.

Content of Your Building Consent Document

The issued building consent will be in a number of sections:

↩ The Building Consent Authority Building Consent

This is the document at the front of all documentation. It will have the project address, the type of building project, the legal description of the lot and the date of issue. The attached typed pages will list the building consent conditions and advice notes, the schedule of required inspections and a Form 6 (application for Code Compliance Certificate) to be filled out and returned when the work is completed.

↩ The Specifications

The designers' requirements on what must be used during the build process. Such items as '30mpa concrete is to be used when constructing the floor slab'.

↩ The Plans

These will have the Councils stamp and building consent number on them. These are the plans that have been checked against the NZBC requirements and approved as meeting the code. They are the plans that must be used as construction drawings and should be always kept on site. The stamped plans may also contain notes of clarification from the processing officer. An item that is unclear on the plans but explained in the text may be overwritten to ensure it is constructed as the designer intended.

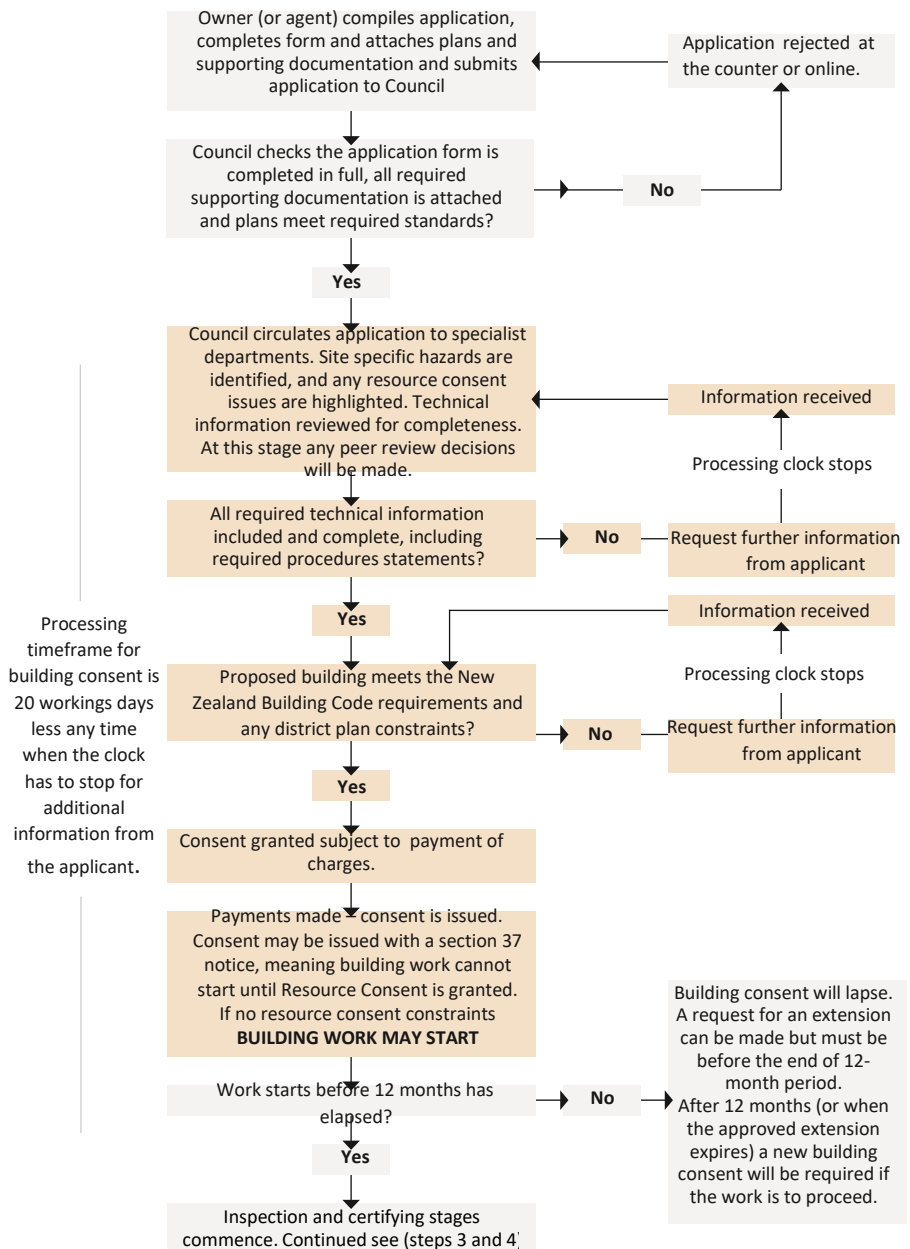
The Building Consent Process Summary

This booklet covers the first two steps of a four-step process. These first steps are summarised in the following chart.



Our booklet "Inspection and Certifying Consented Building work" will guide you through steps 3 and 4. This includes arranging for inspections at set stages during construction and when the project is finished, how to apply for a code compliance certificate.

Building Consent Process Summary





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