

**BUILDING CONSULTANT TRANSFER DOCUMENT****Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_**CONSENT DETAILS****Building Consent/Application Number:** \_\_\_\_\_**Site Address:** \_\_\_\_\_**Description of Work:** \_\_\_\_\_**DATES****Date Sent:** \_\_\_\_\_ **Date Due:** \_\_\_\_\_**Signed Client:** \_\_\_\_\_**DOCUMENTS ATTACHED** (Identify documents and numbers of each e.g. plans, specifications, calculations, producer statements)**TECHNICAL ASSESSMENT REQUIRED**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> C1-C4 Fire Safety    | <input type="checkbox"/> B1 Structure                | <input type="checkbox"/> D2 Mechanical Installations for Access |
| <input type="checkbox"/> G4 Ventilation       | <input type="checkbox"/> G8 Artificial Light         | <input type="checkbox"/> G6 Airborne and Impact Sound           |
| <input type="checkbox"/> G12 Water Supplies   | <input type="checkbox"/> G13 Foul Water              | <input type="checkbox"/> F3 Hazardous Substances and Processes  |
| <input type="checkbox"/> H1 Energy Efficiency | <input type="checkbox"/> G14 Industrial Liquid Waste |   |

**Level of Assessment Required:** \_\_\_\_\_**CONSULTANT TO COMPLETE****Assessment Complete (Date):** \_\_\_\_\_ **Returned to Client (Date):** \_\_\_\_\_**Assessment Cost:** \_\_\_\_\_ **Signed (Consultant):** \_\_\_\_\_

This form is to be returned to the Building Control Department of the District Council, with the completed assessment report by the due date. Please follow procedures listed overleaf.

## **PROCEDURE FOR CONSULTANT SPECIALIST SERVICES (BUILDING CONSENT AUTHORITY FUNCTION)**

### **BACKGROUND**

Where a territorial authority or building consent authority does not have the expertise in house to consider specialist technical sections of the Building Code or Building Act, they may contract in the specialist expertise through external consultants.

### **PROCEDURE**

#### **1 Consent Application Documents Forwarded to Consultant**

- A full set of the building consent documents should be forwarded to the Consultant for assessment to ensure that there are no items missed that could have an effect on compliance.
- These documents will be accompanied by a document transfer to outline the documents supplied and the sections that the Consultant is required to assess and report on.

#### **2 More Information Requested by Consultant**

When the Consultant requires additional information to be able to complete the assessment, a process of notifying the Client needs to be initiated, to:

- Suspend the processing time until the information is received
- Notify the Client to forward to the applicant any requests for additional information.
- The Client advises customer that further information is required

#### **3 Information Received**

When the Client receives the information it:

- Updates the consent information recording that the information has been received.
- The suspension of the time for processing is removed.
- Forwards the information to the Consultant.

#### **4 Consultant Completes Assessment**

- The Consultant shall assess the information provided for compliance with the relevant clauses of the New Zealand Building Code as an acceptable solution, verification method or alternative solution.
- Areas of non compliance and the reasons for non compliance shall be identified.

#### **5 Consultant's Report**

- A report is to be completed by the consultant and returned to the Client. This report must be completed fully, signed and dated, detailing the assessment.
- The report must identify whether the application complies with the sections of the New Zealand Building Code the Consultant was engaged to check.
- The Consultant's report must also identify the drawings checked by drawing version, numbers, dates, etc.
- The report must identify whether any conditions should be imposed on the building consent and what these should be.

#### **6 Consultant Returns File to District Council**

- When the consultant completes the assessment of the specialist section and report, the application documents with the report are returned to the building consent authority with the updated document transfer.

#### **7 Application Refused**

- The consultant's assessment report must state if the application should be refused.
- The reason for the refusal must be recorded.
- The Client is to advise the applicant the reasons for the refusal.

#### **8 Application Approved**

- Client shall review the Consultant's assessment for reasonable grounds that the application complies with the relevant provisions of the Building Code.
- The Consultant's assessment report is reviewed for any relevant conditions of consent. Any applicable condition of consent shall be added to the building consent conditions. (Conditions should only relate to requirements for specialist inspections by consultants.)