



Purpose

The purpose of this document is to outline the required procedures for booking and undertaking inspections of building work.

Scope

This document is to be used by staff that are appropriately trained to fulfil their responsibilities and have the appropriate authority to do so.

References

- Building Act 2004, Section 90
- Local Government Act 2002, Section 174
- BLD-28.1-FLOW: Inspections
- BLD-28.2-PROC: Inspections
- BLD-28.3-FLOW: Inspections – Metrowater drainage
- BLD-28.4-PROC: Inspections – Metrowater drainage
- BLD-28.5-FLOW: Inspections auditing
- BLD-28.6-PROC: Inspections auditing

Overview

1. Building officials need a clear understanding of all building control functions, and in particular the inspection requirements associated with assessing compliance of building work:
 - Carried out with or without a building consent
 - Associated with a notice to fix
 - Associated with a certificate of acceptance
 - Associated with a safe and sanitary report
 - Dangerous buildings
 - Earthquake-prone buildings
 - Unsanitary buildings.

Note: Only the building consent is a building consent authority function.
2. Building officials understand their responsibilities associated with entering land, including:
 - Their entitlement to enter private land during normal working hours or while work is being carried out and the requirement to provide a written warrant issued under section 174 of the Local Government Act 2002 on request. Note: Private building consent authorities are able to rely on the inspection powers in section 90 of the Building Act 2004 without the need for warrants under the Local Government act 2002, and the need to obtain the consent of an occupier of a household unit before entering that household.
3. Administration staff responsible for taking inspection enquiries require good communication skills, an in-depth knowledge of in-house processes and a good geographical knowledge of the region.

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4. When carrying out inspections:
 - ACE will deliver inspections the following day for all inspection types.
 - All inspections shall be conducted in accordance with the relevant inspection list
 - All inspections shall be recorded on the relevant inspection checklist and all areas of the checklist shall be completed.
 - Officers conducting inspections shall carry their respective warrants and comply with the provisions of s.90 and s.222-238 of the Building Act 2004.
 - No inspection shall be delivered where a s.37 tag has been placed on-site, and where consent plans are not on-site for the inspection.