



Purpose

The purpose of this document is outline the processes involved with building consent applications that are to be granted, issued, cancelled, lapsed or have not been uplifted after being approved.

Scope

This document is used when building consents need to be granted, issued, cancelled, lapsed or when consents have not been uplifted after completed processing and approving.

References

- Building Act 2004 Section 52
- BLD-4.12-FORM, Cancelling a building consent request
- BLD-18.2-PROC, Consent processing
- BLD-20.0-POL, Amendments to building consents
- BLD-28.2-PROC: Inspections
- BLD-24.0-POL, Building consent administration
- BLD-24.1-FLOW: Building consent administration

Roles and responsibilities

This roles and responsibilities of each person involved in the process is listed as follows.

Building control manager: Develops procedures to cover the process required when granting, issuing, cancelling, lapsing or when consents have not been uplifted.

Quality manager: Audits the processes associated with granting, issuing, cancelling, lapsing or not uplifting a building consent

Team leader: Ensures staff understand the processes involved when granting, issuing, cancelling, lapsing or not uplifting a building consent

Building official or case manager: Checks the procedure when granting, issuing, cancelling, lapsing or not uplifting a building consent

Scan Team: Scans and documents into EDMS

Administration/Activations and dispatch: Undertakes the administrative procedures associated when granting, issuing, cancelling, lapsing or not uplifting a building consent

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Abbreviations and acronyms

AFU	Approved for uplift
BA 2004	Building Act 2004
BIA	Building industry association
CCC	Code compliance certificate
DBH	Department of building and housing
TA	Territorial authority
BCA	Building consent authority
EDMS	Electronic data management system
RMA	Resource Management Act

Procedures

The procedures for the building consent administrative tasks are outlined in the following tables.

1. Cancelling a building consent application

If information that is required in order for the building consent to go forward is not provided, the building consent will be placed 'on-hold' and the following steps taken:

Step #	Description	Responsibility
1	<p>Advise applicant of missing information</p> <p>The applicant is advised in writing and by telephone contact of what information is required. The applicant has 28 days from the date of the letter to supply the required information.</p> <p>Note: If the required information is received during the process, the building consent process can continue. Refer BLD-18.2-PROC.</p>	Case manager
2	<p>Advise applicant a second time</p> <p>If the information is not received in 28 days, generate a second letter from WorkSmart and send to the applicant. The applicant has 14 days to reply.</p>	Case manager
3	<p>Issue notification letter</p> <p>If the information is still not received, a notification letter is sent out. Workbench is updated to reflect the status of the application. The applicant has a further 14 days to respond.</p>	Case manager
4	<p>Issue decline notification</p> <p>If the information is still not received, a decline notification letter will be sent to the applicant, along with the building consents plans and associated documentation, declining the application.</p>	Case manager
5	<p>Update systems with cancellation details</p> <p>Workbench and WorkSmart are updated to reflect that the building consent is withdrawn and is cancelled.</p>	Activations and dispatch



2. Requesting a building consent cancellation

There are two types of cancellation requests received from applicants.

Request received during processing stage		
1	<p>Process cancellation request</p> <p>The request is processed and the building consent is withdrawn from the processing system.</p>	Building official
2	<p>Refund fees</p> <p>Determine what fees have been paid and what charges have incurred during the processing. The balance is either refunded or charged to the applicant, as appropriate, and the building consent application and documentation is returned.</p> <p>Typically the refunds include:</p> <ul style="list-style-type: none"> • BRANZ levy • BIA/DBH levy • Compliance schedule charges • Street damage related charges • Final CCC • Inspection fees 	Activations and dispatch
Request received after building consent has been issued		
3	<p>Analyse inspection history</p> <p>Determine whether or not an inspection has taken place.</p> <p>If no inspection has taken place, proceed to step 4.</p> <p>If inspections have taken place, proceed to step 5.</p>	Building official
4	<p>Undertake site inspection</p> <p>If no inspections have taken place, a site inspection needs to be carried out to confirm that no work has been undertaken. Refer to BLD-28.2-PROC.</p> <p>If the inspection reveals that work has not been done, a refund is in order.</p>	Building official
5	<p>Obtain new building consent</p> <p>If an inspection has taken place it will be necessary to obtain a new building consent to amend the original. The purpose behind this is to delete from the original building the work that has not been undertaken, so that a CCC can be issued on the completed portion of the building consent. The amended building consent also needs to have a CCC issued to complete the consent. Refer to BLD-20.0-POL.</p>	Administration



3. Approved consent not uplifted

In the event that a building consent has been processed and granted (approved) and has been waiting to be uplifted for 14 days, the following steps are taken:

Step #	Description	Responsibility
1	<p>Notify applicant</p> <p>A letter is to be sent reminding the applicant indicating:</p> <ul style="list-style-type: none"> Any outstanding fees due The time limit of 24 months to complete the building project has started. <p>The applicant has 28 days to respond to the letter</p> <p>If the outstanding fees are paid, the building consent is issued and the process ends.</p> <p>If the fees are not paid, proceed to step 2.</p>	Activations and dispatch
2	<p>Inform applicant of outstanding fees</p> <p>If there is no response to the letter and the outstanding fees have not been paid, the applicant is contacted by telephone and a letter is sent indicating that building consent will be cancelled if the issue is not resolved</p>	Activations and dispatch
3	<p>Forward to debt collection</p> <p>If there is no response or payment, the issue is forwarded to debt collection agency. The building consent is cancelled and the building consent plans and associated documentation are returned to the applicant.</p>	Activations and dispatch

4. Process lapsed building consents

Step #	Description	Responsibility
1	<p>Identify consents in danger of lapsing</p> <p>A report is run 11 months after the issuing of building consent to identify those consents that have not yet had an inspection. The purpose of this is to advise the applicant that under section 52 of the BA 2004, a building consent will lapse and is of no effect 12 months after the date of the building consent being issued.</p>	Building official
2	<p>Advise applicant</p> <p>Advise the applicant that a building consent will lapse and is of no effect 12 months after the date of issue. Also, advise the applicant of the option to apply for an extension of time. Generally, one six month extension of time will be granted upon application. A further may be agreed by the BCA.</p> <p>If an inspection is performed during this period, the consent application can proceed (BLD-28.2-PROC).</p>	Administration
3	<p>Notify applicant of lapsed consent</p> <p>Another report is run to identify those applications that have not had an inspection 12 months after the issue date. Advise the applicant that the building consent is now lapsed and is of no effect (as outlined in section 52 of the BA 2004). Should the applicant want to continue with the building project, a new building consent is be required.</p>	Administration



5. Issue consent

After approval of the building consent the following steps are required for the consent to be uplifted.

Step #	Description	Responsibility
1	<p>Approve/Grant building consent</p> <p>At the end of the building consent processing stage, the building consent will be approved/granted. All the documentation is checked for completeness, in particular attach:</p> <ul style="list-style-type: none"> • Applicable building consent conditions • Any development contribution notice (if applicable) • Any rma certificates issued under section 37 of the ba 2004 (if applicable) • Applicable specified systems that are covered by the compliance schedule and the performance standards • A copy of the project information memorandum • Workbench is updated. This date is important as it starts the timeline for the applicant to have applied for a CCC within 24 months from the date of granting the building consent. All the documentation is to be prepared for scanning. 	<p>Activations and dispatch</p>
2	<p>Scan building consent</p> <p>All the associated documentation relating to the building consent is scanned into EDMS and the documentation returned to activations and dispatch.</p>	<p>Scan team</p>
3	<p>Identify outstanding fees</p> <p>When documents have been scanned and received back from the scan team, it must be established if there are any outstanding fees that need to be paid before releasing the building consent. If there are outstanding fees, proceed to step #6 below.</p> <ul style="list-style-type: none"> • If there no fees outstanding, the applicant may have requested to be contacted when the building consent is ready to uplift. If the applicant has not made this request, as there is no outstanding fees the building consent can be posted to the applicant. Have a copy of the project information memorandum attached (if applicable) • Have a development contribution notice attached (if applicable) • Have any certificates issued under section 37 attached (if applicable) • State whether a compliance schedule is required (or requires amending) and list the appropriate specified systems and relevant performance standards. 	<p>Activations and dispatch</p>
4	<p>Post building consent</p> <p>If the applicant is not intending to uplift the building consent themselves, the building consent can be posted to the requested address.</p>	<p>Activations and dispatch</p>



Step #	Description	Responsibility
5	<p>Update WorkSmart</p> <p>If the building consent is issued:</p> <p>Update WorkSmart. This date is important as it starts the timeline when the applicant must commence work within the next 12 months from the issued date. When updating Worksmart, include details of where the building consent was sent to and who sent it.</p> <p>If the building consent is AFU.</p> <p>As the building consent has outstanding fees, the building consent is held awaiting payment of the outstanding fees. Update WorkSmart to reflect that the building consent is approved for uplifting (refer to building consent not uplifted steps as described above).</p>	Activations and dispatch