



Purpose

The purpose of this document is to outline the policies relating to building consent administration.

Scope

This document describes the policies relating to building consent administration. This document relates to the following when building consents are:

- Lapsed
- Cancelled
- Granted
- Issued
- Not uplifted.

Abbreviations and acronyms

BA 2004 Building Act 2004
 BCA Building Consent Authority

References

Building Act 2004 – Sections 49 – 52, 93
 BLD-24.1-FLOW, Building consent administration
 BLD-24.2-PROC, Building consent administration
 BLD-31.2-PROC, Code Compliance Certificate (CCC)
 BLD-18.2-PROC, Consent processing

Policy

The policy for the administration of building consents is described by each administrative function listed as following.

Lapsed building consent

A lapsed building consent is when a building consent has been:

- Issued from the office for a period of 12 months and there has been no requested inspections undertaken against the proposed project; or
- The applicant has decided not to proceed with the proposed project after the building consent has been issued and under the 12 months timeframe.

A further period may be allowed by the BCA beyond the 12 months after the building consent has been issued. If a further period is approved the BCA must formally notify the applicant and the territorial authority.

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Cancelled building consent

A cancelled building consent is generally instigated from one of the following.

1. Applicant requests not to proceed with the proposed project. This could be while the building consent is being processed, after approval and granting of the consent.
2. When the building processing officer is not satisfied that the proposed building work will comply with the building code.
3. When the building consent has not been uplifted and the applicant has not paid the outstanding balance of the fees due within specified timeframes given to the applicant.
4. When a building consent is refused by the BCA.

A building consent is only cancelled after several efforts to resolve the related issues with the applicant have been attempted.

Granted building consent

A building consent is granted after it has been assessed and approved for compliance with the building code. The date on which a building consent is granted is important because this date determines when:

- a) the proposed building work is required to be completed
- b) the application for a code compliance certificate is completed (refer to BLD-31.2-PROC), within the 24 months period, as outlined in section 93 of the Building Act 2004. If applicable, a further period may be agreed between the owner and the BCA.

Issued building consent

When a building consent has been processed and is approved (granted) and the applicant has paid all the fees associated with the processing of the application, the building consent is issued.

Refer to BLD-18.2-PROC.

The date of building consent issue is important because under section 52 of the BA 2004, a building consent will lapse if no building work has commenced within 12 months from the date of issue, or such further period may be allowed by the BCA..

Refused building consent

A BCA may decide to refuse the approving of a building consent if it has not received the information required for the building consent to be fully assessed against the building code for compliance. If a BCA refuses to grant a building consent, the BCA must give the applicant written notice of the refusal and reasons for the refusal, as specified in section 50 of the BA 2004.

Not uplifted building consent

Section 49 of the BA 2004 states that the BCA is not required to grant (issue) a building consent until it receives any charges incurred in relation to the processing of the building consent.