



## Purpose

The purpose of this document is to describe the procedure for buildings over two or more allotments.

## Scope

This document describes:

- Building over two or more allotments – consent processing
- Building over two or more allotments – removal of entry from the Certificate of Title

## References

Building Act 2004 – Sections 75-83

BLD-13.0-POL, Buildings over two or more allotments

BLD-13.1-FLOW, buildings over two or more allotments

BLD-9.2-PROC, Project information memorandum

BLD-18.2-PROC, Consent processing

BLD-31.2-PROC, Code compliance certificate (CCC)

## Roles and responsibilities

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

**Building control manager:** Provides the policy and procedures in order to identify whether a building is to be constructed over two or more allotments and for identifying whether an entry on the Certificate of Title can be removed.

**Quality manager:** Ensures that the audit processes are followed to maintain a quality system.

**Team leader:** Issues the building consent only when satisfied that where the consent involves a building that is to be constructed over two or more allotments, a condition of the consent has been included. The condition requires that the certificate/s of title/s for the affected allotments have an entry on each title stating that the titles must not be transferred or leased unless all specified titles are held under the one ownership. Verifies that the certificate has been authenticated by the territorial authority, and has been signed by the owner and lodged with the Registrar-General of Land.

**Building official:** Processes building consent applications that are constructed over two or more allotments and identifies those entries on which it is allowable to remove from the Certificate of Title.

## Abbreviations and acronyms

PIM            Project information memorandum

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## Procedure

The following table describes the procedure for building over two or more allotments:

Step #	Description	Responsibility
1.	<p><b>Identify building over two or more allotments</b></p> <p>Identify that the proposed building work will be constructed over the boundaries. It is necessary to see if the same owner in fee simple holds the affected allotment titles.</p>	<b>Building official</b>
2.	<p><b>Determine application type</b></p> <p>If the application is for PIM and building consent go to step 3. If the application is for the removal of entry on the title, go to step 7.</p>	<b>Building official</b>
3.	<p><b>Identify exemptions</b></p> <p>Identify lawful exemptions. Exemptions do not require an entry being made into titles. Exemptions include:</p> <ul style="list-style-type: none"> <li>• Existence of a party wall related to the boundary of proposed building work</li> <li>• An application for a plan is deposited under the Land Transfer Act 1952 has been made to the Registrar-General of Land to amalgamate all the affected allotments. Proof of this is required.</li> </ul> <p>If the application is exempt, processing continues (refer to BLD-18.2-PROC) If the application is not exempt, proceed to step 4.</p>	<b>Building official</b>
4.	<p><b>Append documentation to application</b></p> <p>Include PIM statement with application. The statement indicates that allotment (s) must not be transferred or leased except in conjunction with other allotment (s).</p>	<b>Building official</b>
5.	<p><b>Notify and receive applicant confirmation</b></p> <p>Notify applicant that a condition will be imposed on the building consent. Receive confirmation from applicant acknowledging conditions.</p>	<b>Building official</b>
6.	<p><b>Impose conditions</b></p> <p>The condition is imposed, the consent may continue processing. Refer to BLD-18.2-PROC</p>	<b>Building official</b>



Step #	Description	Responsibility
7.	<p><b>Apply acceptance criteria</b></p> <p>If the application meets acceptance criteria (see below), refer to step 8. If the application does not meet criteria, the application is rejected and continues processing (refer to BLD-18.2-PROC)</p> <p>Acceptance criteria: If the building work meets any of the following criteria than the application is accepted:</p> <ul style="list-style-type: none"><li>• The building is being removed, demolished or destroyed</li><li>• The boundaries of the allotments have been adjusted</li><li>• Circumstances have changed.</li></ul>	<b>Building official</b>
8.	<p><b>Advise on PIM</b></p> <p>Include notation statement on PIM indicating that an application for the removal of entry on existing title is required. Application now goes through approval process.</p> <p><b>Note:</b> This document only covers those applications that are a combination of building consent and PIM. If the application is for a PIM only refer to BLD-9.2-PROC.</p>	<b>Building official</b>
9.	<p><b>Approve application</b></p> <p>Ensure that it is acceptable to remove the notation on the Certificate of Title. After verifying this, impose appropriate condition on building consent.</p>	<b>Building official</b>
10.	<p><b>Impose conditions</b></p> <p>Place condition on building consent requiring confirmation that the Certificate of Title has been altered and that proof of this change will be required prior to issuing the code compliance certificate. Refer to BLD-31.2-PROC.</p>	<b>Building official</b>