



BUILDING CONSENT AUTHORITY

T-14.1 ALTERATIONS TO EXISTING BUILDINGS (building consent authority function)

Roles and Responsibilities

- TEAM LEADER BUILDING**
 To provide policy and procedures to be followed for dealing with application involving alterations on an existing building.
- SENIOR CONSENTS OFFICER**
 To provide audit processes to ensure the above policy and procedures are followed.

 To be satisfied on reasonable grounds that the procedures required to approve alterations to an existing building have been followed.
- BUILDING OFFICER**
 To appraise applications involving alteration on existing buildings.

Background

- Section 112(1) requires that, before a building consent authority grants a building consent for the alterations of an existing building or part of an existing building, the building consent authority be satisfied on reasonable grounds the building will:
 - comply as nearly as is reasonably practicable with the provisions of the Building Code that relate to:
 - means of escape from fire
 - access and facilities for people with disabilities, and

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- (b) continue to comply with the other provisions of the Building Code to at least the same extent as before the alteration.
- Section 112(2) permits a territorial authority to allow the alteration of an existing building without fulfilling (a) and (b) above, if it is satisfied that:
 - (a) if the building were to comply, then the alteration would not take place; and
 - (b) the alteration will result in improvements to:
 - means of escape from fire
 - access and facilities for people with disabilities, and
 - (c) the improvements referred to in (b) outweigh any detriment that is likely to arise as a result of the building not complying with the relevant provisions of the Building Code.

Procedure

1 APPLICATION ASSESSED

- 1.1 On receiving an application involving an alteration to an existing building the building officer should first check the property file to determine whether there are any pre-existing factors such as uncompleted building consents that may affect the proposal.

2 CHECK PROPERTY FILE TO FINALISE OUTSTANDING MATTERS

- 2.1 Check to ensure the plans on record reflect what is on file and reconcile with information supplied.
- 2.2 If there are any outstanding building consent(s) or other matters requiring completion, the applicant will need to be advised to complete outstanding work and the application should be suspended until these matters are resolved.
- 2.3 Arrange inspections, if necessary.
- 2.4 Once resolved, the suspension may be lifted and processing can proceed.

3 ASSESS WHETHER COMPLIANCE WITH SECTION 112(1) WILL BE ACHIEVED

- 3.1 The building officer will need to determine whether they can be satisfied on reasonable grounds that after the alteration the building will comply as nearly as is reasonably practicable with the provisions of the Building Code that relate to:
 - means of escape from fire
 - access and facilities for people with disabilities

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and will continue to comply with the other provisions of the Building Code to at least the same extent as before the alteration.

3.2 If so, the building officer will sign, date and record their decision for approval and the building consent may be granted.

4 ASSESS WHETHER COMPLIANCE WITH SECTION 112(2) WILL BE ACHIEVED

4.1 If compliance with 112(1) cannot be achieved, the building officer will need to determine whether the building consent authority is prepared to allow the alteration to proceed under the provisions of section 112(2).

4.2 If the building consent authority is not prepared to allow the alteration to proceed under the provisions of section 112(2) it must notify the owner accordingly.

5 TERRITORIAL AUTHORITY ISSUES NOTICE

5.1 If the building consent authority is prepared to allow the alteration to proceed in accordance with the provisions of section 112(2), it is required to provide the owner with written advice confirming that the alteration may proceed. The building consent authority should identify which parts of the work will not, for one reason or another, comply with the Building Code.

5.2 The building consent authority shall identify which parts of the building work will not achieve full compliance with the relevant provisions of the Building Code.

6 BUILDING CONSENT AUTHORITY GRANTS BUILDING CONSENT

6.1 After approving the alteration work, the building consent authority will assess whether there are any specified systems and determine whether a new or amended compliance schedule is required.

6.2 The building consent authority will grant consent when satisfied the provisions of section 112 have been complied with.

Notes

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