



BUILDING CONSENT AUTHORITY

T-06 CONSULTANTS PROCEDURE (building consent authority function)

Roles and Responsibilities

- **TEAM LEADER BUILDING**

To develop policy and procedures to ensure all technical requirements are included in the consultants assessment process. To ensure consultants have the appropriate technical competence for the work being reviewed and that there are satisfactory measures in place identifying that the consultant has the necessary expertise to undertake this work.

To develop audit processes to ensure quality of assessments of specialist technical sections by consultants is maintained, and that all process requirements included are in accordance with policy and procedures.

- **BUILDING OFFICER**

To verify that the consultant's appraisal is a basis for being satisfied on reasonable grounds. To verify that the specialist technical section complies with the provisions of the Building Code and that any applicable conditions are included in the building consent. To check that the application, documents and plans have been amended (if required) before granting the consent. To ensure a written report summarising the approval be supplied in accordance with the policy in place.

- **ADMINISTRATION**

To update all records as required by any policy or procedure.

Background

NPDC Controlled Document

NPDC Controlled Document

Version No: 2

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	
<p>Introduction Date: 26 June 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-06</p>	<p>Page 1 of 5</p>

- Where a territorial authority or building consent authority does not have the expertise in house to consider specialist technical sections of the Building Code or Building Act, they may contract in the specialist expertise through external consultants.
- Specialist technical sections could include C1-C4 Fire Safety, D2 Mechanical Installations for Access, G4 Ventilation, G12 Water Supplies, G13 Foul Water, F3 Hazardous Substances and Processes and B1 Structure to name a few.
- The Senior Consents Officer will assess the building consent application documents and identify from the technical skills and competency matrix whether the organisation has the technical expertise in house to assess the specialist technical section for compliance with the Building Code (refer to T-17).
- A specific brief outlining the nature of assessment required should be provided to the consultant. A service level agreement should be entered into that includes time-frames and an agreed process and procedure complete with the level of reporting required.

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
<p>Introduction Date: 26 June 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-06</p>	<p>Page 2 of 5</p>

Procedure

1 CONSENT APPLICATION DOCUMENTS FORWARDED TO CONSULTANT

- 1.1 A full set of the building consent documents shall be forwarded to the consultant for assessment to ensure that there are no items missed that could have an effect on compliance. (This information can be summarised in a document transfer.)
- 1.2 Initiate a process to monitor time-frames to ensure the consultant's procedure is returned within the specified time-frame.
- 1.3 A service level agreement is be entered into with the consultant (refer APEX Service Level Agreement)

2 MORE INFORMATION REQUESTED BY CONSULTANT

- 2.1 When the consultant requires additional information to be able to complete the assessment, a process of notifying the building consent authority needs to be initiated, to:
- 2.2 Suspend the processing time until the information is received
- 2.3 Notify the building consent authority to forward to the applicant any requests for additional information.

3 BUILDING CONSENT AUTHORITY ADVISES CUSTOMER THAT FURTHER INFORMATION IS REQUIRED

- 3.1 The building consent authority shall forward a request for additional information to the applicant.
- 3.2 This information shall include advice that the application is suspended until the requested information is received.
- 3.3 This request shall be recorded on the project file.

Information Received

- 3.4 The building consent authority receives the information and updates the project file recording that the information has been received.
- 3.5 The suspension of the time for processing is removed.
- 3.6 The building consent authority forwards the information to the consultant.

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
<p>Introduction Date: 26 June 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-06</p>	<p>Page 3 of 5</p>

4 CONSULTANT RETURNS FILE TO BUILDING CONSENT AUTHORITY

4.1 When the consultant completes the assessment of the specialist section, the application file with all documents is returned to the building consent authority.

Checklist Signed

4.2 A processing checklist should be completed by the consultant and returned to the building consent authority. This checklist must be completed fully, signed and dated, detailing the assessment.

4.3 The consultant’s checklist should also identify the drawings checked by drawing version, numbers, dates, etc.

Fees for Consultant

4.4 Any fees incurred for the consultant check will need to be recovered from the applicant.

4.5 Payment shall be received prior to issue or refusal of the building consent.

Application Refused

4.6 The consultant’s assessment must state if the application should be refused.

4.7 The reason for the refusal must be recorded.

4.8 The applicant is to be advised with the reasons for the refusal.

Application Approved

4.9 The building consent authority shall review the consultant’s assessment for reasonable grounds that the application complies with the relevant provisions of the Building Code.

4.10 The project file shall be updated.

4.11 The consultant’s assessment is reviewed for any relevant conditions of consent.

4.12 Any applicable condition of consent shall be added to the building consent conditions. (Conditions should only relate to requirements for specialist inspections by consultants.)

5 DOCUMENT REVIEW

5.1 Review the consultant’s final assessment together with the documents held by the building consent authority to ensure both sets of records are accurate.

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
<p>Introduction Date: 26 June 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-06</p>	<p>Page 4 of 5</p>

5.2 Request any changes or amendments that have arisen as a result of the consultant's check be provided by the applicant. This will ensure that the building consent authority records are consistent with any changes that have been made.

6 AMEND DOCUMENTS

6.1 Append any changes, amendments and additional documentation to the application.

7 FORWARD APPLICATION FOR COMPLETION OF PROCESSING

7.1 Once this component of the application has been completed, the file is signed off and forwarded to the next task allocated or, if finished, to the Senior Consents Officer for collating and signing off.

NOTES

Version No: 2

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	
<p>Introduction Date: 26 June 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-06</p>	<p>Page 5 of 5</p>