



BUILDING CONSENT AUTHORITY

T-29 ENERGY WORK (building consent authority function)

Roles and Responsibilities

- **SENIOR CONSENTS OFFICER**

To determine a policy as to when energy work requires a consent, and to provide a procedure for assessment of energy work certificates.

To provide audit processes to ensure the policy and procedures are followed, and that when an energy certificate is required it is received, is of suitable quality and content, and is received prior to the issue of the code compliance certificate.

To issue the building consent when satisfied that if a building consent includes energy work, provision of an energy work certificate is noted as a condition of consent.

- **BUILDING OFFICER**

To vet and approve building consent applications that include energy work, and to inspect the building work for compliance. To ensure an energy work certificate is received prior to issue of the code compliance certificate.

- **ADMINISTRATION**

To receive and record the receipt of energy work certificates.

Background

- Section 43(1) states that energy work does not require a building consent, except if it involves:
 - new work that affects an existing compliance schedule

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Sr Building Officer (Vetting)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
<p>Introduction Date: 2 August 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-29</p>	<p>Page 1 of 4</p>

- new work that will require a compliance schedule, or
 - work that does not comply with the Building Code, but for which a modification or waiver is required.
- Energy work means (section 7):
 - (a) Gasfitting
 - (b) Electrical.
 - Building work means (section 8(a)) a temporary or permanent movable or immovable structure including a structure intended for occupation by people, animals, machinery or chattels and includes a mechanical, electrical or other system.
 - Section 94(3) advises that failure to provide an energy work certificate is sufficient reason for a code compliance certificate to be refused.

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Sr Building Officer (Vetting)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
<p>Introduction Date: 2 August 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-29</p>	<p>Page 2 of 4</p>

Procedure

1 EXPLAIN PROCESS TO CUSTOMER

- 1.1 Provide documentation to the customer explaining what energy work entails and noting the requirement to obtain an energy work certificate from the tradespeople on completion of the work. Certificates must be supplied in respect to energy work for which a building consent has been granted before a code compliance certificate can be issued. Note that several certificates may be required for the energy work (eg, installation, commissioning etc).

2 ESTABLISHING THE SCOPE OF WORK

- 2.1 Identify what energy work is involved in the consent – electrical or gas:
- any new work that affects an existing compliance schedule
 - new work for which a compliance schedule is required
 - any work that does not comply with the Building Code and that has been granted a waiver or modification
 - any work that is attached to the building structure for support, or penetrates the building envelope or cladding (eg, heat pumps, air-conditioning units, gas water heating units, etc).
- 2.2 Plans and specifications should clearly demonstrate the energy work and energy source(s).

3 ESTABLISH WHETHER CONSENT IS RESIDENTIAL OR COMMERCIAL

- 3.1 If the building is commercial, the building work will generally involve or affect the issue of a compliance schedule.
- 3.2 The proposed building work needs to be assessed in case energy work affects an existing compliance schedule or requires a compliance schedule. These details need to be collated and a compliance schedule issued or amended as the case may be.
- 3.3 Building Licensing Office reviews all consent applications for energy works that may affect Compliance Schedules.
- 3.4 If the process involves residential work, the applicant should be advised that energy work certificates are required.

4 CONDITIONS OF CONSENT

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Sr Building Officer (Vetting)</p>	
<p>Introduction Date: 2 August 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-29</p>	<p>Page 3 of 4</p>

- 4.1 The building consent authority shall formally advise the customer that an energy work certificate is required before they can issue the code compliance certificate.
- 4.2 This is best reiterated as a condition of consent.
- 4.3 Failure to provide an energy work certificate is sufficient reason for the building consent authority to refuse to issue a code compliance certificate.

NOTES

Version No: 2

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Sr Building Officer (Vetting)</p>	
<p>Introduction Date: 2 August 2006</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-29</p>	<p>Page 4 of 4</p>