



BUILDING CONSENT AUTHORITY

**T-30, T-30.1, T-30.2, T-30.3 and T-30.4 Inspections
(building consent authority function)**

Roles and Responsibilities

• **TEAM LEADER BUILDING**

Responsible for ensuring the building consent authority has the appropriate systems in place for undertaking inspections.

Responsible for ensuring building officer and administration staff have the appropriate levels of technical competence to fulfil their functions and duties.

• **SENIOR INSPECTIONS OFFICER**

Responsible for the management of inspections and the documents from them.

Responsible for identifying, managing, obtaining and collating all required building inspection inputs and outputs from the commencement of the consented works.

Responsible for allocating individual inspections by building category (refer Q.011) to building officers according to their skills matrix designation (refer T-17.3).

Responsible for signing off (on recommendation of code compliance certificate issue) on completed building consent works having demonstrated compliance with the approved documents.

• **BUILDING OFFICER (INSPECTIONS)**

Responsible for assessing and recording details pertaining to the undertaking of inspections.

• **BUILDING ADMINISTRATION OFFICER**

NPDC Controlled Document

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Responsible for liaising with senior inspections officer for the allocation of inspections by building category to building officers.

Background

1. The following process outlines the procedures required for booking and undertaking inspections of building work.
 2. Fundamental to the entire process is ensuring staff are appropriately trained to fulfil their responsibilities and have the appropriate authority to do so (refer to T-30 and T-30.1).
 3. Building officers need a clear understanding of all building control functions, and in particular the inspection requirements associated with assessing:
 - compliance of building work carried out under a building consent
 - compliance of building work carried out without a building consent (see note)
 - compliance of building work associated with a notice to fix (see note)
 - compliance of building work associated with a certificate of acceptance (see note)
 - compliance of building work associated with a safe and sanitary report (see note)
 - dangerous buildings (see note)
 - earthquake-prone buildings (see note)
 - insanitary buildings (see note).
- Note:** This is a territorial authority function.
4. Most important is that building officers understand their responsibilities associated with entering land, including:
 - their entitlement to enter private land during normal working hours or while work is being carried out and the requirement to provide a written warrant issued under section 174 of the Local Government Act 2002 on request (**Note:** Private building consent authorities are able to rely on the inspection powers in section 90 of the Building Act 2004 without the need for warrants under the Local Government act 2002), and
 - the need to obtain the consent of an occupier of a household unit before entering that household.

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5. Administration staff who are responsible for taking inspection enquiries require sound communication skills and should have an in-depth knowledge of in-house processes. They will ideally have a good geographical knowledge of the region.

Procedure

1 REQUEST FOR BUILDING INSPECTION IS RECEIVED

- 1.1 A request for a building inspection will be received by a Customer Support Officer (call centre).
- 1.2 If the inspection request is to inspect work that is subject to a building consent, the Customer Support Officer will first determine the nature and type of the inspection required and the consent number of the consent for which the inspection is required.
- 1.3 The request for the building inspection may not always relate to work that has had a building consent issued.
- 1.4 A building inspection request is not limited to but will generally relate to one or more of the following types of inspection:
- siting/excavation
 - foundation (masonry/in-situ concrete)
 - foundation (timber)
 - foundation wall (in-situ/concrete block/timber)
 - pre-flooring sub-floor
 - concrete slab
 - sanitary drains (under slab)
 - sanitary drains (under timber floor)
 - pre-wrap (framing & fixings)
 - cavity battens/flashings
 - sheet fixing
 - plaster mesh/control joints
 - scratch coat
 - cladding (sheet fixing/pre-coating)
 - half high brick (ties, flashings, etc)
 - pre-line (plumbing)

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- pre-line (frame)
- pre-line (insulation)
- post-line (bracing elements)
- drainage (including on-site disposal)
- firebox pre-installation (chimney cavity check)
- final inspection.

- 1.5 Customer Support Officer will determine from the caller when the building inspection is required and create an inspection request (INFRA), which is then forwarded to the building administration team.
- 1.6 If the inspection request is considered urgent (eg, footings for a retaining wall that urgently needs pouring to prevent slipping) then it is advisable to respond quickly.
- 1.7 In the case of urgent work, where no building consent has been issued, approval from the Senior Inspections Officer will be required before undertaking the inspection.
- 1.8 The building administration officer will have ready access to the building consent file and inspection records.

2 INSPECTION PROCEDURE

- 2.1 Generally inspections will be allocated according to a building officer's competence and prioritised according to time and geographic location.
- 2.2 The building administration officer will allocate inspections to individual inspectors according to their approved building categories' designation in the skills matrix (T-17.3).
- 2.3 On arrival at site, the building officer will check records on the project file (where applicable) to familiarise themselves with the status of the consent. The project file will ideally include:
 - the building consent number
 - date of consent issue
 - owner's details
 - wind and corrosion zones
 - list of required inspections
 - records of inspections already completed
 - list of building consent conditions
 - copy of the project information memorandum and service sheets

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- copy of resource consent and conditions.
- 2.4 The building officer will then introduce themselves, producing a copy of their warrant if required and then proceed to check consent documentation (this should be retained on site).
 - 2.5 **Note:** Warrants are only issued to building consent authority officers. Private building consent authority staff may only use powers under Section 90 of the Building Act 2004.
 - 2.6 The building officer will then proceed to carry out the inspection noting any discrepancies or aspects of non-compliance. The process dictates that a checklist be used and completed (electronic or hard copy). This checklist should contain some reference to prompt a check for warnings or bans.
 - 2.7 Inspectors should be aware of products or building methods that are subject to warnings or bans. If any are observed during the course of inspection, the owner will be advised and a notice to fix will be issued (refer to T-43.2).
 - 2.8 Work to be undertaken by licensed building practitioners should be identified. If a licensed building practitioner is undertaking or supervising building work, a check should be made to ensure the licensed building practitioner undertaking the work is the person nominated in the building consent documentation. Note that the building officer will still need to inspect the work undertaken by the licensed building practitioner. See also T-22, T-22.1 & T-22.2.
 - 2.9 **Note:** The licensed building practitioner provision does not come into effect until 30 November 2009.
 - 2.10 If work is identified as not being in accordance with the building consent documentation, this should be discussed with the appropriate site personnel and a notice to fix issued in accordance with T-31 and T-31.1.
 - 2.11 If serious non-compliance is identified that may potentially result in a claim against the building consent authority the Team Leader Building should be informed, as the insurer may need to be notified.
 - 2.12 On completion of the inspection and before leaving the site, the building officer will record all inspection details on the project file. Included with the record will be details of site conversations that may be relevant to the consent. The process dictates that a copy of this record be issued to the site personnel or owner.

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3 INSPECTION ADMINISTRATION

- 3.1 On return to the office the building officer will initiate any necessary follow-up action and building administration officers will ensure inspection records are transferred to the project file.
- 3.2 If the building inspection was associated with work that does not have a building consent, a formal inspection report may be required (complaints, urgent work, etc). This will generally be placed on the property file.

NOTES

In cases where a building consent has been issued, the inspection request may be declined if a resource consent condition has not been fulfilled (section 37) or if the licensed building practitioner has not been nominated (section 87). The administration officer will advise the caller of this and recommend that another booking be made when the consent conditions are fulfilled.

Alternative solutions

Alternative solutions on site are noted on plans if very minor (e.g. trubolts substituted by dyna bolts) or an amendment is required prior to next inspection.

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