



## BUILDING CONSENT AUTHORITY

### T-05 AND T-05.1 PROJECT FILE (building consent authority function)

#### Roles and Responsibilities

- TEAM LEADER BUILDING**

To determine policy and procedures in respect to the recording of information in the project file. That policy shall detail the level of information required, and when and how this information is recorded. The procedures should also detail how this information is entered into the system.

To provide audit processes to ensure the policy and procedures of the building consent authority are followed, and that all required information is recorded, is correct, is of suitable quality and content, and has been recorded in a timely manner.

- BUILDING TEAM ADMINISTRATION**

To record information as outlined in the policies and procedures to the required standard.

#### Background

The 'project file' is a living document and serves as the record for the job. Every consent is tracked from concept to completion with details carefully recorded. The project file is intended to contain copies of all checklists, file notes, comments, etc and should include all information relevant to the job such as status, legal description, consent conditions, site record and inspection notes, etc. In other words all information pertaining to the consent is recorded on this record.

- Sections 216-218: territorial authority is required to keep records.
- Sections 237-239: building consent authority is required to keep records and provide copies to the territorial authority for the relevant district.

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<p>Introduction Date: 25 January 2007</p>	<p>Issue Date: 5 March 2007 Review Date: 5 September 2007</p>	<p>File Name: T-05 and T-05.1</p>	<p>Page 1 of 9</p>

NPDC Controlled Document

Version No: 1

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	
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## Procedure

### 1 ENTER CONSENT DETAILS INTO SYSTEM

1.1 Administration staff shall enter details of the consent into the project file.

Details shall include:

- address and location of work (eg, Level One, 6 Rubble Ave, Bedrock)
- legal description
- description of work (eg, single-storey dwelling with attached garage and in-ground pool)
- type of work (eg, addition, alteration, demolition)
- floor area
- \$ value
- date application for project information memorandum received
- date project information memorandum issued
- date application for building consent received
- date building consent granted
- date building consent issued
- date application for amendments to building consent received – paper copy of file
- date of approval of amendments to building consent – enter into text notes
- date amendments uplifted (if applicable) – posted out
- unique project identification number (eg, BC NNNNN)
- owner’s name, address and contact details
- agent’s name, address and contact details, if applicable
- reference and status of resource consents, if any – different
- copy or reference to project information memorandum
- wind zone
- corrosion zone
- earthquake region
- conditions of consent
- stage number if application has been staged (eg, stage 1 of 2)
- intended life
- consent status – refer to section 2 below

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- development contributions, if applicable
- diary to record entries in respect to any part of the consent process (eg, decision-making process, checklists, conversations, timesheet and text notes etc)
- inspection:
  - inspection records (recording inspection results)
  - generic list of possible inspections
  - date and type of inspections carried out (eg, siting 21/03/05)
  - project specific list of information required/conditions of consent and date received:
  - drainage as-built record
  - producer statement design (PS1) - on file if applicable
  - producer statement construction (PS3) – on file if applicable
  - producer statement construction review (PS4) – on file if applicable
  - certificates and notices from licensed building practitioner/independent qualified person (sections 88(3) and 89) (**Note:** The licensed building practitioners provision does not come into effect until 30 November 2009.)
  - energy work certificates (section 94(3))
  - truss and framing plan including verification of treatment type, level and location (manufacturer’s as-built)
  - observation or supervision forms/certificates
  - certificates verifying concrete strength (where higher grade specified, e.g. tilt slabs, engineered concrete beams..)
  - waterproofing guarantees or warranties
- task allocation:
  - Building inspector
  - who consent has been allocated to (eg, external and internal)
  - monitoring of time-frames.

1.2 All information pertaining to the consent is maintained within the one record.

1.3 The record shall be a living document and be continually updated.

**2 CONSENT STATUS**

2.1 Status of consent is listed on the system to reflect the various stages of consent, for example:

- (I) Pending Consent is being processed
- (II) Suspended Suspended (waiting on information)

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(III)	Granted	Consent has been granted
(IV)	Issued and uplifted	Consent has been uplifted
(V)	Started	Inspections have commenced
(VI)	Completed	Code compliance certificate has been issued
(VII)	Lapsed	Consent has expired
(VIII)	Cancelled	Consent has been cancelled
(IX)	Withdrawn	Consent has been withdrawn
(X)	Frozen/Closed	No CCC will be issued and this consent is <u>closed</u>
(XI)	Required/pending/issued	

2.2 It is wise to have triggers or flags to indicate certain events.

- Enforcement action (eg, pending/active/resolved).
- Amended plans (eg, required/pending/issued).
- Notice to fix (eg, pending/active/resolved).
- Public use premises (eg, certificate for public use issued).
- Development contribution, if applicable (paid/due).
- Lapse dates for project information memorandum and building consents.
- 18 month advisory of due completion of project.
- Two-year follow-up for issue of code compliance certificate.
- New Zealand Fire Service Commission review.
- New Zealand Historic Places Trust.
- Any other statutory body.
- Resource consent.
- Hazards (eg, minimum floor levels, geotechnical issues, etc).
- Compliance schedule (eg, specified systems).
- Consent affected by warning or ban.

2.3 On completion of each *stage* of the consent, the status is updated.

### 3 TASK ALLOCATION

3.1 Once details are entered into the system, the file is forwarded to the co-ordinator for task allocation.

3.2 Each consent is placed in order of receipt ready to be vetted by approvals administration officer (refer to T-17.2).

<b>NPDC Building Consent Authority</b>	Location: Quality Manual	Authorised By: Peter Scantlebury Responsibility: Team Leader Building	<b>NPDC Controlled Document</b>	Version No: 1
Introduction Date: 25 January 2007	Issue Date: 5 March 2007 Review Date: 5 September 2007	File Name: T-05 and T-05.1	Page 5 of 9	

- 3.3 As each task is completed, the details shall be entered into the system. All records and decision-making processes is fully notated and included in the project file.

**NPDC Controlled Document**

Version No: 1

<p><b>NPDC Building Consent Authority</b></p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	
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**4 MANAGING TIME-FRAMES**

**(I) During consent processing**

- 4.1 Where there are multiple tasks involved in the consent, these are managed by Senior Consents Officer who assumes overall responsibility for this task. This ensures each component is processed within a reasonable time-frame, thus allowing other components to also be processed within the 20-day time-frame.
- 4.2 Time-frames are monitored to ensure legislative requirements are met.
  - project information memorandum issued within 20 working days (unless suspended).
  - Building consent issued within 20 working days (unless suspended).
  - New Zealand Fire Service Commission memoranda issued within 10 working days.
- 4.3 The process dictates that the Senior Consents Officer will periodically review the progress during the 20-working-day processing period. Consents should be reassessed to ensure target dates are being met.
- 4.4 The tracking system also identifies and alerts the user to events during and post construction.

**(II) During the construction phase**

- Building consents that are due to lapse.
- Project information memoranda that are due to lapse.
- No building activity (long periods without inspection).
- 18 month advisory of due completion of project
- Consents due for code compliance certificate (2-year time-frames for building consent authority follow-up).

**(III) Post-construction phase**

- 4.5 Code compliance certificate issued within 20 days.

Where it can be foreseen that target dates are not or will not be met, the Senior Building Inspector shall instigate an investigation to identify delays.

**5 CONSENT PROCESSED AND STATUS UPDATED**

- 5.1 Where the application is denied, a letter outlining the reasons for refusal is sent to the applicant.
- 5.2 Where the application is approved, the applicant is notified in writing together with any advice notes or outstanding fees, etc.

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5.3 On completion of this stage of the consent, the status is updated.

**6 INSPECTION SCHEDULING/TRACKING**

6.1 A generic list of possible inspections is included in the approved consent documents.

Records shall identify who has carried out the inspection, the date it was carried out and the type of inspection that was undertaken.

**For example:**

Name of inspector: (BR) or Barney Rubble  
 Date: 25.05.05  
 Inspection: Footing

Other records to consider could be weather conditions at the time of inspection, the time of day the inspection was undertaken, whether anyone else was on site, the duration of the inspection etc.

6.2 Every inspection request and result is recorded on the appropriate checklist in the project file. Detailed records are maintained at all times throughout the process.

6.3 Good practice ensures that where no further inspections have been carried out by the 18 month follow-up, follow-up actions occur. Refer 4(II).  
 For example: No inspections for 3 months post a GIBNAIL or POSTLINE inspection or no inspections carried out since consent granted and 11 months have elapsed.  
 In these situations letters shall be sent to the owner/applicant reminding them of their obligations.

6.4 Note that pre-determined lengths of time are determined by policy.

6.5 Follow-up procedures are implemented using the tracking system to identify when consents have not had a final inspection or when the consent is reaching its 2-year limitation period (refer to T-33).

6.6 Any extensions of time granted to complete building work are carefully noted and programmed in for follow-up action as applicable.

6.7 Consent tracking is also implemented on public use premises to monitor consent progress and ensure where possible that the building is not occupied before completion.

6.8 Where public premises are occupied before permission has been granted, refer to T-47 Certificate for public use.

6.9 Where a notice to fix is involved, follow-up dates are flagged on the computer system to ensure the actions required are not overlooked (refer to T-31).

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6.10 The process also sees the building consent authority has a list of all consents issued that involve compliance schedules so the BCA can monitor and audit building warrants of fitness.

**NOTES**

Version No: 1

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