



BUILDING CONSENT AUTHORITY

**T-01.1 ROLES AND RESPONSIBILITIES OF A BUILDING CONSENT AUTHORITY
(building consent authority function)**

In the accompanying process maps BCA functions are coloured orange.
Where a TA function is a part of a BCA process that function is coloured blue.

BUILDING ACT 2004: SUBPART 3, SECTIONS 237-240 AND 250-255

Territorial authority/building consent authority operating in its own district.

- (I) A building consent authority must be registered under section 273, **and**
- (II) Provides services as a building consent authority within its district and any coastal marine areas adjacent to its district that are not in the district of another territorial authority.
- (III) Transitional provisions in respect of dams.

A BUILDING CONSENT AUTHORITY PERFORMS THE FOLLOWING FUNCTIONS

- (I) Issues building consents (section 51).
- (II) Inspects building work for which it has granted a consent.
- (III) Issues notices to fix (section 164).
- (IV) Issues code compliance certificates (section 91).
- (V) Issues compliance schedules (section 102).
- (VI) When issuing building consents, a building consent authority must provide the New Zealand Fire Service Commission with a copy of every application for a building consent of the kind specified by a *Gazette* notice (section 46).

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Version No: 2

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Manager Consents</p>	
<p>Introduction Date: 5 March 2007</p>	<p>Issue Date: 7 March 2007 Review Date: 7 September 2007</p>	<p>File Name: T-01.1</p>	<p>Page 1 of 4</p>

BUILDING CONSENT AUTHORITIES MUST ENSURE THAT:

- (I) All prescribed forms meet the requirements of the Building Regulations 2004 and their amendments, and that applications and certificates are completed in full.
- (II) All information issued or received is forwarded to the territorial authority within 5 working days.
Information includes:
 - building consents
 - code compliance certificates
 - compliance schedules
 - notices to fix
 - building warrants of fitness
 - energy work certificates.
- (III) Refer to section 238 for further detail.

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PRIVATE BUILDING CONSENT AUTHORITIES

A building consent authority may be an independent organisation and not part of a territorial authority. A private building consent authority performs the **same** functions as a territorial authority building consent authority with some exceptions, including the following:

- (I) It must obtain a project information memorandum from a territorial authority, if not already provided (section 31).
- (II) It must provide copies of all documentation referred to under the keeping of information (section 216) to the territorial authority for the district within 5 working days of receiving or issuing such documentation.
- (III) It must notify the territorial authority within 5 working days that a compliance schedule has been issued (section 104).
- (IV) It must provide copies of notices to fix to territorial authorities (section 166(2)).
- (V) It cannot issue a building consent subject to a waiver or modification (section 67).

A PRIVATE BUILDING CONSENT AUTHORITY MUST PROVIDE INFORMATION TO THE CHIEF EXECUTIVE OF THE DEPARTMENT OF BUILDING AND HOUSING IN RELATION TO ITS FUNCTIONS, DUTIES AND POWERS UNDER THE BUILDING ACT 2004, AS PRESCRIBED BY THE REGULATIONS

- A private building consent authority may impose a fee or charge for services provided.
- A private building consent authority must collect the levy in relation to building consents.
- A private building consent authority must establish their scope of accreditation having regard to the prescribed criteria and standards for accreditation.
- A private accredited building consent authority may at any time request the accreditation body to change the scope of its accreditation.
- A private building consent authority may issue a code compliance certificate on a building consent issued by a territorial authority/building consent authority; however, the following must agree to this process:
 - (i) the owner of the building to which the building work relates, **and**

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- (ii) the building consent authority that it is proposed will issue the code compliance certificate section 91(2).

Note: This provision is not restricted to private building consent authorities. Other building consent authorities may also issue a code compliance certificate where another building consent authority has issued the building consent.

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