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Ref TS-04 Building Consent Application-NV

Date 19/05/2008

# TS-04 Building Consent Application

## BCA AIM

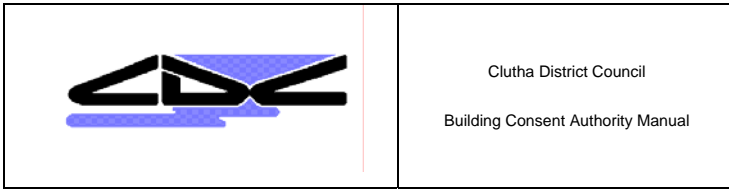
To ensure building consent applications meet a minimum standard before being lodged, to reduce delays in the processing of applications.

## ROLES AND RESPONSIBILITIES

- **BCA**  
To develop procedures to ensure appropriate technical checks are undertaken.
- **Building Manager**  
To develop audit processes to ensure quality of documentation is maintained, and that information provided in the application is in accordance with the requirements of the Act, regulations, and policy and procedures.
- **Building Officer**  
Appraise the project in order to identify relevant technical inputs.
- **Administration Officer**  
Appraise the application for completeness together with the application checklist and assess overall quality of the documentation is adequate.
- **Customer**  
Provide the completed application together with all the necessary documentation to the appropriate level of quality.

## BACKGROUND

- Section 40 requires that buildings are not to be constructed, altered, demolished or removed without a building consent.
- Section 41 states that a building consent is not required in certain circumstances. These are:
  - Crown building or Crown building work where the Minister of Defence certifies in writing that the building or building work is necessary for reasons of national security (section 6).
  - Any work described in Schedule 1 (exemptions).
  - Any building work where it is impractical to issue a building consent due to the work being required under urgency to protect life or health, protect against serious damage to property, or in order to ensure a specified system in a compliance schedule is maintained in a safe condition or is made safe.
  - Any energy work under section 43 that does not require building consent.
  - Any building work a territorial authority is authorised to carry out under the Building Act.
- Section 44 requires that an owner must apply for a building consent before the building work begins, and that an owner can make a series of applications for stages of the proposed building work.
- Section 45 describes how to apply for a building consent.
- Building consent applications could be received in person, in the mail, or by electronic means. Applications delivered to Council's Service Centres will be forwarded to the BCA for assessment before being lodged.



## PROCEDURE

### 1. CHECK APPLICATION FORM

- 1.1 The owner must provide a completed application on the prescribed form.
- 1.2 This could be provided and applied for by an agent with the owner's authorisation, or this could be any person who has agreed in writing, conditionally or unconditionally, to purchase the land.
- 1.3 A staff member should use the appropriate application checklists to vet the application form for completeness.
- 1.4 Check that the application had been made by the owner (or his agent) of the fee simple land. This may be verified with a certificate of title, from Council's rating database, or by other means.

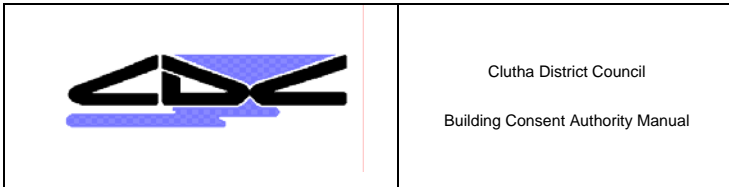
For the purposes of section 7, *owner* means - entitled to the rack rent from the land, or would be entitled to the rack rent if the land were let to a tenant at a rack rent, and includes:

- conditional or unconditional agreement in writing to purchase the land, or
- conditional or unconditional agreement in writing to purchase any leasehold estate or interest in the land.

- 1.5 Check to ensure all sections of the application form have been completed before lodging.
- 1.6 In some cases the application may be lodged, with the application being suspended awaiting the additional required information.
- 1.7 Ensure there is a list of all specified systems in the building when a compliance schedule is required, or if the proposed building work would result in the alteration, addition, or removal of any specified systems included in an existing compliance schedule.
- 1.8 Plans and specifications must accompany the application together with any other information that the building consent authority reasonably requires.
- 1.9 The Building levy and Branz Levy are required to be paid if the project value is \$20,000 or greater, or if it is a staged consent where the overall value of the building work is \$20,000 or greater.  
These levies are to be calculated in accordance with section TS-24.
- 1.10 Restricted Building work - refer section TS-26  
After 30 November 2009, if the application relates to restricted building work, the applicant may be required to supply the name and licence number of each licensed building practitioner who will be involved in carrying out or supervising this work.
- 1.11 A copy of the project information memorandum is required (if applied for beforehand) and, where applicable, a copy of the development contribution notice and any resource consent notice.
- 1.12 Any application for an amendment to the building consent must be made as if it were an application for a building consent (refer to TS-21).

### 2. VET PLANS AND ATTACHED DOCUMENTS

- 2.1 The plans need to be vetted for completeness of relevant details. This is not a technical check for compliance with the Building Code. Relevant information may include:-
  - relevant site plans, with contours
  - drainage plans
  - floor plans for each level
  - foundation layouts
  - subfloor framing layouts
  - elevations with ground lines and finished floor levels shown



- roof framing and bracing layouts
- wall and floor framing and bracing layouts
- relevant construction detail (flashings, connections, etc)
- plans that are legible and drawn to a relevant scale and suitable for the recording medium, either electronic scanning or microfiche
- any other details required.

2.2 A staff member should use the appropriate application checklists to vet the plans and attached documents for completeness.

2.3 Sufficient copies of the plans must be provided to enable all processes to be carried out by the building consent authority or territorial authority.

**Note:** An additional set of plans, specifications and a fire report will be required for applications that are to be submitted to the New Zealand Fire Service Commission (ref TS-11), who will retain this set of documents for their records.

### 3. EXPLAIN PROCESS TO CUSTOMER

3.1 Explain the application process to the customer at the time of enquiry. This could occur through use of guidance material for customers, be included in a letter to all applicants, be handed to applicants in person or be explained during a personal interview. The following issues may be discussed:

- Time-frames and legal requirements (refer to TS-03 and TS-33).
- Responsibilities of the owner/applicant during the consent process.

### 4. APPLICATION ACCEPTED / REJECTED

4.1 When the documentation and application is verified as complete, a staff member should acknowledge that the application is acceptable.

4.2 When the documentation and application is noted as being incomplete, a staff member should reject the application as being unacceptable.

4.3 If not accepted, request the customer to return with the required information and resubmit the application with the additional requirements. Good practice would be to note on the customer's checklist that the information was unacceptable and explain where documentation is lacking or of inadequate quality, etc. (Examples could include drainage issues, or lack of details specific to proposed building work or similar.)

4.4 Note that it may be possible to suspend the application, rather than reject it, depending on the amount or type of information required.

### 5. APPLICATION LODGED AND ENTERED INTO SYSTEM (TS-05)

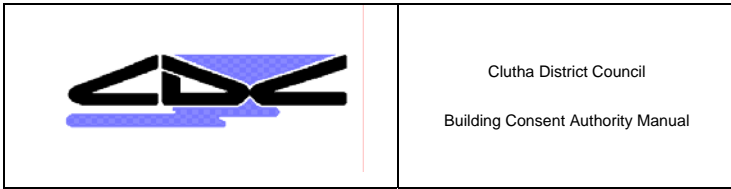
5.1 The system generates a unique consent application number or job number, and the time-tracking system commences (refer to TS-05).

5.2 Application details are entered into the system using a unique number as the job reference.

### 6. DEPOSIT OR FULL FEE AND LEVY

6.1 When the application is lodged an invoice will be generated for fees and levies owed, and sent to the first point of contact.

6.2 If full payment is not received, a process will be initiated to ensure the consent is not released until full payment of the levy and any other fees are received.



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## 7. APPLICATION APPRAISAL

7.1 Appraise the project and assign tasks to the various technical staff (refer to TS-17).



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## NOTES

Application Vetting Checklists

Clutha District Council Schedule of Fees and Charges