	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc Ref	TS-25,TS-25.1,TS-25.2,TS-25.3 Granting, Issuing & Lapsing of building consents
		Date	21/05/2008

T-25, T-25.1, T-25.2 and T-25.3 Granting, issuing and lapsing of building consents (sections 48-52)

BCA AIM

To ensure that building consent applications are processed in a timely manner and in accordance with the requirements of Section 48 of the Building Act 2004.

ROLES AND RESPONSIBILITIES

Building Manager

Responsible for ensuring staff have the appropriate competence to understand the processes involved with the granting, refusing or lapsing of a building consent.

Building Officer

Responsible for assessing whether a building consent is ready for granting and approving or refusing issue of building consent.


Administration Officer

Responsible for all administration functions associated with granting or refusing and lapsing of a building consent.

BACKGROUND

1. The BCA has 20 working days from date of receiving a building consent application (that complies with sec 45), to determine whether to grant or refuse to issue a building consent.
2. The BCA cannot grant a building consent unless satisfied that the provisions of the Building Code would be met if the building were constructed in accordance with the plans and specifications that accompany the application.
3. During building consent processing, a BCA may require further information. In such cases, the time clock will be stopped (suspended) until the required information is received. The time clock is restarted once the additional information is received.
4. A building consent must:
 - be issued in the prescribed form
 - have a copy of the project information memorandum attached
 - have a development contribution notice attached (if applicable)
 - have certificates issued under section 37 attached (if applicable)
 - state whether a compliance schedule is required (or requires amending) and list the appropriate specified systems and relevant performance standards.
5. If building work is not started within 12 months (or other agreed time-frame) from time of building consent issue, the building consent may be lapsed.

PROCEDURE

	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc	TS-25,TS-25.1,TS-25.2,TS-25.3 Granting,
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1 GRANTING OF BUILDING CONSENT

1.1 After processing is complete and prior to granting the building consent a Building Officer will review the processing work to ensure the building consent has been assessed against the Building Code Clauses. The following will also be considered:-

- whether building consent conditions need to be attached
- whether a development contribution notice issued under section 36 is required
- whether any Resource Management Act certificates issued under section 37 are required
- whether a New Zealand Fire Service Commission memorandum has been issued, and whether the BCA is satisfied with processing decisions in response to this
- whether all requirements identified in the project information memorandum have been addressed
- whether there are any bans or warnings that may affect the project
- whether the consent value is realistic, and whether levy assessment is correct
- whether a compliance schedule is required or needs amending and, if so, whether the specified systems are correctly identified, and whether the performance standards for the specified systems are appropriate.

1.2 If above matters are satisfactory, the building consent will be approved and forwarded to an Administration Officer to prepare it for issue. The building consent time clock will be stopped once the consent is issued.

2 REQUESTS FOR FURTHER INFORMATION OR REFUSING TO ISSUE A BUILDING CONSENT

2.1 If not satisfied, further information may be requested to support or clarify the application. During this period, the clock will be stopped. Upon receipt of the information, the clock restarts and processing is completed in accordance with TS-19.

2.2 If still not satisfied, the application for building consent may be refused, and the applicant advised accordingly. The reasons for the refusal must be clearly documented and attached to any notification sent to the applicant.

3 ISSUE OF BUILDING CONSENT

3.1 Before proceeding to issue the building consent, the Administration Officer will check that the job card steps have all been signed off by an appropriate person (on paper and on the computer), that a designated Building Officer has approved the issue of the building consent, and that there are no special features of the consent that require it to be reviewed by another Building Official before issue.

3.2 The Administration Officer will then:


- generate the building consent on the prescribed form
- ensure building consent conditions and advice notes have been attached
- ensure a list of the specified systems that are covered by the compliance schedule and the performance standards of these is attached (if applicable)
- ensure a copy of the project information memorandum is attached (if applicable).

This information will be collated and returned to a Building Officer delegated for signing.

3.3 On payment of all fees and levies in relation to the consent, the BCA will issue the building consent if application has been approved by the Building Officer.

3.4 The building consent must:

- be issued in the prescribed form:
- have a copy of the project information memorandum attached (if applicable)
- have a development contribution notice attached (if applicable)
- have any certificates issued under section 37 attached (if applicable)

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- state whether a compliance schedule is required (or requires amending) and list the appropriate specified systems and relevant performance standards.

3.5 Consents lapse if building work has not started within 12 months of building consent issue (or any further period that the building consent authority may allow) TS-25.2.

3.6 The BCA has a system to monitor and report on the due dates.

4 APPLICATION ISSUED BUT CONSENT NOT UPLIFTED (AWAITING PAYMENT)

4.1 If an approved application is not uplifted, the BCA will contact the applicant and determine whether they wish to cancel the application. All contacts should be recorded.

4.2 If the consent application is to be cancelled, the applicant should be advised in writing.

4.3 A record should be maintained of all cancelled applications.

5 LAPSING A BUILDING CONSENT

5.1 If after 12 months the BCA becomes aware that building work has not progressed, the building consent will lapse unless further period to make progress is agreed with the applicant.

5.2 If the BCA approves a further period in which to make progress or to lapse the consent, it will formally notify the applicant.

5.3 Any refund of fees or charges will be at the discretion of the BCA.

NOTES