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Ref TS-08,TS-08.1 Project Information Memorandum

Date 20/05/2008

## TS-08 & TS-08.1 Project Information Memorandum (territorial authority function)

### ROLES AND RESPONSIBILITIES

- **Territorial Authority**

Responsible for assessing and providing the correct information relating to the proposed building work to the BCA.

- **Territorial Authority Manager**

Responsible for ensuring staff have the appropriate competence and authorisation to process and issue a PIM.

Responsible for measuring the ongoing effectiveness of the quality systems and the quality of information contained in the PIM.

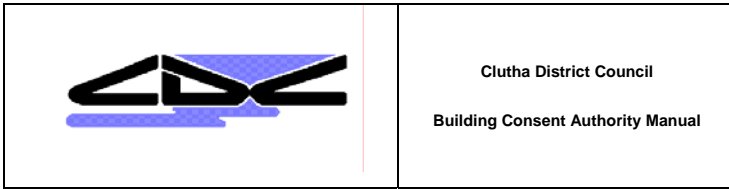
Responsible for identifying, managing, obtaining and collating all information required prior to issuing the PIM.

- **Network Utility Operators**

Responsible for assessing and providing the correct information relating to the proposed building work to the BCA.

### BACKGROUND

1. A Project Information Memorandum (PIM) provides information about land and about the requirements of other legislation that might be relevant to proposed building work.
2. The territorial authority for the district in which the proposed work is to be undertaken is responsible for issuing the PIM.
3. A PIM must be issued within 20 working days of receiving the application.
4. If a building consent authority receives a building consent application that is not accompanied by a PIM, it is required to apply to the territorial authority for a PIM.
5. The application for a PIM is required to be made on the prescribed form along with any information the territorial authority reasonably requires.
6. While processing the PIM application, a territorial authority may request further information.
7. In such cases, the 20-working-day time-frame will be suspended and the clock stopped. Upon receipt of the information, the territorial authority must issue the PIM within 10 working days of receiving the requested information.
8. A PIM is required to include the features listed on flowchart TS-08.1 and in section 35 of the Act.



## PROCEDURE

### 1 REQUEST FOR PIM IS RECEIVED AND ALLOCATED FOR PROCESSING (REFER TS-08.1)

1.1 The TA Officer must be satisfied that the PIM application form is properly completed.

### 2 TA OFFICER IDENTIFIES REQUIRED INFORMATION AND ALLOCATES ACCORDINGLY

2.1 The TA officer is responsible for ensuring that:

- a copy of the PIM application is provided to all groups and organisations needing to provide relevant information and, where appropriate, will ensure copies of earlier issued project information memoranda accompany the application
- information from each group and organisation is obtained and compiled
- statutory time-frames are managed

2.2 Information to be considered may include:

- New Zealand Historic Places Trust
- public drains
- stormwater, wastewater and water
- network utility operators (e.g. power, gas, railways, etc) – where information is held by the territorial authority
- New Zealand Fire Service Commission
- wind, earthquake and corrosion zones
- building over two or more allotments
- hazards and special features
- subdivision
- development levy
- Resource Management Act / District Plan requirements
- public buildings
- environmental health
- hazards register
- regional authorities
- dangerous and/or insanitary buildings.
- Earthquake-prone buildings.

### 3 COMPILING PIM INFORMATION

3.1 Once all inputs from the various groups or organisations have been obtained, these will be collated and prepared for the PIM to be issued.

## NOTES