

# TS-15 Staged Consents

## ROLES AND RESPONSIBILITIES

### Building Manager

Responsible for ensuring the building consent authority has the appropriate systems in place for processing and issuing a staged building consent.

Responsible for ensuring technical and administration staff have the appropriate levels of technical competence to fulfil their functions and duties with respect to this task.

### Building Officer

To ensure projects are accurately identified as staged consents and process applications accordingly.

### Administration Staff

To ensure the information entered into the computer system is accurate and in a manner that correctly identifies the stages of work involved for all consents.

## BACKGROUND

- Section 44(2) states that a building consent may be staged.
- The Building Act 2004 does not provide for interim code compliance certificates.
- Applications that might be staged are:
  - large multi-storey buildings
  - multi-unit apartments or development blocks
  - shopping malls
  - site works, foundations and drainage, with the balance of work completed under a separate stage (this situation might occur where it is desirable to start the project early but where plans and calculations have not been completed for the balance of the work)


In these situations it may take some time to complete the entire development, but it may not be practicable or desirable to wait for all work to be completed for final payment.

- Section 363 states that it is an offence to use public premises that are affected by building work and have not had a code compliance certificate issued (for further information on the use of public premises refer to TS-47).
- Section 364 states that it is an offence for a residential property developer to transfer a household unit before a code compliance certificate has been issued.

## PROCEDURE

### 1 EXPLAIN PROCESS TO CUSTOMER

- 1.1 Should the need arise, a letter outlining the Staged Consent process will be written to applicant at the beginning of the project.

	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc Ref	TS-15 Staged Consents-NV
		Date	20/05/2008

**2 ASSESS APPLICATION TO DETERMINE SCOPE OF WORK**

- 2.1 Clearly identify the number of proposed stages.
- 2.2 Ensure data entry correctly identifies that this is a staged consent.
- 2.3 Clearly identify the nature of work involved, for example, foundations and drainage only.
- 2.4 It is helpful to have information about the use of the building and further planned applications, to avoid incompatibility with future stages.

**3 ASSESS PLANS**

- 3.1 Assess the plans to ensure only the building work that is to be covered by the staged consent is included on the consent plans.
- 3.2 This is important because a code compliance certificate can only be issued against the consent plans.

**4 PROCESS APPLICATION**

- 4.1 Continue processing application in normal manner (refer to TS-19). This will include checking consents for previous stages to ensure they are consistent with the current staged application, and will result in compliance with the Building Code.

**NOTES**