



Doc Ref TS-44 Safe and Sanitary NV

Date 28/05/2008

# TS-44 Safe and Sanitary (territorial authority function)

## ROLES AND RESPONSIBILITIES

- **TA**  
Is responsible for developing policy and procedures in relation to unauthorised work.  
Is to provide audit processes to ensure the policy and procedures are followed when dealing with unauthorised work.
- **Building Manager**  
Is responsible for ensuring staff have the appropriate competence and authorisation to implement policy for unauthorised work.  
Is responsible for reviewing decisions relating to unauthorised work.
- **Building Officer**  
Responsible for carrying out the procedures with relation to unauthorised work.
- **Administration Officer**  
Responsible for undertaking all administration procedures and processes associated with unauthorised work

## BACKGROUND

1. It is expected that the TA will become aware of situations where unauthorised work has occurred prior to the commencement of the Building Act 1991 on 1 July 1992. This work is unable to be dealt with under the provisions for certificate of acceptance, as the work has been carried out without a Building or Plumbing and Drainage Permit, rather than a Building Consent.
2. It is important that policies and procedures are adopted and implemented by the TA, to ensure responsibilities under Part 2 Subpart 6 of the Building Act 2004, and the TA responsibilities relating to Land Information Memoranda are met.

## PROCEDURE

1. A Building Officer may become aware of unauthorised work through review of property files when processing applications under BA 2004, customer enquiry, inspection of property, or complaint.
2. Where it can be established that work has occurred after 1 July 1992, the unauthorised work should be addressed as detailed in TS-31 Notice to Fix.
3. Where work has occurred prior to July 1992, the TA has a responsibility to ensure the building is safe and sanitary. If it is determined that the building is dangerous or insanitary, action should be taken under TS-46 or TS-45. In all cases the existence of unauthorised work will be recorded on the property file

## NOTES

TS-45,  
TS-46  
Dangerous Building Policy



Clutha District Council  
Building Consent Authority Manual

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Insanitary Building Policy