

	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc Ref	Consent checking procedure
		Date	29/05/2008

Procedure for checking applications before they are accepted by Council and entered into the system is as follows: -

- Customers bringing in applications taken over the counter will be offered a pre-lodgement meeting to assess the completeness of the application. This will be carried out by one of the Building Officers in the office at the time. If no other Building Officer is available, the Processing Officer will see the applicant.
- Applicants who do not wish to have a pre-lodgement meeting will have their applications assessed, along with applications received by other means, the following morning by the Building Officer scheduled to check applications. If possible, this will be carried out before 10.30 am.
- Building Officers will use the appropriate checksheet, and **tick** boxes where the appropriate information is included, marking **NA** where the information is not needed.
- Boxes should be left blank where the appropriate information has not been completed. If there are any additional notes (for instance if only one of the pieces of information specified is missing) then a further statement can be neatly written after the typed text - an example is (Roof bracing not included) added to the line.
- Information in the "For Office Use" box must be filled in. Gill will fill in the VZ when the application is returned to her.
- Once Gill has seen the returned applications (and filled in the VZ), the ones marked "Accepted for processing" will be entered on the computer, have a coversheet filled in, and processing of the application will occur.
- Applications marked "Returned" will have a return letter produced by Wendy, and be sent back. The checksheet filled in by the Building Officer is not sent back with the application – the letter will instead state only the information that is missing from the application. Wendy will include **all of the boxes not marked with a tick or NA** in the letter, along with any short notes handwritten by the Building Officer following the typed words. If she cannot understand any of the writing, or if the checksheet is not filled in with **ticks and NA only**, she will check with the officer, or with Ray if the Officer is not in the office at the time. She cannot wait until the Officer is back in the office, as all of the letters need to be written and applications returned as soon as possible – we are aiming at same day processing.
- Building Officers will notice that the checksheets for solid fuel heaters are slightly different from those for other building work. It has been suggested that by including checking of the **content** of the supporting information, as well as the fact it is there will allow SFH consents to be processed on the same day, without going to the Processing Officer. Applications should be assessed as you would if you were processing the application in the processing office. Once the information with the application has been checked, the checksheet can be marked "Returned" (if the application is incomplete), "Approved for issue" (if you are happy with the completeness and quality of the information provided) or "Accepted for processing" (if the application is complete, but there is a reason not to approve the application without further discussion or information). Applications marked "Approved for issue" will be entered by Gill, and be returned with the coversheet for computer sign off to the Officer checking the application.