BUILDING CONSENT PROCESS

Inspecting and Certifying Building Consents

16/09/2026



TARARUA
DISTRICT COUNCIL

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Construction inspections

When can work start?

You are liable for infringement fines if work starts before a consent is issued. You must obtain and read the stamped approved building consent documents before work begins. These stamped documents must be kept on-site at all times during the construction process.

If your building consent was issued with a Section 37 notice (Building Act 2004), building work must not start until the specified Resource Consents have been granted.

If your project includes Restricted Building Work (see below) and you have not already provided Council with the names of the Licensed Building Practitioners (LBP's) who will carry out the restricted work, you must do so before the first inspection has been called for.

A Building Act condition (section 90) will be placed on the approved consent documents that stipulates the entitlement for the BCA, or its nominated agent, for the purposes of this section are entitled, at all times during normal working hours or while building work is being done, to inspect:

- Land on which building work is being or is proposed to be carried out; and
- Building work that has been or is being carried out on or off the building site; and
- Any building.

Restricted building work

If your project includes restricted building work (RBW) the restricted work can only be carried out by, or under supervision of a LBP approved for the specific type of work.

Section 87 of the Building Act 2004 states that before the work starts, the owner must notify the BCA of the names and registration numbers of the LBP's who will carry out the work, if they were not stated in the Building Consent application.

The Act also states that after any RBW commences under a building consent, the owner must give the Building Consent Authority written notice as soon as practicable of the names of the LBP's concerned if a LBP ceases to be engaged to carry out, or supervise, the restricted building work under the building consent, or another licensed building practitioner is engaged to carry out, or supervise, the restricted building work.

On completion of the work, each LBP must provide a Record of Work certificate. Council will require copies of these certificates prior to the Code Compliance Certificate being issued. It is an offence for a person who is not an LBP to carry out RBW unless the work is carried out under an approved Owner Builder Exemption.

Owner/builder exemptions

It is possible in some circumstances to get an Owner Building Exemption for DIY work that is Restricted Building Work. Owner-builders are able to carry out restricted building work (RBW) on their own home. You are an owner-builder if you:

- Live in or are going to live in the home (includes a bach or holiday home)
- Carry out the RBW on your own home yourself, or with the help of your unpaid friends and family members, and
- Have not, under the owner-builder exemption, carried out RBW to any other home within the previous 3 years.

Before you can use the owner-builder exemption you need a written declaration showing that you meet the owner-builder criteria. The statutory declaration form must be witnessed and signed by a Justice of the Peace or someone else authorised by law to do so.

Applications that include Owner Building Exemption must be lodged with completed forms 2b and 2c attached. These forms are available on the Simpli portal. More information is available on the Ministry of Business Innovation and Employment website www.building.govt.nz

Inspections must be arranged at specific stages of the project

There will be a number of inspections scheduled for your building project. A list of required inspections can be found on the approved building consent document and on the Simpli portal under the Inspections Tab. Building inspections are scheduled at critical stages of the construction process. It is the building owner's, or their appointed agent, responsibility to arrange inspections at the correct stages of the construction process. It is not the responsibility of Council to organise inspections, as we have no way of knowing when you are ready for each inspection.

The building officer will approve or fail the inspection electronically. You will need to have a failed inspection rechecked before you can proceed past that point in the project. The building officer will supply you with a copy of the inspection report, which will also have the failed items listed, by email.

Dependent on the degree of failure you may be able to proceed with other parts of your project. The building officer will discuss this with you at the time of the inspection. The process for failed inspections is explained in greater detail in the Inspection Procedure section of this document. The inspection process applies to all projects that have an approved building consent.

How do I arrange a building inspection?

Call the Council and make an appointment as soon as you are ready for the inspection. Council requires a minimum of 3 days' notice. All inspections can be booked by phoning 06 374 4080 or 06 376 0110 Or via email inspections@tararuadc.govt.nz

As per Regulation 7A of the Building (Accreditation of Building Consent Authorities) Regulations 2006 (the Regulations), Tararua District Council must ensure that 80% of inspections are carried

out by the BCA or their agent within the period of 3 working days after the date of inspection requested (DIR) by the building owner or their agent.

When you make a booking, you will need to quote the following:

- Building consent number
- Type of inspection
- Site address
- Contact name and phone number

Please do not ring the building officer's cellphone to book an inspection. Contacting the dedicated administration staff is the only guarantee that an inspection is booked.

What happens when the Building Officer arrives?

Site safety

You are responsible for the safety of your site. The building officer may refuse to carry out an inspection where adequate safety provisions have not been implemented. This includes such issues as well restrained ladders and scaffolding and includes shutters in trenches etc. when required. If the inspection is in an elevated area, you must have restrained scaffolding or another method available so the building officer can view the work.

Inspection procedure

Access to the building site must be provided. A full set of printed (in colour where appropriate and with the correct resolution) approved building consent documents must be on-site and made available to the building officer. Ensure the site is clean, tidy and safe. You may be required to be on-site when a building officer visits as they may have questions or advice for you.

If any inspections are required to be repeated the inspection cost must be met by the applicant.

The building officer will require an email address to send the inspection results. When the outstanding items have been completed the owner/agent should book a recheck inspection.

What happens if the work is not approved?

Areas of non-compliance will be detailed as above. Where issues are of a more serious nature, Council may issue a Notice to fix, requiring any building work not done in accordance with the Building Consent or the New Zealand Building Code to be corrected.

Council may also direct that the building work cease in the area affected by the non-compliance until Council is satisfied work may proceed. Failure to act within the guidelines of the Notice to Fix may result in prosecution.

You need to have an understanding of what and when inspections are needed. Missed inspections may prevent Council from being able to establish full compliance with the approved building consent, therefore possibly preventing the issuing of a Code Compliance Certificate.

It is solely the owner or their designated agent's responsibility to call for inspections. Council takes no responsibility for missed inspections that were not called for.

Amendment to the approved plans

The Building Act 2004 requires that building work is carried out in accordance with the approved building consent documents. This means any changes to the stamped approved plans will require a building consent amendment or to record a minor variation.

During the construction process, invariably there are changes made. These changes can be recorded by way of a minor variation for minor changes or an amendment for more significant changes.

A minor variation can be discussed with the building officer on-site. The builder/owner will need to advise clearly what has or will change. A minor variation form will need to be signed and submitted to the building officer who will also note the changes on the approved plans or specifications and on the inspection record and update the main building file once returned to the office. A minor variation can also be applied for by emailing BuildingAdmin@tararuadc.govt.nz for assessment by a building officer.

An amendment is a formal process and must be applied for in the same manner as the original building consent. The timeframes for Council to process an amendment are the same as thebuilding consent.

Please ensure that when changes are made that the correct method of amendments/variations is followed and Council is notified as early as possible, so the work on-site is not slowed down as a result of any changes. If these amendments/variations are not applied for and approved, Council may be unable to issue a Code Compliance Certificate for the project. Some minor variations may be approved on the spot during an inspection, for example the changing of a window to a door (or the reverse) of the same width with no structural implications.

An amendment will generate extra costs, and the amendment cannot be uplifted until any applicable fees are paid. Council has 20 working days to assess an amendment.

It is up to the building officer whether the changes require a minor variation form or an application for an amendment to the building consent. Please discuss any changes with the building officer prior to application.

Commercial buildings – use by the public

If the building is classified as a building for public use under the Building Act 2004, it is illegal to allow members of the public to use the building until the Code Compliance Certificate has been issued, unless in the interim, a Certificate for Public use (CPU) has been approved by the Council. It is the responsibility of the owner/agent to apply for this certificate. Application forms are available on the Simpli portal.

Inspection types required for new buildings

Siting/footings/foundations

This inspection is required to ensure boundaries are identified and the building dimensions are correct, the foundation ground bearing, trench size and depth are checked and the correct type and size of the steel reinforcing and placement within the foundation. At this time, the accuracy of the siting of the building is checked. Often floor heights and any unusual features would be discussed with the builder. If the boundary is not clearly defined, then the onus is on the builder/owner to confirm boundary positions with surveyed boundary pegs etc.

For pile foundations, the size and treatment of the piles is checked, the location of the anchor/ braced/ordinary piles are checked against the approved plans. Ground bearing is confirmed and siting accuracy determined.

Note: If there is any specialised requirement e.g. geotechnical engineer, or their agent, to confirm ground bearing it must be done at this stage before concrete is poured.

Block fill

This inspection includes checking the blocks to ensure the internal webs are clean of cement mortar, reinforcing steel is of the correct type, size and placed accordingly. Floor heights are also checked.

Washouts are required where blocks exceed 1.2 metres in height.

Concrete floor slabs

The concrete floor inspection involves checking that the correct polythene underlay has been used and that the joints and penetrations have been taped correctly.

Floor thickenings and loading points are checked for the location of extra reinforcing and placement. If reinforcing mesh is to be used within the floor, that it is of the type shown in the approved plans and specifications.

It must be placed at the correct height in the floor and on proprietary supports (bar chairs etc.) and is the correct position in relation to the foundation reinforcing and is tied to the perimeter reinforcing adequately.

Where bond beam reinforcing steel is installed the correct position in relation to the foundation steel must be ascertained with all reinforcing mesh tied correctly. Control joints are placed where required with any proprietary joints correctly positioned. Control joint reinforcing is checked as per the approved plans. The proposed floor thickness is checked by either level, string line or sight lines to comply with the plans and specifications.

Sub-floor plumbing

This inspection covers all pipe work under a concrete or timber floor. Sub-floor plumbing is the installation of the under floor hot and cold-water supplies and the waste pipes for individual fixtures leading to the building exterior.

This inspection determines that the correct pipe work has been laid under for under the floor, is lagged appropriately for in ground use in the case of hot and cold water and will be subject to a water pressure test. Hot water cylinder drain lines are to be protected as for the plumbing system and should be checked for size and location of the outlet.

For waste pipes correct falls and sizes should be determined and venting checked to ensure the length of the outlet is not longer than permitted. Where any pipe work penetrates through the floor, the pipe work is lagged and taped for protection including expansion and contraction within the floor.

Sub-floor framing

Generally, the inspection of the sub-floor and floor can occur during the pre-wrap inspection. The building officer will check that the anchor/brace/ordinary pile sizing and fixings are correct for location including location and height above ground level. Joist and bearer sizes, spans, blocking and treatment will also be checked. If installed at that stage under-floor insulation will also be checked.

Wall and roof framing (pre-wrap)

This inspection checks framing grade, treatment type, framing sizes, stud fixings and spans, bottom plate fixings and any supports that are required from the approved plans. The building officer will also ensure that all the bracing, lintel, roof truss/rafter/purlin fixings and straps are installed correctly. The truss layout and fixings are checked to ensure that they comply with the approved truss manufacturers' design.

Wall and cavity

The inspection regime for claddings are many and varied and rely on the manufactures specifications dependent on the type used. Where a cladding is to be installed on a cavity, a "cavity batten "inspection is required regardless of the type of cladding.

The cavity batten location, fixings, vermin strips, cavity closures and window, door, meter box and roof junction flashings are also checked.

For stucco claddings, the substrate check includes substrate batten and framing fixings, particularly if the substrate is being utilised as a bracing member. All flashings (as detailed above) vertical and horizontal control joints, ground clearances and any proprietary systems requirements are also checked.

Further inspections will be required for the “netting and paper” and the “pre-scratch coat” where the slip layer and netting is checked to ensure there are no holes, the netting is taut and the fixings are correctly installed and spaced. All control joints, flashings, base molds, corner sections and extra netting around openings and control joint areas are checked to ensure compliance.

Half high brick

For brick veneer, the inspection takes place at “half height” where the bricks have been completed to half the finished height of the wall. In the case of single-storey buildings and for those buildings greater than single storey, the first inspection will be at approximately the 1.2 metres high mark and any further inspections as required.

The inspection is to check that sufficient numbers and placement of brick ties are being used and fixed correctly, depth of the cavity, width of joints, weep hole sizes/centres are correct, the bottom of the cavity is being kept clean and there are satisfactory clean out options if required.

Pre-line plumbing

This entails the inspection of the hot and cold-water supplies to individual fixtures, checking the pipe work and sizes are consistent with the plans and specifications, hot water cylinder type and size is correct and able to be maintained when installed, the pipework has sufficient support and clearances, protection from framing (including steel framing), frost protection and that pipes are lagged for energy efficiency where required.

Particular attention is paid to the timber structure to ensure no over-size holes or cut-outs have taken place during the pipe-out process. Attention is also given to the prevention of “water hammer”. Inspections of solar heating and any alternative means of water heating, gas hot water installations (both instantaneous and storage) are within the scope of the Pre-Line Plumbing inspection.

The whole of the plumbing installation must be subjected to an appropriate water pressure test for a specified time to ensure the installation is adequate.

Note: Some solar systems are of a low-pressure type where a water pressure test may not be practicable.

Pre-line building

The internal linings can only be installed once the external cladding has been completed.

The pre-line inspection includes checking ceiling and wall insulation, moisture check of framing timbers and their timber grading, ceiling battens, window and door joinery air seals and any bottom plate bracing hold-down fixings.

Post-line

A sheet bracing inspection includes checking the sheet bracing against the plan requirements and ensuring the respective bracing elements are in the correct position, type, length and fixed correctly.

This inspection must be completed before any plasterboard stopping is done or the fixing of skirting boards/cornice. The inspection may be failed if the building officer cannot view the fixing of the bracing elements. Internal linings, other than bracing elements, are generally not checked as part of this inspection.

Fire linings are checked against the approved plans and specifications for sheet size, thickness, location and fixings. Any penetrations through a firewall lining are checked to ensure the correct framing procedure and proprietary products have been used so as not to compromise the integrity of the firewall and the structure. The building officer may require you to remove some screw fixings to ensure the correct length has been installed.

Drainage – wastewater and stormwater

This includes both sewer and stormwater drainage and connects from either a reticulated system or from (or to) an on-site wastewater and stormwater disposal system.

In either case, the drainage systems are checked against the plans and specification for the type of system it is being laid under, either New Zealand Building Code Acceptable Solutions or AS/NZ Standards (e.g. AS/NZS 3500). These systems have different demands on sewer and stormwater systems and both the in-ground sewer and stormwater drains are checked against the applicable nominated system.

Both the sewer and stormwater are checked for bedding, falls and depth while the sewer is subject to a water test.

Septic tanks and effluent systems are classed as drainage inspections. Tanks will be checked for depth in ground, risers to bring lids to ground level and the sealing of those risers. Pipework to the tanks will also be inspected as per normal drainage inspection practices. Effluent trenches will be checked that the depth, length and siting are as per the approved plans. Other considerations include that the effluent metal is clean and of the correct sizing and that filter cloth is in place.

Final inspection

When the building work is complete, a final inspection can be requested. Depending on the size and scope of the project, one or two building officers will conduct the final inspection.

Using a comprehensive checklist, the building officer checks the building work against the approved plans and specifications and any amended plans to ensure compliance. The building officer will clearly note any areas subject to ground clearance requirements and take photographs as evidence that ground clearances were compliant at the time of the inspection. It is crucial that

any further paths or paving, ground works or landscaping (hard and/or soft) do not obstruct the compliant ground clearances.

When your final inspection has passed then you should organise the applicable paperwork and apply for your CCC. The Building Act 2004 states that the application for a Code Compliance Certificate must be on the application form (Form 6) available through the Simpli portal.

Construction supervision and producer statements

Any building work outside the NZBC B1 Acceptable Solution, will require specific design by a suitably qualified engineer. A Producer Statement for Design and Peer Review (PS1 and/or PS2) will be requested at the building consent application stage of the project.

The Council may require as part of its inspection process that a Construction Monitoring Producer Statement (PS4) and relevant documents (inspection notes and photos) is supplied in regard to the parts of the building that were covered by the PS1/PS2. The engineer will state on the Producer Statement that work as supervised met the requirements of the approved design.

The Building Act 2004 stipulates the Council must be 'satisfied on reasonable grounds' that any building element or design meets the provisions of the various codes. As such, Council has sole discretion on acceptance of Producer Statements and technical reports.

Energy and other certificates

Council may require a number of compliance certificates at the completion of a project. For example, if the building work includes electrical or gas work, compliance certificates from both of these tradespeople will be required to certify that the work has been completed to the required standard.

Council may also request certificates from installers such as the roofer, waterproof membrane applicator and fire alarm installers as applicable.

If the project includes Restricted Building Work (RBW) then Records of Work (RoW) certificates from the LBP's that carried out or supervised the work must be supplied. It is an offence for an LBP to withhold a RoW certificate.

How the completed project is certified

What is a Code Compliance Certificate (CCC)?

When all the building work is completed in accordance with the building consent, a Code Compliance Certificate (CCC) can be issued. This is verification from the Building Consent Authority that all works undertaken comply with the approved building consent and the NZ Building Code. It is an important document and should be retained for future reference. We strongly recommend obtaining a CCC as soon as the work on your project is completed. Without a CCC you may have difficulty selling the property or even getting insurance.

Application for Code Compliance Certificate

It is the owner's responsibility to notify the Council on completion of the work and apply for a CCC. You can do this by contacting Council to arrange a final inspection.

Once you have arranged your final inspection and submitted all of the required documentation as listed on your Building Consent document and under the Required Docs on the Simpli portal, you can complete the Form 6 (Application for Code Compliance Certificate) under your consent on the Simpli portal and submit the application.

Code Compliance Certificates and the Building Act 1991

The Building Act 1991 differs from the current Building Act 2004 in that building work had to comply with the NZBC but not necessarily the approved plans. It was common for the building to be 'changed' through the build process and the finished article to differ markedly from the original plans. This created a great deal of confusion for subsequent purchasers, and this anomaly was corrected in 2004 with the implementation of the Building Act 2004. The finished building work must now comply with the NZBC and the approved plans.

Obtaining a Code Compliance Certificate for consents issued between 1991 and 2004

Any request for a CCC for work under the Building Act 1991 and the Building Act 2004 may result in the Council requesting the owner agree to a waiver or modification of part of the NZBC (specifically B2 Durability). This is due to the time that may elapsed between work being completed and the request for the CCC. There are durability timeframes for most building elements, and the Council will backdate this durability to accurately reflect the commencement time of durability issues.

When the Council includes a B2 Modification in relation to the CCC process the condition will be placed on the issued CCC. Council must also complete the appropriate form and send this to MBIE for their records.

Processing your Code Compliance Certificate application

Council has 20 working days to make a decision to either issue or refuse a CCC once it accepts the CCC application.

There may be a number of supporting documents required to assist the decision on issuing the CCC. These are listed the Required Documents on the Building Consent and in the Simpli portal under the 'Required Docs' tab. These typically are Producer Statements from the installers of specific systems, from membrane roofs to fire alarms, certificates for energy work (gas and electrical) LBP Record of Work (RoW) or a Construction Monitoring Producer Statement from an engineer.

If these are not immediately available Council may not accept the application, refuse the CCC or issue a Request for Further Information (RFI) and 'Stop the Clock' until that information has been

received. Once the required information is supplied the 'Clock' will start again. Additional requests for further information or inspections may incur additional costs.

Code Compliance Certificate Application not received within 24 months of the Consent Granting date

It is important that you complete your building project in a timely manner. The BCA must be satisfied that the durability lifespan of the various products used in the build have not been significantly reduced due to the extended time period of the build.

If all the work has not been completed and the CCC has not been issued within 24 months of the date the consent was granted, Council are required to make a decision as to whether to issue or decline the CCC.

You may apply for an extension of time, but approval is at Councils discretion. If your CCC has been declined, you should reapply as soon as all requirements have been met.[VM5.1]

At the 24-month decision stage Council will review your building file and decide whether to issue or to refuse to issue your Code Compliance Certificate. If all the inspections have been completed successfully and there are no other certificates or information to be supplied Council may, without a Form 6 Application for CCC, issue the Code Compliance Certificate. However, if there are inspections outstanding or required documents not yet submitted, Council may refuse to issue the CCC. This has no effect on the building consent and work can still take place to finish the project. A letter will be sent our notifying the owner of this status. When the work is completed, you can still apply for CCC.

Issuing of Code Compliance Certificate

Once Council is "satisfied on reasonable grounds" that the building work complies with the building consent and agree to issue the CCC, a copy of the certificate will be mailed and/or emailed to you. If any fees for additional inspections or other fees remain outstanding, your certificate will be withheld until payment is received. You can choose to make payment at our Customer Services Centre or via Internet banking. If your CCC application is declined you will be advised, via RFI on the Simpli portal, stating the reason/s for the refusal and outlining your options going forward.

Code Compliance Certificates for buildings with a compliance schedule

A compliance schedule will accompany the CCC whenever the building consent includes work on specified systems. It will be issued once we are satisfied, on reasonable grounds, that each specified system is capable of performing to its required performance standards. If it is a new compliance schedule it will also be issued with a compliance schedule statement which is a temporary 12-month document issued by a local territorial authority (council) acting as public notice of the building's safety features. For more information on specified systems please visit: https://www.building.govt.nz/managing-buildings/managing-your-bwof/specified-systems-and-compliance-schedules

Issuing a Code Compliance Certificate from another BCA

In order to consider the issuing of a CCC where another BCA has issued the building consent requires the following to be considered:

- Does the building owner agree for this to happen?
- Is the reason for the application for genuine reasons and is not an attempt to circumvent another BCA's processes?
- That an agreement and reasons for the application must be in writing and signed and dated by the building owner.

In addition, the following information should accompany the CCC application:

- Application for the CCC
- A copy of the building consent and associated documents
- A copy of any PIM for the project
- Plans and specifications for the building work undertaken under the building consent
- All inspection records to date
- Copy of any notices or certificates issued during the building works
- Energy certificates
- Any Producer Statements require
- LBP memoranda where applicable
- Engineers' reports
- Any test results or any other information that may assist the issuing authority

If sufficient evidence and documentation have been provided, then the BCA can proceed as for a standard CCC application.

TARARUA
DISTRICT COUNCIL

Dannevirke Service Centre
26 Gordon Street, Dannevirke
PO Box 115, Dannevirke 4942
Monday - Friday
8:00am - 5:00pm
Phone: 06 374 4080 (24 hours)
Email: info@tararuadc.govt.nz

Pahiatua Service Centre
136 Main Street, Pahiatua
Monday - Friday
8:00am - 4:30pm
Phone: 06 376 0110 (24 hours)
Email: info@tararuadc.govt.nz

Eketāhuna Service Centre & Library
31 Main Street, Eketāhuna
Monday - Friday
10:30am - 12:30pm & 1:00pm - 4:30pm
Phone: 06 376 0110 (24 hours)
Email: info@tararuadc.govt.nz

Woodville Service Centre, Library & isite
45 Vogel Street, Woodville
Monday - Friday
9:00am - 5:00pm
Phone: 06 376 0200 (24 hours)
Email: info@tararuadc.govt.nz