# BUILDING CONSENT PROCESS

## Accepting and Processing Building Consents

16/09/2026



TARARUA
DISTRICT COUNCIL

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# Applying for a building consent

## What is a building consent?

A Building Consent is a document from the Building Consent Authority (BCA) , confirming that your proposed building work is permitted to proceed within the restrictions of any conditions that may be contained in the Consent. A building consent confirms the building project meets the requirements of the New Zealand Building Act, Building Regulations and the Building Code. A Building Consent is required for any structures that are not specifically exempted from consent requirements by Schedule 1, Sections 42A, 42B and 43 of the Building Act 2004.

For most building, plumbing and drainage work, a building consent is required. Works exempt from building consent requirements tend to be of a small scale, being within certain dimensional or volume limitations.

**Self-certification for plumbing and drainlaying scheme**

Self-certification for plumbing and drainlaying is a voluntary, opt-in scheme that lets endorsed plumbers and drainlayers self-certify (sign off) eligible work that complies with the building consent.

Owners can choose whether to have their project's plumbing and drainlaying either:

- self-certified by an endorsed plumber or drainlayer
- inspected by a building consent authority (BCA).

Building consents can have a mixture of both:

- self-certifiable plumbing and drainlaying
- plumbing and drainlaying that follow the standard building consent inspections process.

Only plumbers and drainlayers endorsed by the Plumbers, Gasfitters, and Drainlayers Board can self-certify.

**When you apply for a building consent**

You still need to:

- apply for a building consent when required
- provide plans and information that show Building Code compliance
- identify in the building consent application who will carry out self-certifiable plumbing or drainlaying work, if known
- list in the building consent application what eligible work you are proposing to be self-certified.

BCAs assess the building consent application in the usual way.

General exemption information can be found here:

Exempt building work guidance

The granny flats exemption (also known in legislation as non-consented small standalone dwellings) under Schedule 1A of the Building Act 2004, enables eligible dwellings of up to 70 square metres to be built without a building consent, provided they meet specific design and construction conditions and are built or supervised by licensed professionals.

Granny flats exemption guidance has information about small standalone dwellings built using the granny flats exemption.

It is an offence to carry out building work that is not exempt except in accordance with a Building Consent.

Further assistance and guides can be found on the Ministry of Business, Innovation and Employment website here:

Apply for building consent | Building Performance

## Project Information Memorandum/Consent conditions and advice notes

A Project Information Memorandum (PIM) sets out any information Council has that may affect your proposed project. This may be useful when designing the structure as it gives information such as compliance with the District Plan, land structure, current drainage positions and any natural hazards that may affect the site. For example, sometimes a PIM will specify the need to obtain a resource consent before you begin building work. The District Plan sets out which activities will require resource consent. Council must consider these issues when processing your Building Consent and the requirement of the various plans, that control building in our region, will be identified in your consent as either conditions or advice notes.

When a building consent is issued there may be a number of conditions or advice notes attached to the building consent document. Only conditions permitted by the Building Act may be placed on building consents. These may be in relation to;

- Section 90, Inspections by building consent authority
- Section 113, Buildings with specified intended lives
- Section 71, Building on land is subject to natural hazards
- Section 75, Construction of building on 2 or more allotments
- Section 67, Territorial authority may grant building consent subject to waivers or modifications of the building code

It is critical that these conditions are followed, and advice notes should be carefully observed.

## Completing your application

The preferred method of submitting your application is at the website: www.simpli.govt.nz. If you have no internet access, a hardcopy form can be found at Building Applications, Forms and Fees | Tararua District Council. Please be aware that an extra fee for hardcopy applications will be added to your consent cost.

The Council has firm requirements on the standard that the application form, plans and supporting documentation must meet. Do not hesitate to ask for help with any part of the application when applying for your building consent.

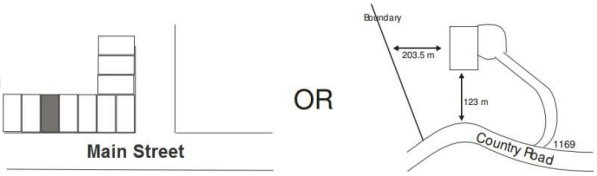
Together with your application form, you are required to provide copies of the plans. It is important that your plans are clear and concise and drawn to scale on white paper in black ink. Pencil drawings will not be accepted. Plans should NOT be drawn on graph paper under any circumstance.

The plans should include:

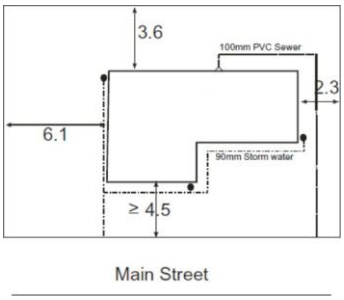
- Location plan
- Site plan
- Floor plan of each floor (if there is more than one), an elevation of each exterior wall
- Drainage plan
- Foundation layout
- Sufficient cross-sections to show the full nature and extent of the work
- Full set of construction details of specifications

## Location and site plans

The location plan should show the location of the site in relation to known points.

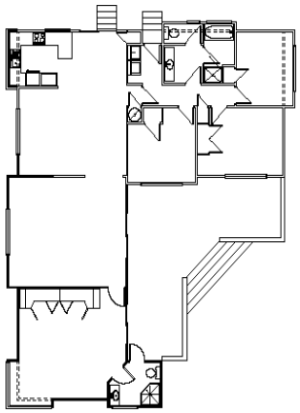



The site plan must be drawn to scale and should show all buildings on the site and their relationship to the boundaries. Normal scale is 1:200. We recognise that this is not always possible for buildings on country properties.




## Floor plan – Scale 1:50 or 1:100

The floor plan should clearly show doors, windows, the rooms on that floor and the intended use of that room. Show the fittings within the room such as benches in the kitchen, bath and basin in the bathroom and the position of the pan in the toilet compartment.

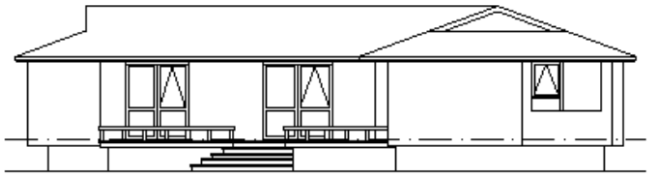


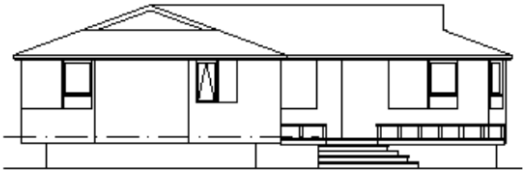
## Elevations – Scale 1:50 or 1:100

Provide an elevation of each exterior wall showing all openings, doors etc. For new dwellings and substantial additions, a weather-tightness matrix must be supplied for each elevation. The matrix is a scoring system that determines if your choice of exterior cladding must have a drained and ventilated cavity behind it or not.

A fact sheet on the weather-tight matrix is available on request or on the MBIE website:

www.building.govt.nz





## Cross sections – Scale 1:50

Supply cross-sections of the building that clearly show the method of construction, details of the materials intended to be used and accurately show floor levels and adjacent ground levels.

## New buildings or major extensions

- When erecting a new building or a major extension, the following additional information is normally required
- Full bracing calculations
- Detail of all insulation (H1 calculations)
- Drainage plans:
- If the property is rural, a septic tank must comply with the Manawatū-Wanganui Regional Council's One Plan requirements.

Ground bearing capacity tests:

- Engineer designed foundations may be required if the ground bearing capacity is found to be unsuitable. Generic type sheds do not generally require this type of foundation design.

Specifications must be specific to the project:

- If using a Master Spec type form, the details not relevant to the Building Consent must be deleted. This also applies to any manufacturer's specifications, E2 pages etc. All non-relevant material removed.

## Restricted Bulding Work (RBW) and Licensed Building Practioners (LBP)

If your project includes structural or weather-tightness work on a residential dwelling, the work may be classed as 'Restricted Building Work'. This type of work must be designed and built (or supervised) by a Licensed Building Practitioner (LBP).

Your application will need to include a design certificate from the LBP that carried out the design work.

You will also need to provide Council with a list of LBPs who will carry out the building work. It is best if the names and registration numbers of these licensed tradespeople are provided on the consent application form. But the LBP names and registration numbers of the licensed tradespeople must be provided before the first inspection.

You can provide the list after your consent has been issued but you should be aware that the work must not start until you have provided Council with names of the LBPs.

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 has to be witnessed and signed by a Justice of the Peace or someone else authorised by law to do so.

More information is available on the Ministry of Business Innovation and Employment website https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations. Applications that include Owner Building Exemption must be lodged with completed forms 2b and 2c attached. These forms are available on the Simpli portal (the preferred method of application) and on our website.

## Producer statements

Any part of the structure that is outside the scope of New Zealand Standard 3604 (the standard for light timber framed buildings) or any other documents cited within the compliance documents, may require a Producer Statement. Besides the supply of Producer Statements for commercial buildings, Producer Statements may be supplied for a number of specific design elements in residential dwellings.

These may range from membrane roofs to steel beams over a garage entrance. The supply of a Producer Statement in no way compels the Council to accept an alternative solution. The Act stipulates that 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.

Council generally accepts Producer Statements from engineers that hold a current Chartered Professional Engineers (CPEng) practicing certificate and from persons who are qualified and experienced in the specific field for which the Producer Statement is being issued.

Producer Statements include the following formats:

- PS1: Design
- PS2: Design Review
- PS3: Construction
- PS4: Construction Review

## Alterations to existing buildings (section 112)

Council must not grant a building consent for the alteration of an existing building or part of an existing building unless it is satisfied that after the alteration:

a) The building's overall compliance with the Building Code (including other applicable clauses in addition to fire and accessibility, such as structure) must not be less than what it was prior to the alteration taking place

b) The whole building complies as nearly as is reasonably practicable with the current Building Code clauses for fire and accessibility (if applicable under section 118 of the Building Act).

c) If the building being altered is earthquake prone and the alteration is a substantial alteration, the building is no longer earthquake prone, under section 133AT of the Building Act which also requires the alteration to include the necessary seismic work.

Council may, by written notice, grant an application to allow alterations to take place without the building complying with the relevant provisions of the Building Code if it is satisfied that:

- If the building were to comply with the relevant provisions of the Building code, the alteration would not take place, and
- The alteration will result in improvements to attributes of the building that relate to means of escape from fire or access and facilities for persons with disabilities, and
- The improvements referred to above, outweigh any detriment that is likely to arise as a result of the building not complying with relevant provisions of the Building Code.

## Change of use, extension of life and subdivision of buildings (sections 114-116A)

An owner of a building must give written notice to the Council if they propose to change the use of a building, or to extend the life of a building with a specified intended life. Notice must also be given if the owner of a building proposes to sub-divide land in a manner that affects a building, or to notify of a natural hazard or build over allotments.

## Change of use (section 115)

The ‘use’ of every building or part of a building is categorized by law.

The change of use of a building, whether that change required building work or not, will trigger the ‘Change of Use’ provisions of the Act. A change of use occurs when both:

- the use of a building or part of a building changes from one use to another as defined in

the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 (the regulations)

- and the new use has more onerous or additional Building Code requirements than the old use.

Section 114 and 115 of the Building Act 2004 stipulate the matters that must be considered for any change of use of a building (this includes things such as converting a residential dwelling into a commercial premises or a sleep-out into a hairdressing salon). The applicant will need to consider all the requirements of Section 115(b). The specific degree of structural strengthening required (if any) cannot be assessed until a comprehensive evaluation of existing building strength is made.

An owner of a building must not change the use of a building unless the Council gives the owner written notice stating that the Council is satisfied that the building in its new use will comply with the provisions of the Building Code that relate to:

a) Means of escape from fire, protection of other property, sanitary facilities, structural performance, and fire-rating performance

b) Access and facilities for people with disabilities.

It must also comply with the other provisions of the Building Code to at least the same extent as before the change of use.

If the building is being changed to include a household unit/s where these did not previously exist, the building must then comply as nearly as reasonably practicable with the Building Code in all respects. This will require a significant assessment of the existing building across all relevant aspects of the Building Code, and decisions will need to be made about what constitutes "as near as reasonably practicable' about a range of Building Code clauses.

For more information, go to:

https://www.legislation.govt.nz/act/public/2004/72/en/latest/#DLM309341

Change of use and alterations | Building Performance

## Specified intended life (section 116)

Only a Building Consent Authority can grant a building consent for a building with a specified intended life. This is on the condition that the building must be altered, removed or demolished before the end of the specified life, and any other conditions the Council considers necessary.

## Extension of life

Where a building consent has been issued subject to the condition that the building must be altered on or before its specified intended life (imposed under section 113 Building Act 2004) the life of such a building may not be extended unless written consent is obtained from the Council. The Council can only give its consent if it is satisfied that the building has been altered in accordance with the condition, and it will comply with section 112 of the Act.

## Sub-division of buildings (section 116A)

Council must not issue a certificate under section 224(f) of the Resource Management act 1991 for the purposes of giving effect to a sub-division affecting a building or part of a building unless it is satisfied, on reasonable grounds, that the building will comply as is reasonably practicable, with every provision of the Building Code that relates to one or more of the following:

- Means of escape from fire
- Access and facilities for people with disabilities
- Protection of other property

The building must also continue to comply with the other provisions of the building code at least to the same extent as before the subdivision application was made. This will often require a building consent application to undertake any necessary work to upgrade a building.

## Building on land subject to natural hazards (section 73)

The Building Act requires that you consider the effect of the building work on natural hazards, and also consider how you could protect the land, building and other property when undertaking building work on land subject to a natural hazard.

In some cases, building work can still take place but in these cases, there is a requirement for a notice to be placed on the record of title for the property so that future owners are aware that the land is subject to a natural hazard.

When building on land that might be subject to a natural hazard you may need to consider both the requirements of the Resource Management Act (RMA) and the Building Act.

The requirements that need to be considered when applying for a building consent on land that is or may be subject to a natural hazard are contained within sections 71 to 74 of the Building Act.

In terms of section 71(3) a natural hazard means any of the following:

- Erosion (including coastal erosion, bank erosion and sheet erosion).
- Falling debris (including soil, rock, snow and ice).
- Subsidence
- Inundation (including flooding, overland flow, storm surge, tidal effects and ponding).
- Slippage

In some instances, it may not be reasonable to mitigate a natural hazard, but it may be reasonable and appropriate for Council to consider a waiver or modification of the Building Code.

This will be considered on a case-by-case basis upon application from the building owner supported with the appropriate documentation.

When a building consent is granted for building work on land subject to natural hazards, Council must include as a condition of the consent, that Council will on issuing the consent, notify the consent to the Registrar-General of Land. Where the building work occurs on Māori land the Registrar of the Māori land Court will be notified. In the case of Crown land, the appropriate Minister and the Surveyor-General will be notified. Such notifications are required to be recorded on the relevant Certificate/s of Title.

In the event that the hazard no longer exists, Council must notify the appropriate agency to have the notification removed from the Certificate/s of Title.

## Compliance schedule

Under the Building Act 2004, buildings require a Compliance Schedule if they contain certain systems or features e.g. fire safety systems, lifts etc. These are known as 'specified systems'. This applies only to commercial buildings unless a residential dwelling contains a cable car, in which case it will require a Compliance Schedule.

A list of specified systems is available under the Compliance Schedule section on the Building Consent Application Form. The Specified Systems will require regular maintenance to ensure that they retain their efficiency and effectiveness. If your building contains specified systems, you must complete the section in the application form called Compliance Schedule and supply with your application, the maintenance, inspection and reporting conditions for each system.

Once in place, the system will require a yearly Building Warrant of Fitness.

## Additional requirements for commercial and industrial buildings

Commercial buildings require additional considerations by the Council, as they frequently, by their very nature, are accessible to the public and/or have large numbers of occupants. The Council is required by the Building Act 2004 to consider access for people with disabilities, fire egress, structural behaviour and other matters over and above the usual issues checked in a single residential building.

## Commercial buildings – Earthquake prone buildings (incl. heritage)

From 1 July 2017 the Building (Earthquake-prone Buildings) Amendment Act 2016 took effect. It ensures the way our buildings are managed for future earthquakes is consistent across the country and provide more information for people using buildings, such as notices on earthquake-prone buildings and a public register.

The revised legislation recognises the complexities associated with the remediation of earthquake-prone heritage buildings. Owners of earthquake-prone category 1 listed buildings and those on the National Historic Landmarks List will be able to apply for extensions of up to 10 years to the national timeframes for strengthening.

If you are applying for a consent for work on a Heritage listed building the Council must notify Heritage New Zealand within 5 days of receiving the 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 for members of the public to use the building until the Code Compliance Certificate has been issued or a Certificate for Public Use (CPU) has been applied for and granted by the Council. A CPU is a document that proves how the public will be kept safe while the building work is underway. Please check with the Council when submitting the consent whether this restriction will apply. You can apply for a Certificate for Public Use through the Simpli portal.

## Commercial buildings – Access and facilities for people with disabilities

Section 118 and Schedule 2 of the Building Act 2004 outline a large range of commercial buildings, to which access and facilities for people with disabilities are to be provided for. This schedule describes most commercial buildings and/or building use.

The objective of New Zealand Building Code Section D1.1(c) is to:

*"Ensure people with disabilities are able to enter and carry out normal activities and functions within buildings".*

They are not to be discriminated against due to their disability, which may be due to a short-term accident or be a long-term disability. Council cannot waive this requirement, and any disagreements must be decided by the Ministry of Business Innovation and Employment, by way of a Determination (a final decision or ruling made by a court or an administrative agency regarding a Building Act related matter).

Facilities may include, but not limited to, accessible shower and/or toilet compartments, ramps, handrails, reception counters, corridor widths etc. It is advisable to check what will be required at design stage, as many of these features take up considerable space and expensive redesign may be required if they are not detailed on the submitted plans.

## Commercial buildings – Structural design and producer statements

Any building work outside the New Zealand Building Code (NZBC), BI Acceptable Solution, will require specific design by a suitably qualified engineer. A Producer Statement for Design (PS1) will be required at application. The Building Consent will not be issued until they are received (by a suitably qualified and experienced person in their field of expertise) and approved for the project.

Engineering plans and details for the structural design are required to be submitted and signed by the engineer providing the Producer Statement. The engineer will state on the Producer Statement

that the structural design will achieve the requirements of the NZBC and/or relevant New Zealand Structural Design Standards and any assumptions e.g. ground bearing capacity.

Council may require that the design is peer reviewed to confirm the structural design meets the requirements of the relevant structural standards. This peer review will be regardless of the supply of a PS1. All peer review costs are borne by the applicant.

If site investigation has included a geotechnical investigation and subsequent specific foundation design, that geotechnical report may be subject to a separate peer review.

The Act stipulates that 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 Producers Statements and technical reports.

## Commercial buildings – Fire rating behaviour and egress

Fire safety in a commercial building is assessed under the NZBC, C Clauses. Any work in a commercial building will require a fire report (sometimes termed a fire philosophy) detailing compliance with these clauses. This will be required at application stage. Section 112 of the Building Act 2004 must also be addressed for any alterations to an existing building.

Any fire rated construction e.g. walls, floors or ceilings, are to be shown on the plans, sections and construction details provided. The proposed work may be 'just an office fit-out', but this can affect means of escape and the positioning of sprinkler and smoke alarm heads.

Some applications will be sent to Fire and Emergency New Zealand if they meet the criteria outlined in the New Zealand gazette, No 49 - 3 May 2012 ( See Page 1406).

## Commercial buildings – Lift requirements

A lift may be required depending on the area of the upper floors or the occupant loads of the upper floors. If the use or occupant load changes, the building will be assessed to determine whether it complies for lift requirements.

## Commercial buildings – Trade waste

Trade waste issues are more likely to arise in industrial and commercial activities where products are being manufactured, processed or refined e.g. meat and dairy processing plants, timber treatment plants, furniture manufacturers etc. However, these issues can also apply to smaller uses such as restaurants, paint shops and truck yards.

The potential discharge will be assessed at consent processing time. However, if you consider that discharges from the proposed premises may require a trade waste permit, please contact the Council early in the process as this may save expensive design review and changes e.g. a truck wash bay and slab may require an oil interceptor sump/trap to contain oil washed from the vehicles. The oil is required to be contained, then collected and disposed of without contaminating the storm water or sewer system.

Tararua District Council has a Trade Waste Bylaw that governs discharges to the sewer system from Industrial and Commercial premises.

## Commercial buildings – Health

A Building Consent containing food premises e.g. cafés, restaurants, bars etc., will require approval under the Food Regulations 2015 and the Sale and Supply of Alcohol Act 2012. This will be reviewed at the Building Consent stage.

The use and occupant load of the building will be required to assess the safety and facilities in the building. Most of the previous sections discussed will apply for the consent review and the Environmental Health Officer will require specifications, plans and elevations detailing the following:

- Surface finishes
- Ventilation
- Hand wash facilities
- Cooking and cleaning facilities e.g. sinks, dishwasher
- Grease trap and backflow devices
- Menu specifying type of food being prepared and served

An additional application form is required for a Health Licence before the public is permitted to use the premises.

Hairdressers, Funeral Directors and Camping Grounds also require an application to the Environmental Health and Licensing team for approval.

## Dams

Regional Councils are required by the Building Act 2004 to accept, process and issue Building Consent applications for large dams within their area.

Large dams are defined as "any dam that impounds more than 20,000m³ of water and has a wall higher than 3 meters". Dams smaller than this are not large dams and are exempt under Schedule 1 of the Building Act 2004.

# Submitting your application

Once you have completed your online application form your Building Consent application will be vetted by one of our Building Admin staff.

They will check the application to ensure it meets the required standard. Applications that do not meet the required standard will be rejected. Your application and plans will be returned to you and it will be clearly explained what is required before the application can be accepted.

Once the documentation is in order the application can be received. The date that a complete application is received is the date that the 20-day statutory clock starts. Only Simpli will notify the successful applicant.

## Consent Fees

This depends on the type of application, the cost of work involved, and the level of detail provided.

Our charges are based on the length of time it takes to process an application and include costs such as:

- Levies payable to MBIE (payable on all applications $65,000 and over)
- Levies payable to BRANZ (payable on all applications $20,000 and over)
- Time spent processing the application
- Number of inspections required (type and number vary depending on the project)
- Issue of Code Compliance Certificate
- Issue of Compliance Schedule (if applicable)

An estimate of the fees involved may be provided, however the final cost will not be known until the application is processed. If, after you have applied for consent, you decide not to go ahead the Council will require a request to cancel the application in writing from the owner or agent. You will then be invoiced for the time spent on the application thus far, as well as the application fees.

## Timeframes for processing

Once accepted, the Council has 20 working days to process your Building Consent to determine if the Council can grant or refuse the application. A working day is defined in the Building Act 2004 and is Monday to Friday excluding statutory holidays and the days between the 20 December and 10 January inclusive.

The working day 'clock' may be put on hold if further information is required (RFIs – requests for further information) for the processor to ensure your project meets the requirements of the NZBC. The number and length of these deferments is mainly in your control. A fully completed application form with good quality supporting information will help in minimising any deferment delays.

## MultiProof Building Consents – timeframes for processing

A MultiProof consent is a Building Consent for a standardised design that is intended to be replicated many times. MultiProof approvals are issued by the Ministry of Business Innovation and Employment.

MultiProof is a statement by the Ministry that a specific set of building plans and specifications complies with the NZBC. Under the Building Act 2004 (as amended in 2009), Building Consent Authorities must accept a MultiProof as evidence of Building Code compliance.

A Building Consent is still needed for a building with MultiProof approval. The role of Building Consent Authorities is to:

- Approve site specific details, including foundations and utilities;
- Ensure that any MultiProof conditions have been met; and
- Undertake normal inspections during construction.

The Council has 10 working days to issue a MultiProof Building Consent, based on information from Ministry of Business Innovation and Employment website.

## Processing your building consent

### Requirements of the New Zealand Building Act 2004 (NZVA04)

Once the documentation has been accepted, it will be scrutinised by a Building Processor to ensure that when the project is complete it will meet the requirements of the NZBA04.

Section 49 of the Building Act 2004 stipulates that the BCA must be satisfied on reasonable grounds that the provisions of the Building Code would be met if the building work were properly completed in accordance with the plans and specifications that accompanied the application.

However, a building consent authority is not required to grant a building consent until it receives:

- any charge or fee fixed by it in relation to the consent; and
- any levy payable under section 53.

The Building Code requirements can be met in several ways:

- By way of an acceptable solution:

An acceptable solution is a method contained in the compliance documents issued by the Ministry of Business Innovation and Employment. The documents can be found on the department's website:

www.building.govt.nz/compliance-documents

A building element constructed in the way specified in the compliance documents is deemed to comply with the requirements of the NZBC.

- By way of an alternative solution:

This method of meeting the NZBC requirements is by way of an alternative solution. An alternative solution requires proof of compliance. It is your responsibility to provide the proof, not the Building Consent Authorities task to find it.

### Who processes your consent?

Your application may need to be seen by several Council officers. For example, Planning, Environmental Health Officer or perhaps a Structural Engineer. Applications with inadequate

details will be deferred for further information. No work will be done on your consent until this information is received. The time required for these officers to check your proposal varies and has a bearing on how long it takes before your consent is issued.

The Council utilises the National BCA Competency Assessment System when allocating applications for processing. If the Council does not have the required competencies available we will approach another Building Consent Authority or a Contractor to carry out the assessment. There are no extra charges for this.

## Resource Management Act requirements

An important part of the checking of your Building Consent is the identification of any Resource Management Act requirements under the various Plans that contain rules to minimise effects on the environment.

The Plans that will have most influence are the Tararua District Plan and Horizons Regional Plan (for on-site wastewater disposal issues). The Planners check that the building and activity are permitted and comply with the relevant standards such as earthworks, on-site parking, noise, maximum height, shading, outdoor living and service courts, lighting and setbacks.

A building activity that is not a permitted activity or is a permitted activity but does not comply with the relevant standards, may be required to obtain a Resource Consent as well as a Building Consent to authorise the building consent process and activity. If the Building Consent is ready before the Resource Consent the Building Consent will be issued with a Certificate (Section 37) that prevents the commencement of the building work before the Resource Consent is issued or limits the extent to which the building work may proceed. For example, a dwelling may not be able to be inhabited until the Section 37 is satisfied.

## Council may refuse to issue a building consent

Occasionally, in cases where Council is not satisfied after requesting further information that either the information has not been supplied within a reasonable timeframe, or the details supplied are not sufficient proof that the work will comply with the Building Code, Council may refuse the Building Consent. A letter explaining the reason the Consent has been refused will be sent to the applicant with an invoice for processing costs.

## Identifying the required inspections

After checking the documentation for conformance with the NZBC, the Building Officer will identify what inspections are required to ensure that the building is erected to comply with the stamped approved plans.

These inspections are at key stages and usually checks are done at a point in the building process that cannot be checked at a later stage. For example, the mesh and reinforcing bars in a concrete floor slab must be checked before the concrete is poured. If such an inspection is missed, it is often impossible to go back, and the Building Consent Authority will not be able to issue a Code Compliance Certificate.

It is the responsibility of the owner or their agent to organise these inspections.

As well as the checks by the Council Building Officers, there may be third party inspections required. These will typically be by a geotechnical professional, to confirm ground conditions; an engineer, to confirm the engineering design is being constructed to plan; or an inspection body, such as Fire Protection Inspection Services, to check fire alarm installation. Once again, these inspections must occur at the scheduled stage of the project.

A Building Act condition (s90) will be placed on the consent 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

For more information on inspections, please see the guide for: Inspecting and Certifying Consent Building Work.

## Granting the consent

This is when all requested information (if any) has been received and the technical check has been completed and the building officer checking the application is *"satisfied on reasonable grounds"* that sufficient information has been provided to adequately demonstrate compliance with the relevant performance provisions of the Building Code. Reasonable grounds means the building officer has been reasonable in any requests for information and that the information is readily available and able to verify compliance. Granting a consent is conditional on enabling the building work to be inspected.

After the consent is granted, you will receive an invoice for the consent. This invoice covers processing time for the consent, the base number of inspections, the building consent, the CCC and the application fees.

You can choose to make payment at our Customer Services Centre or via Internet banking. After the payment is received, the consent will be issued. You will need to ensure you print out all of the approved documentation and have this onsite for all inspections.

You will be advised if there are any Resource Consent issues that mean the work cannot start (Section 37 Building Act 2004), otherwise once you receive the Building Consent document, work may begin. You should keep the stamped approved document on-site at all times.

## Issuing the consent

A building consent will be issued and will include:

- The Project Information Memorandum (if any),
- Conditions that the building consent must adhere to,

- A certificate issued under Section 37 (if any),
- Confirmation that Heritage New Zealand Pouhere Taonga has been notified under Section 39 (if applicable),
- A compliance schedule or amendment to an existing compliance schedule stating the specified systems and performance standards required by the building code (if any),
- Advice notes to be read in conjunction with the building consent,

- Required Items for the Code Compliance Certificate – Documents and Inspections

All building consents are issued on the condition that the BCA, or agents authorised by the BCA, are entitled at all times during normal working hours or while building work is being done to inspect the land or building work.

### How long is the Consent Valid?

Work must start within 12 months after the date the consent issued. If work has not started within the 12 months, the consent will automatically lapse and you will need to apply for a new consent.

You may apply for an extension of time to start the work, but your application must be submitted to Council before the lapse date.

Please note that if the project has not been completed and signed off with a Code Compliance Certificate within 24 months of the consent being granted, the Council must at that point make a decision to either issue or decline the Code Compliance Certificate. Please refer to the Inspecting and Certifying Building Consent Work booklet for more information.

## Content of your building consent document

The approved documents will be made of:

- The Building Consent Authority Building Consent.

  This is the document at the front of all documentation. It will have the project address, the type of building project, the legal description of the lot and the date of issue. The attached pages will list: the required items for CCC (the required documents and the inspection schedule) and the Building Consent Conditions and Advice Notes

- The Specifications:

  The designer's requirements on what must be used during the build process. For example, '30mpa concrete is to be used when constructing the floor slab'.

- The Plans:

  These will have the Council's approved stamp on them. These are the plans that have been checked against the NZBC requirements and approved as meeting the code. They are the plans that must be used as construction drawings and should be kept on-site at all times. The stamped plans may also contain notes of clarification from the processing

officer. An item that is unclear of the plans but explained in the text may be overwritten to ensure it is constructed as the designer intended.

- Supporting documents:

  This will include the other documents that were submitted to support the building consent application e.g. Certificate of Design Work for RBW, structural engineer documents, Record of Title, geotechnical information, wastewater reports, producer statements submitted with the application.

All approved documents will have the Council Approved stamp on them. These need to be kept on site at all times.

## Complaints or enquiries

If you require further specific information or you would like to lodge a complaint about the building consent process this can be done either in person, by phone or email. Contact our Building Admin team in the first instance, who will relay your queries or complaints to the appropriate staff member/s.

## Determinations

A determination is a binding decision made by the Ministry of Business, Innovation and Employment. It provides a way of solving disputes or questions about the rules that apply to buildings, how buildings are used, building accessibility and health and safety.

Most determinations are needed because the person applying for the determination disagrees with the Council about the decisions that the Council has made about a building or associated provisions.

In these cases, the parties to the determination are the building/landowner (even an affected neighbour) and the Council.

All parties to a determination are treated equally.

You can ask for, or be involved as a party to a determination, if you are;

- The building owner or the owner's agent,
- The Council that issued the building consent
- The owner of other property when the determination is about the protection of that property (e.g. the potential spread of fire from one property to another, surface water run-off or land stability),
- A government Ministry or Crown agency that has a statutory duty under the Building Act, such as Fire and Emergency New Zealand (FENZ),
- Anyone with a direct interest in the problem or question if it has to do with access and facilities for people with disabilities.

The Ministry can initiate a determination where it believes it is necessary to achieve the aims of the Building Act. The Ministry may ask other people or organisations to become involved if necessary.

However, a Determination can be applied for by the Council itself or a neighbour who is affected by building work. A determination can be about building work that is planned, partly done or completed.

The Ministry of Business, Innovation and Employment charges a fixed fee for determinations. These are in two categories;

- Single houses, attached houses, flats and apartments up to four units, and garages and sheds,
- All other buildings.

More information and how to apply for a determination can be found on MBIE's website.

## The building consent process

This booklet covers the first two steps of a four-step process. Our booklet 'Inspection and Certifying Consented Building Work" will guide you through the final steps. The booklet includes information on arranging for inspections at set stages during construction and how to apply for your Code Compliance Certificate when the building work is complete.

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