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BAM401
Date Issued: 19/08/2009



CUSTOMER GUIDE TO BUILDING A NEW DWELLING

Your guide to Building a New Dwelling

Including information about:

- Standard of documentation
- Some key requirements to be aware of

Standard of Documentation

All documentation submitted with your application must be accurately drawn to an appropriate scale for the job, be fully dimensioned and detail all materials to be used.

Specifications for the building work are also required. The specification's should further define the building work including details of all materials to be used, finishes, and equipment to be installed. The specification must be specific to the project, it is not acceptable to simply state 'installed to manufacturer's instructions', as in many cases product manufacturers have several installation options. Likewise it is not acceptable to make statements such as 'fixed in accordance with NZS3604' as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard. Also if you intend to use an alternative proprietary fixing, which is an alternative solution, the Building Consent Authority must know exactly what they are approving so that they can assess your project appropriately.

Cost

The cost of your Building Consent varies depending on the amount and type of work that is being carried out. Generally the cost of processing a building consent is time-based. The quality of the information provided at the time of application will affect the overall fees (i.e. low quality drawings and details will take longer to process, raising the cost).

The fee you will pay for your Building Consent is made up of the following:

1. Council's fee for processing the application. This generally includes processing and administration time as well as time for expected inspections on

site. The amount that you pay on application is a deposit based on a set PIM and administration fee. If the amount of time involved varies from that expected (including any extra inspections) you may have to pay a little extra or you may receive a refund of the unused portion of the fee.

2. Building Research Association of New Zealand (BRANZ) Levy:
Calculated at \$1.00 per \$1,000 of the project value for buildings of value over \$20,000.
3. Department of Building and Housing Levy:
Calculated at \$1.97 per \$1,000 of the project value for buildings of value over \$20,000.
4. **Development Contributions made up of network and/or Community Infrastructure Levies may apply to some projects – Refer to customer guide for Development Contributions.**

Some Key Requirements to be aware of

- Completed Building Consent Application Form.
- A current copy of the Certificate of Title.
- A complete Site Plan showing the proposed position of the Dwelling in relation to legal boundaries and other buildings on the site, vehicle access and parking areas, and hard standing areas.
- Foundation Plan identifying the location of all slab thickenings and foundation pads, supplementary reinforcing steel, and slab cut layout.
- A complete Floor Plan showing all partitions, fixtures and intended use of all spaces and identifying the location of smoke alarms.
- Elevations clearly identifying window and door openings and identifying materials to be used and including recession plane angles.
- Cross Sections through the building (Note:- several cross sections will be required particularly for more complex projects) including:-
 - foundation details
 - wall framing / rafters / trusses

- lintel sizes
- timber treatment levels
- materials
- insulation
- Construction Details showing fixings and flashings for all cladding types and junctions.
- Risk matrix assessment for all walls of the building.
- Wall Bracing Plan and Calculations.
- Roof Truss Design including layout plan, fixing requirements, producer statement, and specific design for lintels supporting point loads.
- Details of waterproofing to shower areas, balconies and the like.
- Drainage plan including provisions for disposal of storm water and foul water including septic tank and effluent disposal system for rural properties.
- Details of the potable water supply (i.e., well location).
- Written Specifications specific to the project.
- A written schedule confirming the Building Work will comply with the Building Code.
- Charge for re-inspection.

Useful Links:

Building Resources Websites

The Building Act 2004 - www.building.govt.nz

BRANZ - www.branz.co.nz

Consumer Build – www.consumerbuild.org.nz

Department of Building & Housing – www.dbh.govt.nz

Building Code – www.dbh.govt.nz