



ASHBURTON DISTRICT COUNCIL

5 Baring Square West, Ashburton, New Zealand
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz



CUSTOMER GUIDE FOR DWELLING ALTERATIONS & ADDITIONS

This guide is suitable when considering alterations and additions

Including information about:

- Standard documentation
- Some key requirements to be aware of
- Work carried out without consent

Under the Building Act 2004, **building work** (relevant to alterations and renovations) which requires consent includes:

1. Alterations, additions and many structural repairs to existing buildings, for example, removing or changing structural load-bearing walls. In some cases you will need a building consent to replace all wall linings at once as they may serve a structural purpose. Any alterations to inter-tenancy walls, i.e. those separating units in a multi-unit development, will need building consent.
2. The demolition of existing buildings and structures, except minor accessory buildings.
3. The removal or relocation of existing buildings.
4. Sitework, for example, earthworks for a new extension.
5. The construction of decks one metre or more in height above ground level.
6. Retaining walls that:
 - Are above 1.5 metres in height above ground level, or
 - Will retain driveways or structures - the 1.5 metre height limit does not apply in this case.

7. Changing building use, for example, converting your garage into a bedroom.
8. Plumbing or drainage work (other than routine maintenance).
9. Installing or replacing an inbuilt, free-standing log and solid fuel burner, heater or open fire place.
10. Putting in a swimming or spa pool.
11. Installing communications aerials for television repeaters, mobile phones or radio (but not standard home television antennae).
12. The construction of a fence over two metres high or substantial fences such as a fence made out of concrete requiring heavy foundations.

Work Carried Out without Consent

If your prospective purchasers discover from the council files or a LIM report that work has been carried out without consent, they will have no way of knowing if the house is safe. With the introduction of the Building Act 2004 the service of providing what has been commonly known as "Safe & Sanitary Inspections" or providing "Letters of Comfort" has been discontinued. There is no longer the ability to make an application to Council for this service.

The Building Act 2004 allows for any person to apply for a "Certificate of Acceptance" for any work that has been completed without a building consent. This however is only applicable to work carried out after the inception of the Building Act 1991 (01 July 1992). A "Certificate of Acceptance" must be applied for on the appropriate form and if issued will only cover work that can be clearly viewed.

For any work completed without a building consent prior to 01 July 1992 there is no process available through Council for acceptance or qualification of this work. Where such building work is the subject of a condition for a building report in a sale and purchase agreement, then you will need to obtain the services of a qualified person from the private sector.

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 specifications 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 Council 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.

Council is bound by the Building Act 2004 and has a role to ensure the health and safety of the public, with regard to buildings, is always maintained. If you are aware of a situation that you believe compromises the health and safety of building users then you need to refer the matter to Council at the earliest date.

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 or Sale & Purchase Agreement for the property.
- A complete Site Plan showing the position of the Building Alterations and Additions in relation to legal boundaries and other buildings on the site.
- A Pile Layout and Sub-floor Bracing Calculations detailing anchor/braced/cantilevered piles for timber floors.
- A complete Floor Plan showing all partitions and intended use of spaces for the building and all proposed internal or external alterations.
- Elevations clearly identifying new work, window and door openings, materials to be used, and showing floor heights from original and proposed ground lines.
- A Cross Section through any areas of the building to be altered including:
 - foundation details
 - framing to walls / rafters / trusses
 - lintel and beam sizes
- Construction Details showing fixings and flashings.
- Wall Bracing Plan and Calculations.
- Roof Truss Design