



ASHBURTON DISTRICT COUNCIL

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

BAM 404
Date Issued: 19/08/2009



CUSTOMER GUIDE TO ACCESSORY BUILDINGS

Your guide to submitting a hassle free Accessory Building Application

Including information about:

- Building type, siting and design of accessory building
- Plumbing, drainage and fire wall requirements
- Content and quality of documentation required

ACCESSORY BUILDINGS: The Basic Information

General

Accessory Buildings such as garages, sheds and sleepouts larger than 10 square metres or closer than their height to a boundary require a Building Consent before work is begun. It is also important to contact Council where you may be looking at changing the use of a building, such as a shed into a sleepout for example. Most of these changes will require building works and a building consent.

If you intend to line the interior wall to your garage or shed you will need to include details of the proposed lining materials in the plans and specifications provided for Building Consent. Typically most unlined garages consist of metal cladding fixed to timber framing. Any moisture which penetrates through the cladding joints or around window frames has the ability to dry and any deterioration in the framing can be visually detected before structural failure occurs. If you line the internal walls of your garage this is no longer possible. Hence you may need to install the exterior cladding over a drained and ventilated cavity.

Plumbing and Drainage

Details of storm water disposal including down-pipe size and location(s) should be shown on the site plan with an indication of

where it discharges to i.e. into an existing storm water system or to a soak hole.

Where a project requires existing sewer or storm water drains to be rerouted then full details in the form of a specification and drainage plan are required, stating to

which standard the work will be installed and indicating the extent of the work.

Fire Walls

Where your building is less than 1 metre from a boundary you may need to install fire rating to the walls to prevent fire spreading to adjacent properties.

Planning Requirements

Your building consent will also be checked for planning compliance. Some common issues that occur are daylight controls, site coverage, front yards and for sleepouts, parking spaces.

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 NZS3604:1999' 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 a 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.

Some key requirements to be aware of:

- Completed Building Consent Application Form (minor works form)
- All information identified on the cover sheet
- Certificate of Title: Recent search copy less than 6 months old, plus a sale and purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.
- Copies of drawings as specified in the cover sheet
- Site Plan, showing buildings, ground and floor levels and dimensions
- Outline Floor plans (for all floors)
- Outline Elevations
- Outline Cross Sections
- Project Information Memorandum (if already issued) usually with building Consent.
- Foundation Plans (timber or concrete slab)
- Drainage Plans
- Detailed Elevations
- Cross Sections
- Timber Treatment
- Framing Details
- Construction Details
- Weathertightness Details
- Plumbing Details
- Specifications
- Bracing Design
- Roof Truss Design
- Ground Conditions report (if requested)
- Engineers Details and Producer Statement (if required)