

# ASHBURTON DISTRICT COUNCIL

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## CUSTOMER GUIDE TO THE BUILDING CONSENT PROCESS

### Your guide to submitting a hassle free Building Consent Application

- Including information about:
- Content and quality of documentation required
- The inspection process

### BUILDING CONSENTS: The Basic Information

#### What is a Building Consent?

A Building Consent is written authority from the Council to carry out the building work described in the application. A Building Consent is issued for building work that Council considers will comply with the Building Code providing it is constructed in accordance with the details submitted.

#### Who needs one?

Anyone who wishes to carry out building work including any temporary or permanent, movable or immovable structure (including swimming pool fences) and its service connections requires a Building Consent. This also includes temporary structures such as marquees. Some work is exempt from requiring a Building Consent however must still be constructed to comply. This includes, fences up to 2m high (other than swimming pool fences), retaining walls up to 1.5m high carrying ground load only and small garden sheds less than 10 metres<sup>2</sup> and less than the height of building away from boundary.

#### Why do you need one?

You are required to obtain a Building Consent to prove to Council that the building work, when completed, will comply with the Building Act. The Building Act exists to ensure that people who use buildings can do so safely and without endangering their health, to ensure buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them, to ensure people who use a building can escape from the building in the case of a fire and to ensure buildings are designed, constructed, and able to be used in ways that promote sustainable development.

#### Where do you apply?

You need to lodge your Building Consent Application package with the Building Department at Ashburton District Council, located at 5 Baring Square West, Ashburton. You may also lodge your application by post; however it is preferred that you lodge it in person to ensure the package is complete. A fee deposit is also payable at this stage. This is explained further on in this booklet.

#### What will the Council do with your application?

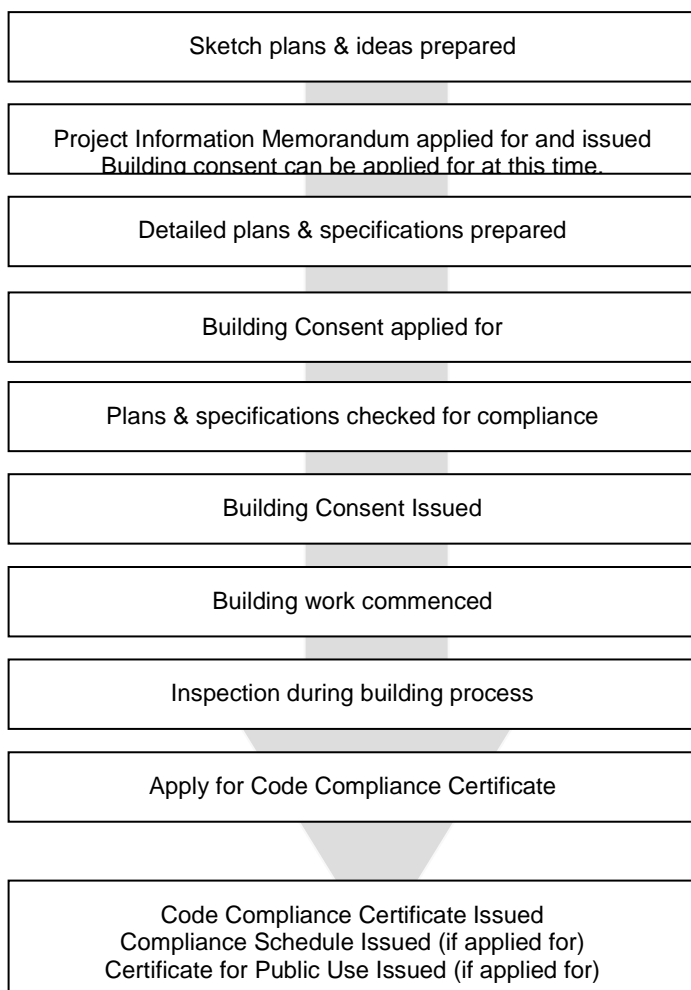
Once you have submitted your application and paid the fee deposit, the application will be entered into the Council's computer system and be assigned a Building Consent number. Council then has a period of 20 working days in which to assess the details of the application to make sure that all aspect of the proposed building work comply with the Building Code and the Building Act. If, after you have submitted the application, Council requires further information, the period will be paused until you provide the information. When Council is satisfied that the proposed building work complies, a Building Consent will be granted. The Building Consent may include conditions on some aspects of the work, and will also include a list of Council Inspections required during construction. (The inspection process is explained further on in this booklet.) The building work must be started within 6 months after the consent is granted. Reasonable progress must be made within 12 months and the work must be completed within 2 years. It is important to keep this in mind when determining timing of your project or your Building Consent could lapse.

#### How to apply:

The rest of this booklet explains the requirements of your application package and contains some helpful hints for providing a comprehensive submission.

## BUILDING CONSENTS: The approval process

The process below sets out the steps in the approval process.



### 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.**

### BUILDING CONSENTS: Application Package

When complete, your Building Consent Application which you will lodge to Council will include at least the following items:

- Completed **Building Consent Application Form**
- Proof of Ownership** in the form of an up to date Certificate of Title that relates to the property that is being built upon. If the Certificate of Title is not in your name you must also provide either:
  - An unconditional Sale and Purchase Agreement, or
  - If leasing the property, a copy of the Lease Agreement between yourself and the property owner.

The Certificate of Title may hold information about the property such as notices made under the Resource Management Act which may affect your building project.

- A copy of the **PIM** if you applied for one prior to your Building Consent.
- Where applicable, a copy of the **Resource Consent** previously obtained.

**Drawings** as follows:

- Site Plan** clearly indicating:
  - All new and existing buildings and swimming pools.
  - Any significant features such as heritage buildings, trees or archaeological sites
  - Legal and notional boundaries, easements, waterways, shared access ways.
  - Sufficient dimensions to enable the building to be accurately set out and sited.
  - Site area (m<sup>2</sup>) and floor area of buildings (m<sup>2</sup>).
  - Vehicle access, crossing location, manoeuvre and parking areas.

- Street trees, poles, sumps, manholes and traffic islands outside the property.
- Any hard-standing areas (sealed or concrete) with proposed drainage.
- Any landscaped areas as required by the Ashburton District Council District Plan.
- All activities on the site indicated.
- Intentions for the disposal of stormwater and sewer including location of any septic tank.
- Storage location and capacity of hazardous substances i.e. LPG, diesel, home heating oil etc.
- Permanent site datum, existing and proposed site levels and floor levels, and existing and proposed contours and drive gradients.
- Direction of North – this should be consistent through all plans.
- Water supply

**Foundation Plan** dimensioned and clearly indicating all details of layout and materials. For example, width and depth of footings, steel size, type and placement, damp proof membrane, mesh type and size, control joints, saw cuts and supplementary steel requirements, position of plumbing fixtures and pipe layouts, slab thickness, concrete strength, point load pads or thickenings, etc. Decks and or patios should also be detailed on this plan. Also indicate any sub-floor bracing.

**Plumbing and Drainage Layout Plan** clearly indicating full design details for the disposal of both sewer and stormwater, including location of fixtures, pipe size and layout, vent pipe sizes, fixings, materials and standard utilised (i.e. AS3500 or G13). Water supply details should also be shown where the property will not be connected to the council reticulated water supply.

Detailed **Floor Plans** for each level of the building. These should be fully dimensioned and notated with any significant information including the location of smoke alarms, room designation, location of windows and doors, lintel sizes, location of hot water cylinder and all plumbing fixtures. A clear distinction should be made between what is existing structure and what is proposed.

A Detailed **Elevation** for each face of the building. Each elevation should clearly indicate all openings such as doors and windows, cladding material and risk matrix assessment (refer NZBC clause E2/AS1), cleared ground level, finished floor level, height of building above cleared ground, cut and fill, roofing type, roof pitch, eaves overhand, gutters, downpipes, location of vents, and recession plane angles (refer District Plan).

Detailed **Cross Sections** through difficult areas of the building showing all relevant construction details, for example, ground level and finished floor

level(s) relative to site datum, floor to ceiling heights, window and door heights, framing size, treatment type and level, steps in floor levels, ceiling and roof pitch and general construction details. Minimum of one cross section and one long section.

**Framing Details** including member sizes, span, spacing, timber treatment level, species and grading. The Cross Section is often the most relevant place to indicate these details. Often a Floor Joist Layout and/or a Roofing Member Layout Plan will be required which may also indicate any roof bracing requirements, roof falls, position of downpipes, point loads and penetrations, and lintels.

**Roof truss design** including layout plan, fixings and specific design for lintels where required. This is often provided from the truss manufacturer.

**Construction Details** with all materials, fixings etc noted. Construction details are used to provide specific design information and are useful for demonstrating more difficult areas of construction such as steps in floor levels, stairwell construction, weathertightness risk features, decks etc. Construction details may be included with cross-sections, alternatively drawings should show a reference indicating where the detail may be found, for example, the junction or interface is circled and referenced by way of detail number and sheet number (e.g. Detail 4 Sheet 7).

**Written Specifications** – Specifications should further define the building work including details of all materials to be used, finished, and equipment to be installed. These must be relevant to the project. Where a generic specification document is being used please ensure that the project specific details have been indicated. It is not acceptable to state “installed to manufacturers 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 project specific information. Specifications may be included on the plans for smaller projects.

**Bracing Design** including calculations, schedule and layout plans. Often bracing layout can be indicated on the Floor Plans however it is often clearer to provide a separate drawing. Each brace will be indicated with a number, type and length.

**Ground Conditions Report** - This will be either a report to show why it is assumed that the ground is ‘good ground’ using Section 3 of NZS3604:1999, or a specific ground assessment and foundation design by a suitably qualified and experienced engineer.

**Engineers Details, Calculations and Producer Statement** – This will be required when any specific design has been carried out (e.g. steel

beams). Any structural elements specifically designed by an Engineer must be recorded on the working drawings. Any Producer Statement provided should be accompanied by appropriate project specific supporting documentation such as calculations and sketches.

- Internal Waterproofing Details** including all wet areas and surface finishes
- Solid Fuel Heaters** – If the building work involves a new or relocated solid fuel heater the manufacturer's specifications and installation instructions must be included with your application. The floor plan should clearly indicate the location of the heater along with dimensions for relevant clearances.
- Sediment Control Management Plan** – Site location will dictate whether this is required.
- Approval from Ashburton District Council** is required for any discharge to land from a stormwater and ECAN for Septic Tank
- Approval from Ashburton District Council Operations Department** is required for any work (i.e. drainage) proposed to be undertaken on road reserve.
- Alternative Solutions** – If the proposal uses products or systems that are not covered in an Acceptable Solution of the Building Code provide supporting current information including independent test results, case studies, expert opinion to demonstrate compliance, etc.
- Notification of Licensed Building Practitioner(s)** (Effective 30/11/2009) A Licensed Building Practitioner (LBP) should design all applications involving elements of restricted building work. A signed and dated certificate detailing the extent of the LBPs involvement should accompany all applications. If notification of LBP/s involved in the construction and supervision of the project has not been provided at lodgement, the applicant should be advised that once building consent is granted, work shall not proceed until this information is provided.

**Further Information** – Generally ALL of the above will be required, however depending on the specifics of your project more information may be necessary. If required, the Ashburton District Council may request further information to support that provided which helps to indicate compliance with the New Zealand Building Code.

### Submission:

Once you have gathered all the required information this needs to be reproduced in triplicate (Council copy, Property File copy, Applicant copy) for your submission package. If your PIM indicates that your application needs to be sent to the Fire Service then a fourth set of documentation will be required. Council also recommends that you keep a copy of your submission for your own records. Each set of documentation should be bound in a way which is removable for copying, adding or replacing pages (e.g. staples, bulldog clips, rubber bands, removable binding etc.)

### TIPS:

#### Presentation of Drawings and Specifications

1. All plans must be satisfactorily drawn in ink. All dimensions are to be given in metric terms with all plans drawn to an accurate scale to allow for dimensions to be checked. All plans should have a text that is clear and readable. The text should be equivalent to Microsoft Word text size 11 and plans should be to scale.
2. Where practicable, floor plans should be drawn at 1:50, with a minimum scale of 1:100. Site plans should be drawn at 1:100. Details are to be at a minimum scale of 1:5.
3. Each drawing should be clearly titled (i.e. FLOOR PLAN or WEST ELEVATION etc) and the drawing scale should be indicated.
4. Each drawing sheet should be numbered (i.e. 1 of 8) and should indicate relevant details of the job such as the date of issue, name of property owner, address of job, designer's job number, revisions etc.
5. Drawing Revisions should be clearly indicated by way of clouding, revision numbers and or revision description so that revised drawings can be clearly distinguished from those originally submitted in the application package.

#### Engaging a Design Professional

Make certain that you provide us all of the information we need with your application, including clear accurate drawings and specifications. This will ensure faster, more efficient processing of your application. Many applicants feel they are able to complete the required documentation themselves, but they often find that the standard of presentation and quality of information is insufficient. Engaging a design professional early on in

your project will help in submitting a hassle-free application. People such as designers and architects are experienced in the documentation of building projects and the building consent application process. For further information about engaging a design professional please refer to the New Zealand Institute of Architects and Architectural Designers New Zealand Inc and the relevant sections of the Yellow Pages.

### Inspections:

Council cannot offer a supervision service; it is up to the property owner, or their appointed agent, to supervise the day-to-day construction. When Council issues a building consent it will contain a list of strategic inspections that are to be carried out. Each inspection should be notified and any remedial work advised by the inspector must be carried out before proceeding to the next stage of construction or you could be liable for enforcement action.

Council needs to be notified at least 48 hours prior to the required inspection. Inspections can be booked by phoning Council on (03) 307 7700. When you book you will need to provide the building consent number, the address of the project, and the name of the owner of the property and contact phone number.

Some of the inspections which may be required include the following:

- Siting/Footings
- Underslab – Plumbing & Drainage
- Foundations
- Blockfill
- Pre Pour Slab/Sub Floor
- Stormwater/Foulwater Drainage
- Pre Wrap
- Pre Roof
- Pre Line Plumbing
- Pre Line Framing
- Pre Cladding/Cavity
- Half High Veneer
- Solid Plaster/Textured Coatings
- Post Line/Pre Stop
- Solid Fuel Heater
- Effluent System
- Fire Safety
- Swimming Pool Fence
- Final – Building
- Final – Plumbing

Some of the documentation which may be required includes the following:

- Application for Code of Compliance Certificate
- Energy Certificate – Electrical
- Energy Certificate – Gas
- Drainage Plan
- Fire Alarm Certificate of Compliance

- Test reports for backflow
- ECAN Resource Consent – effluent
- Producer Statement – Sprinkler System Certificate
- Emergency Lighting
- Test Certifier Location Report
- Construction Statement – Plastering/Render
- Waterproofing Membrane
- PS3/Construction review Tilt Panels etc – of site works
- PS4/Construction Review
- Test/Certificate for Oil Fired Fuel Storage Tank
- Surveyor's Certificate
- Spa Pool Exemption
- Certificate for Public Use
- Compaction Certificate

Any safety equipment required for the inspection such as scaffolding or ladders is expected to be provided on site at the time of inspection. A copy of the council approved plans, including approved amendments to the plans, must be on site at all times. Council requires a suitable representative of the owner (i.e. builder, plumber etc) on site for each of the relevant inspections.

Please refer to the inspection schedule provided with your building consent which outlines the requirements and expected progress for each of the required inspections.

Please also be aware that specific inspections may also be required to be undertaken by consultants such as your Engineer. The consultant should list these in their documentation and will need to be contacted directly by the owner. These inspections are additional to those required by Council

**Obtaining a code compliance certificate****Amendments to your Building Consent**

After a Building Consent has been issued no deviation or alteration from the original plans and specifications is permissible without the written approval of the inspector. You will need to lodge appropriate drawings documenting the alterations and apply for an alteration to your building consent. You will be charged for this so it is important to ensure that the details you submit in your original application are correct. A building inspector will be happy to discuss the changes with you when on-site and advise of the required documentation.

The issue of a Code Compliance Certificate after the final inspection is a very important part of Building Consent. The Certificate indicates that ALL building work undertaken as part of this consent (unless noted otherwise) was completed in accordance with the Building Consent. Obtaining a Code Compliance Certificate ensures that the final account from the builder etc. can be paid in confidence. The Act dictates that an inspection on completion of each stage of construction be conducted. Please ensure that this is requested promptly to avoid uncovered faults and incomplete works well after the event. Getting work remedied can be a hassle long after accounts have been settled.