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 approval process
- 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^2 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?

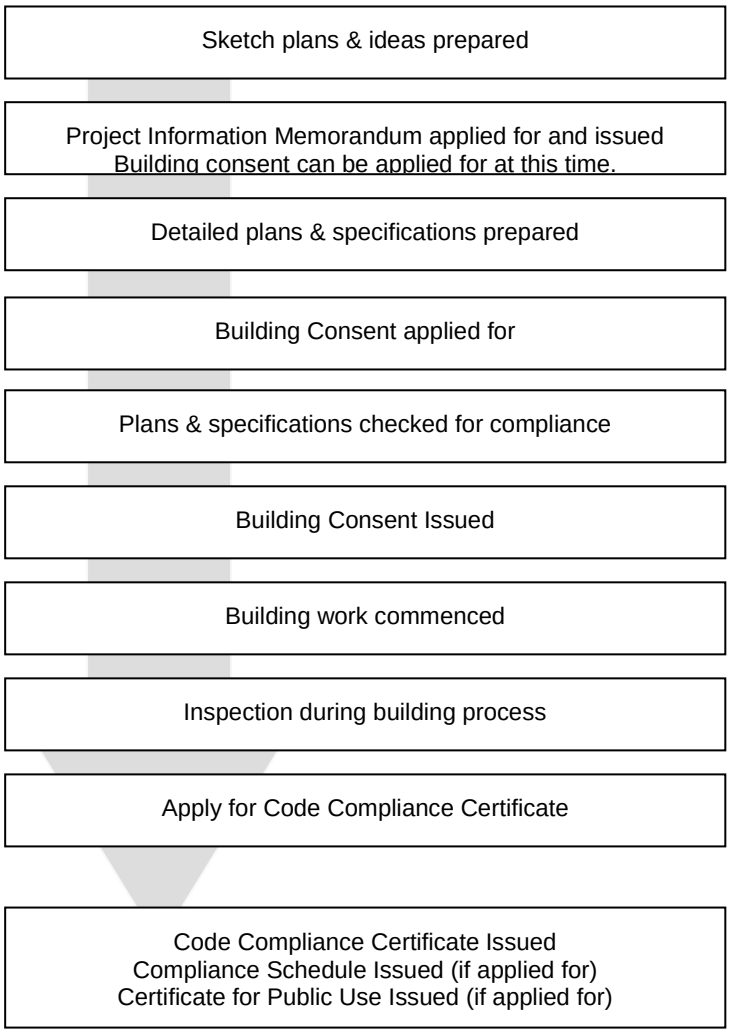
Once you have submitted your application and paid the fee deposit, the application will be entered into the Council's computer system and be assigned a Building Consent number. Council then has a period of 20 working days in which to assess the details of the application to make sure that all aspect 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 the amount of time expected, as gauged from similar projects. 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. Headworks and community infrastructure levies may apply to some projects.

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^2) and floor area of buildings (m^2).
- 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 or septic system.

☐ **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.

☐ Please consult Council if you are undertaking a **large project** as the following items may also be required:

- Accessibility Plan
- Energy Services Plan
- Emergency Services Plan
- Compliance Schedule for specified systems
- Design Reports for fire safety, air-conditioning, mechanical ventilation etc.

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:

- Excavation / Foundation / Reinforcing
- Sub-Floor Drainage
- Slab on Grade / Damp Proof Course
- Block-work construction
- Building and sill wrap
- Flashings
- Cladding
- Pre-lining
- Plumbing
- Insulation
- Pre-Stopping / Bracing
- Bathroom and deck tanking
- Concrete construction

- Steel construction
- Timber construction
- Fire safety precautions
- Solid fuel heater
- Retaining walls and drainage
- Final inspection

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.

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.

Obtaining a code compliance certificate

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.

COMMERCIAL APPLICATIONS

DESIGNER GUIDE TO BUILDING ISSUES FOR CONSIDERATION

This guide is to help people submit a hassle free building consent which has commercial applications.

Including information about:

- The purpose of this guide
- The Building Act 2004
- Helpful Sections NZ Building Act

The Purpose of this Guide

This guide has been produced to assist those who are proposing to submit a Building Consent for alterations to a commercial building or a new building altogether. In most instances professionals in their respected fields are engaged to consult with building owners and/or tenants, prepare documentation and submit the proposed works to the local council. They will engage the consultants and prepare the necessary specifications, reports and drawings for building consent.

It is recommended that building owners engage the appropriate professionals in their fields to be well advised and ensure the required information is provided for consent. This can save the client time and money during the building consent process.

Council must be satisfied on reasonable grounds that any proposed alterations or new building work meets the requirements of the New Zealand Building Act 2004, the NZ Building Code and relevant New Zealand Standards.

This guide is to assist building owners, tenants, designers and engineers with various sections of the Building Act and NZ Building Code that need consideration. Some of these sections are a general reminder, while some will require more attention than others.

It is the responsibility of the building owner or their nominated designer to establish compliance with the NZ Building Act and Building Code.

The Building Act 2004

Consideration of relevant clauses of the Building Act 2004 is required for any commercial work requiring a Building Consent.

Section 40 'Buildings not to be constructed, altered, demolished, or removed without consent'. Please contact your local TA if you are unsure whether this applies to your proposed works.

The main sections of the Building Act in which Council must be satisfied on reasonable grounds is *Section 112, 'Alterations to an Existing Building'* and *Section 115, 'Change of Use'.*

If the building is new work it is required to comply with all relevant sections of the NZ Building Code acceptable solutions or be designed and reviewed by a design professional, ie, chartered professional engineer, fire engineer as an alternative solution.

This may be subject to further review if Council is not satisfied with the design and calculations.

Helpful Sections NZ Building Act

Section 8 – 'Meaning of Building', *definition and description*
Section 112 – 'Alterations to Existing Buildings'

(1) A building consent authority must not grant a building consent for the alteration of an existing building, or part of an existing building, unless the building consent authority is satisfied that, after the alteration, the building will—

(a) comply, as nearly as is reasonably practicable and to the same extent as if it were a new building, with the provisions of the building code that relate to— 2004 No 72 Building Act 2004 Part 2 s 113

(i) means of escape from fire; and
(ii) access and facilities for persons with disabilities (if this is a requirement in terms of section 118); and

(b) continue to comply with the other provisions of the building code to at least the same extent as before the alteration.

(2) Despite subsection (1), a territorial authority may, by written notice to the owner of a building, allow the alteration of an existing building, or part of an existing building, without the building complying with provisions of the building code specified by the territorial authority if the territorial authority is satisfied that,—

(a) if the building were required to comply with the relevant provisions of the building code, the alteration would not take place; and

(b) the alteration will result in improvements to attributes of the building that relate to—

(i) means of escape from fire; or
(ii) access and facilities for persons with disabilities; and

(c) the improvements referred to in paragraph (b) outweigh any detriment that is likely to arise as a result of the building not complying with the relevant provisions of the building code.

Compare: 1991 No 150 s 38

Section 115 – 'Change of Use'

An owner of a building must not change the use of the building,—

(a) in a case where the change involves the incorporation in the building of 1 or more household units where household units did not exist before, unless the territorial authority gives the owner written notice that the territorial authority is satisfied, on reasonable grounds, that the building, in its new use, will comply, as nearly as is reasonably practicable, with the building code in all respects; and

(b) in any other case, unless the territorial authority gives the owner written notice that the territorial authority is satisfied, on reasonable grounds, that the building, in its new use, will—

2004 No 72 Building Act 2004 Part 2 s 116

(i) comply, as nearly as is reasonably practicable and to the same extent as if it were a new building, 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; and

(B) access and facilities for persons with disabilities (if this is a requirement under section 118); and

(ii) continue to comply with the other provisions of the building code to at least the same extent as before the change of use.

Commercial Buildings

The use of a commercial building is more than likely to be frequented by the public, either as an employee, customer or as public facility, ie school, library.

The *Building Act Section 118 and Schedule 2* 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 / use.

If you are intending to submit a Building Consent for work to a commercial building as described in the schedule, access for people with disabilities and means of escape will always be assessed for compliance with the NZ Building Code.

A *'Change of Use'* will include protection of other property, sanitary facilities, structural and fire rating performance.

Schedule 2 Building Act 2004

s 118(2) Schedule 2

Buildings in respect of which requirement for provision of access and facilities for persons with disabilities applies

The buildings in respect of which the requirement for the provision of access and facilities for persons with disabilities apply are, without limitation, as follows:

(a) land, sea, and air passenger transport terminals and facilities and interchanges, whether wholly on land or otherwise:
(b) public toilets wherever situated:
(c) banks:
(d) childcare centres and kindergartens:
(e) day-care centres and facilities:
(f) commercial buildings and premises for business and professional purposes, including computer centres:
(g) central, regional, and local government offices and facilities:
(h) courthouses:
(i) police stations:
(j) hotels, motels, hostels, halls of residence, holiday cabins, groups of pensioner flats, boarding houses, guest houses, and other premises providing accommodation for the public:
(k) hospitals, whether public or private, and rest homes:
(l) medical and dental surgeries, and medical and paramedical and other primary health care centres:
(m) educational institutions, including public and private primary, intermediate, and secondary schools, universities, polytechnics, and other tertiary institutions:
(n) libraries, museums, art galleries, and other cultural institutions:
(o) churches, chapels, and other places of public worship:
(p) places of assembly, including auditoriums, theatres, cinemas, halls, sports stadiums, conference facilities, clubrooms, recreation centres, and swimming baths:
(q) shops, shopping centres, and shopping malls:
(r) restaurants, bars, cafeterias, and catering facilities:
(s) showrooms and auction rooms:
(t) public laundries:

(u) petrol and service stations:
(v) funeral parlours:
(w) television and radio stations:
(x) car parks, parking buildings, and parking facilities:
(y) factories and industrial buildings where more than 10 persons are employed:
(z) other buildings, premises, or facilities to which the public are to be admitted, whether for free or on payment of a charge.

Compare: 1991 No 150 s 47A(4)

Structural

Any building work outside the NZBC, B 1 Acceptable solution, will require specific design by a suitably qualified engineer.

A Producer Statement of Design (PS 1) and a Schedule of inspections will be requested at application and building consent stage.

Building Consent will not be issued until these are received 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 NZ Structural Design Standards.

Prior to issuing of Code Compliance Certificate, a Producer Statement Construction Review will be required to be provided confirming whether the inspections from the engineers Inspection Schedule have been undertaken and approved.

Any as-built building work will be amended, approved by the engineer and forwarded to council for approval and their records.

If the building is undergoing a '*Change of use'* a structural upgrade may be required. This will require an assessment and report from an engineer depending on the 'use' and extent of work.

The building may be an *'earthquake prone'* building which will require an assessment and report by an engineer.

A schedule for upgrade may be requested by the Council Officer(s) reviewing the application.

Fire

Fire safety in a commercial building is assessed under the NZ Building Code, C Clauses, C/AS 1. Any work in a commercial building will require a fire report detailing compliance with these clauses. This will be required at building consent stage.

Any fire rated construction, ie. walls, floors or ceilings are to be shown on the plans and sections and construction details provided.

The proposed work may be 'just an office fit-out' but this can impact on means of escape and the positioning of sprinkler and smoke alarm heads.

As discussed earlier the level of fire upgrade will be dependant on whether the building is undergoing 'Alterations' or a 'Change of use'.

Alternative solutions will need to be audited by NZ Fire Service, Auckland, at the cost of the applicant.

Depending on the size and cost of work involved, your designer may be able to provide this service, otherwise a Fire Engineer is recommended due to their training, expertise and knowledge.

Access & Facilities for Disabled Persons

As detailed earlier, any proposed work to a building as described in *Section 118(2) and Schedule 2* will require a review for accessibility to *'provide facilities and access for persons with disabilities'.*

The objective of 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 due to their disability, which may be a short term accident or long term disability. Please refer to the 'Performance' description of D1/ AS 1 Access for clarification.

NZS 4121 also reflects relevant sections of the NZBC for accessible access and facilities, primarily D 1/AS 1 and G 1/AS 1 and details other requirements to achieve these objectives. See Appendix A, B and C.

Council Officers may request an Accessible Features report depending on the work proposed or extent of upgrade required. Most TA's have a report template on line for you to access.

Please ensure any proposed work to a building as described in the above section and schedule has been assessed for access and facilities. These are to be specified and detailed on the submitted plans for building consent.

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.

D1.34 'Performance Provisions' outline the criteria for a Lift as does NZS 4121, *Section 9.1.3.2* Two and Three storey buildings.

(1) The following summary details these areas and occupancies: Four or more floors.

(2) Three storeys, upper two floors have >50 occupants or a floor area >50m2.

(3) Two storeys, upper floor have >40 occupants or a floor area >400m2.

(4) An upper floor, irrespective of design occupancy, is to be used for the purposes of public reception areas of banks, central, regional and local government offices and facilities, hospitals, medical and dental surgeries, and medical, paramedical and other primary health care centres.

The installation criteria for Lifts are defined in D2/AS1, 'Mechanical Installations for Access'.

Although access is now provided to a site and building in accordance with D1/AS 1, the site and building also requires facilities for the physically able and disabled persons. NZS 4121 'Design for Access and Mobility – Buildings and Associated Facilities' outlines all the requirements to assist those with disabilities.

Sanitary Facilities

As described under *section 112 and 115,* Sanitary Facilities in accordance with G1/AS1 may also require upgrading or a new installation. All new buildings are to be assessed for full compliance with G1/AS1.

Under *sections 112 and 115 of the Building Act,* Sanitary Facilities for persons with disabilities are to be provided, if not already provided for in the building. The size and layout are detailed in both G1/AS1 and NZS 4121. The facility may be unisex or provided for each gender.

If a ‘change of use’ *(section 115)* is occurring, additional toilet facilities may be required depending on the use and occupant load of the building.

Example: Ofice changes to a nightclub, from say 50 on a floor to 300 occupants. The toilet facilities may be insuficient for the increased numbers. These occupant numbers may also efect a liquor licence application if toilet facilities are not provided.

Description of uses and occupant number tables are provided in G1/AS1, Tables 1-4 to assess the facilities required for a new building, alterations

or change of use. This section of the NZBC outlines the acceptable provisions for sanitary facilities, bathroom layouts and privacy issues etc.

HVAC – Heating, Ventilation, Air Conditioning

The objective of NZBC G4/AS 1 Ventilation *‘is to safeguard people from illness or loss of amenity due to the lack of fresh air’.*

Spaces within buildings shall be provided with adequate ventilation consistent with their maximum occupancy and their intended use.
Plans, specifications and details of these systems are required for building consent.

The system is to be designed and specified by an experienced or qualified person in accordance with G4/AS 1.

For larger HVAC installations the design engineer will provide a Producer Statement of Design (PS 1) and oversee the installation.

A producer statement construction review would then be issued at the completion of the job once the commissioning test had been carried out and approved.

If the system is ducted or has a cooling tower a Compliance schedule will be required for the BWOF. This is to be stated on the building consent application when submitted for consent.

Trade Waste

Trade-waste issues are more likely to arise in industrial and commercial activities where products are being manufactured, processed or refined, ie, 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 objective of NZBC, G14 Industrial Liquid Waste, *‘is to safeguard people from injury or illness caused by infection or contamination resulting from industrial liquid waste’.*

F 1/AS 1 is also very useful in identifying types of hazardous agents (contaminants) on site that may be discharged as liquid waste. There are also local by-laws and guidelines that set criteria for the discharge of trade-waste and protection of outfalls.

While reviewing a project for trade-waste, consider whether there are *‘facilities for the safe and hygienic collection, holding, treatment and disposal of the waste’.*

See Table 1and Figure 1, G14/AS1 for examples of treatment and disposal methods.

Example: 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 and then collected and disposed of without contaminating the stormwater or sewer system.

A larger industrial plant may require its discharge to be metered and controlled to an appropriate outfall. While a commercial kitchen may require a grease trap to contain grease and protect the sewer drain. Backflow prevention may also be required on the potable water supply line.

Environment Canterbury also provides advice and has rules for the discharge of contaminants to the environment. This will apply to rural industrial operations such as dairy farms, timber processing plants etc.

Dangerous Goods

Depending on the activity, size of building and type of dangerous goods being stored on site, the *'building shall be constructed to avoid the likelihood of people within the building being adversely affected by hazardous agents or contaminants on the site'.*

F1 Hazardous Agents on Site - If you are designing and submitting a building consent that may contain Dangerous Goods, you are required to provide information on the type of goods, quantity and where it will be located on site or in the building. The site and building will be assessed to determine the potential threat of any hazardous material to people on the site.

Example: Storage facilities for fertilisers, super phosphates etc, may require separation and to be kept dry depending on the quantity and chemical reactivity of the product.

Common concerns are the storage of gas bottles on commercial sites frequented by the public, ie bars and restaurants. These have to remain clear of escape routes for fire and comply with the Hazardous Substances and New Organisms Act 1996 (HSNO). Once gas storage exceeds 100kg on a site, a HSNO Location Certificate and Gas Fitters Certificate are required for all installations.

See F1/AS1, Table(s) 1-3 and contact your local TA Dangerous goods officer or ERMA New Zealand if you require further information.

Health

A building consent containing food premises, ie, cafes, restaurants, bars etc will require approval under the Food Hygiene Regulations 1974 and the Sale of Liquor Act 1989. This will be reviewed at 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(s) will require specifications, plans and elevations detailing the following:

- Surface finishes
- Ventilation
- Wash hand facilities
- Food storage facilities
- Cooking and cleaning facilities, sinks, dishwasher
- Grease trap and backflow devices
- Menu specifying type food being prepared and served in the premises.

Most Councils have health officers in house to assist you if required.
A Health Licence for the premises will be required before the public is permitted to use the premise.