



CUSTOMER GUIDE TO CHANGES OF USE

Your Guide to Submitting a Change of Use Application

Including information about:

- Change of use examples
- Requirements for undergoing a change of use
- Content and quality of documentation required

CHANGES OF USE: The Basic Information

Many building alterations involve construction that changes the use of all or parts of the existing buildings. Council needs to make sure that the new building work complies with the New Zealand Building Code and the existing building is upgraded to comply with the Building Code as far as can reasonably be achieved in the areas that are being altered.

Where new household units are being created the building must be upgraded to comply as nearly as is reasonably practicable with the New Zealand Building Code in all respects.

Some of the more common areas that are frequently overlooked by applicants are insulation in walls, ensuring enough difference in heights between outside ground levels and any new floor levels (this ensures stormwater will not flow into these areas) structural and fire protection upgrading.

Often the change of use may be from a residential dwelling to a café or public place. These may require the provision of accessible toilets and ramps. It is important that a fire summary be attached to your Building Consent.

If you are thinking about building works that will change the use of the existing area you should talk to Council building staff or a professional designer to ensure you have looked at all of the necessary areas.

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. Please talk to Council's Duty Planner if you have any queries about these areas.

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 NZS3604:2011' 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 an alternative solution is; 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).

For a break down on fees please refer to our Fees and Charges listed on our website.

Development Contributions made up of network and/or Community Infrastructure Levies may apply to some projects – Refer to our Fees and Charges for an outline of Development Contributions.

CHANGES OF USE: Building Consent Application

When complete, your Change of Use Application which you will lodge to Council will include the following items:

- Application Forms completed and signed**
- Application Fee**
- 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**
- Site Plan** showing buildings, levels and dimensions.
- Detailed Floor plans (for all floors)**
- Outline Elevations**
- Outline Cross Sections**
- Project Information Memorandum** (if it is already issued)
- Foundation Plans (timber or concrete slab)**
- Drainage Plans**
- Detailed Elevations**
- Cross Sections**
- Timber Treatment**
- Framing Details**
- Construction Details**
- Weathertightness Details**
- Internal Waterproofing Details**
- Plumbing Details**
- Specifications**
- Bracing Design**
- Roof Truss Design**
- Engineer's Details and Producer Statement**

Please note if you are supplying a hard copy application you may be charged a scanning fee as per our Fees and Charges.