BUILDING CONSENT STEP-BY-STEP PROCESS

INFORMATION SHEET

APPLYING

Applying for, and being granted a Building Consent is a very complex process. There is a high chance that further questions will be asked and requests for additional information, along the Building Consent process.

WHO **WHAT**

The Building Process is governed by laws set out by The Building Act 2004 and NZ Building Code.

OWNER(S)

If multiple owners, **All parties** MUST give permission

- **RESEARCH** — What is involved for your proposed building work?
- **INFORMATION GATHERING** — Talk to specialist e.g. Designers, Builders, Plumbers, Electricians etc.
- **PRE-APPLICATION MEETING** (with WDC Building / Planning teams) — Building/Planning Team (06) 838 7309 consents@wairoadc.govt.nz
- **SUBMIT APPLICATION** — Online www.wairoadc.govt.nz

Please be aware that applying can be a Journey!

WAIROA DISTRICT COUNCIL

- **INFORMATION CHECKED / VETTED** (all relevant paperwork received to enable review to begin)
- **TECHNICAL BUILDING REVIEW**
- **BUILDING CONSENT GRANTED**

Proposed building work will meet the NZ Building Code standards

Further questions/ paperwork can be requested from owner

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ONCE GRANTED

Building work commences

OWNER / BUILDER/ AGENT

- **BUILDING CAN BEGIN** — Building must commence within 12 months
- **BOOK INSPECTIONS** (Owner calls to book) — You will be advised what Inspections will be required for your unique build
- **FINAL INSPECTION / OWNER APPLY'S FOR CODE COMPLIANCE CERTIFICATE (CCC)** — CCC must be applied for within the 2 year period from when Building Consent was granted

Note: you can apply for an 'Extension of Time'

Building works are finished

WAIROA DISTRICT COUNCIL → **CODE COMPLIANCE CERTIFICATE ISSUED** — The building work matches the proposed Building Consent

Congratulations the Building Consent process is now complete!

We are here to ensure that your build meets the requirements of the NZ Building Act 2004 and NZ Building Code and ensure our community has risk free, safe and compliant houses for us all to live in.

Let the building commence.

INFORMATION SHEET

FREQUENTLY ASKED QUESTIONS?

Building Department

What happens after I submit my Building Consent Application?

Each application is quite unique and many are complex. Once your Building Consent has been submitted, council will begin its assessment process. You will be asked for a deposit at this stage.

Every part of your proposed building work needs to comply with NZ Building regulations set out by the Government. Everybody doing any building work is required by law to meet these regulations, even if a building consent isn't required.

The information you supply is initially looked over by the vetting team, to ensure everything has been supplied in order to answer the questions and checklists that we will be asked. Note: the more technical the build, the more questions and therefore the more paperwork that will be required. You may be asked for more detail or additional information (RFI's - requests for further information) at this stage.

Once the vetting team is happy everything has been supplied, the application (from small buildings up) is likely to be circulated internally to other Council departments to consider many factors relating to your build. Council will check the existing infrastructure services, like sewer, water and road networks, can accommodate and meet the appropriate planning requirements and complies with the district plan. More information may be requested (RFI's) at this stage of the process. This part of the process is called a PIM.

The consent will then begin being reviewed by the Building Compliance Officers (or Building Inspectors) from a technical perspective to ensure that the proposed building work answers and meets all the Building Regulations that have been set out in the Building Act 2004 and Building Code of NZ. You may be asked to provide further information here also (RFI's). The final bill for the Consent will assessed, finalised and sent to you at this stage. The invoice will include all time spent on the Building Consent so far and all foreseeable costs associated with the Building Consent, including any required inspections and travel. This invoice however does not include any required Resource Consents or WDC Engineering costs.

The Building Compliance Officers will grant and issued a building consent once all requests for further information have be answered satisfactorily and any fees paid, and they are satisfied on reasonable grounds that the proposed Building Work will meet all Build Code standards in accordance with the plans and specifications.

Building work can begin, only after the Building Consent has been issued.

How long will it all take?

The length of time it takes to assess a Building Consent varies depending on the complexity of your project and location of build. The good news is that all councils have a mandated time period in which they are required to respond, but the bad news is that if your application is not straightforward and requires further sight inspections, reports and permissions, approval time could begin to drag out.

Council has 20 working day to either grant or refuse a Building Consent. Please bear in mind that when an RFI, request for information is requested the clock is stopped. The clock starts again once all those questions are answered and accepted by the processing team.

In our experience, we have found that clients that have had a Pre-lodgement Meeting with us, have been asked for less additional information and had their consents granted faster.

How much will it cost?

A Building Consent is rarely straight forward and as such we are unable to give quotes for the Council consenting process.

A fireplace consent is relatively straight forward and has set Consent fees (see our website for these fees), but building a garage, shed, small or large house are not necessarily that easy.

For residential or non-commercial building work a deposit is required at time of submission, it will be $600 for work under $100,000 or $1,500 for work over $100,000. All commercial builds will require a deposit of $1,500.

The final invoice will depend on so many factors, but historically they have ranged between (plus deposit):

Fireplace Consents	$590 - 860	(Flat fee – depends on free stand/in-built and your location)
Basic Shed Consents	$800 - $4500	(non habitable/sleeping, no plumbing/drainage)
Average 3 bedroom House	$4,000 - $7000	

On occasion we have had Consent Invoices that are higher than this. The final invoice may be greater or less, but we hope this allows you to begin your budgeting process.

Who can help me?

Submitting your Building Consent can be challenging, especially if it is your first time. But help is available, and on the off chance that the circumstances of your application are not clear cut, it may end up being cheaper to pay an advisor e.g. an Architect/Draftsperson or a Builder to act as your agent and lodge the consent on your behalf.

If you choose to do this, remember to include written letter stating that you authorise this person to act for you, in your application.

MORE INFORMATION THAT MIGHT HELP YOU

Land Considerations

Planning Department

Wairoa District Council has an interactive map that allows you to see if an area is classed as flood-risk areas, Covenant's, Lease holds, Easements that will all have an influence on what you can build. You can pop into Council and we can look at your property to see if any of these apply.

The most common reason that a Resource consent is required is if you wish to build closer to the boundary than your designated area allows, but there are many other reasons that may apply. You will need to consult with the Planning Department about what this means to you and what effect it may have on your proposed building plans (06) 838 7309 or planning@wairoadc.govt.nz

Heritage Land, Buildings or Culturally Significant sites

Planning Department

A heritage conservation area is any area deemed worthy of preserving. This could be due to a collection of historically significant buildings; historical subdivision patterns; its reflection of particular historical periods, and so on.

Wairoa District Council has an interactive map that allows you to see if an area is classed as Heritage or Historically Protected. You can also contact Heritage New Zealand www.heritage.org.nz

You will need to consult with the Planning Department about what this means to you and what effect it may have on your proposed building plans (06) 838 7309 or planning@wairoadc.govt.nz

You can pop into Council and we can look at your property to see if any of these apply. But we strongly recommend you also talk to Heritage NZ as well.

Connections to Sewer and Water

Community Assets and Services Department

Wairoa District Council Engineering department can advise you on whether you are able to connect to an urban sewer and water supply or if you will need to construct an onsite effluent disposal, which is more likely in a rural area.

The cost of connecting to the sewer will be determined by the council's sewer and water Community Services and Assets Department. They will be able to give advice on the options available, the process, including the connection permit forms and price to connect. Costs are likely to include an Administrative cost and the actual charges involved to connect (charged at cost).

To find out what options are available to you in your area, contact the Community Services and Assets Department for more detailed information.

Water Assets Engineer (06) 838 7309 or info@wairoadc.govt.nz

Road Corridor Works

Community Assets and Services Department

If you are thinking about making adjustments to your property that could potentially affect motorists or pedestrians, you might need a permit.

If you are creating or modifying a fence where it faces a road, driveway entrance or access to a drain that involves modifying the Roading reserve, we encourage you touch base with the Community Services and Assets department to check if Council approval is required.

Likely situations involving works on the road reserves which may include:

- A driveway – construction, reconstruction, installing culverts

- Drainage work – storm water, wastewater or water pipes
- Services – power, cables, trenches, cabinets or poles
- Planting tress
- Installing gates/cattle stops
- Traffic management
- Felling trees

Costs can be discussed with the Community Services and Assets team. To find out what options are available to you in your area, contact the Community Services and Assets Department for more detailed information.

Transport Assets Engineer (06) 838 7309 or permits@wairoadc.govt.nz

FINAL NOTE

Building Department

Every Building Consent application is complex and unique.

Due to the complex system and rules set out by the NZ Government, there are a lot of rules and checklists Council need to ensure are met. Therefore we endeavour to cover off as much information as possible with you, but you, or we, might require more information during this process.

Wairoa District Council departments are mindful, and will try to make this process as easy as we can for everyone.

We are here to help!

(06) 838 7309 or consents@wairoadc.govt.nz