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YOUR BUILDING PROJECT WORKBOOK

BUILDING GUIDE

BUILD YOUR DREAM NOT YOUR NIGHTMARE

CHECK OUT SECTION 6.3 FOR COMPREHENSIVE LISTINGS OF QUALIFIED BUILDERS IN YOUR AREA

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"We bought this section for a bach, but loved it so much we decided to build our dream home. Our designers recommended James Hardie cladding to bring together everything on our wish list. The classic look of Linea™ Weatherboard and the wide, vertical lines of Stria™ Cladding provided contrast and an eye-catching, modern look. It's also made to stand up to the extreme conditions here really well. All up, this house has turned out better than we had ever dreamed!"

To see Leonie & Phil's full story, visit jameshardie.co.nz

Welcome to the Building Guide

This guide is designed to be a useful working tool for you as you go through your building project.

Undertaking a building project is a challenging time and can be immensely enjoyable or thoroughly frustrating.

Be prepared for large draw on your time and, of course, your budget. Be prepared for major frustrations and stress. Be prepared to be called on site to make instantaneous decisions about things. Be prepared for the unexpected when doing renovations.

from Mark Graham
Publisher

But be prepared to enjoy the experience as well. This is about creating a space in which you and your family will live and love. A well designed and built home will contribute an enormous amount to your health, wealth and well-being. Accept the challenges and persevere in your objectives. It will pay off for you in the end.

We hope this guide will help you avoid many of the problems that can crop up and that we help your project be a source of ongoing enjoyment and pride for you and your family.

How to use this Building Guide

We've split the magazine up so that you can think through each item as it comes up and even work ahead so that you're anticipating each step and are prepared for it when it comes.

The book is split into the following chapters:

Our advice is to read through the book completely first so you can consider the various elements that need planning in the early stages, then come back and tackle each section as it is relevant to the stage of the project.

Good luck and happy building!

Materiality in House Design in New Zealand and around the World

Visionary Architecture for Modern Living

Please refer to our website for stockists www.designguide.co.nz

BUILDING GUIDE

YOUR STEP-BY-STEP GUIDE TO BETTER HOME BUILDING

Publisher
Mark Graham
mark@aim-high.co.nz

Production Manager
Tracey Sumich
tracey@aim-high.co.nz

Sales
Mirvin Manus
mirvin@aim-high.co.nz
09 360 8885 Extn 3

Raaa Joshi
raaa@aim-high.co.nz
09 360 8885 Extn 5

Design
25q@xtra.co.nz

CONTACT US
ph 09 360 8885
fax 09 360 8887
PO Box 44412, Pt Chevalier,
Auckland, New Zealand 1246.
info@aim-high.co.nz
www.buildingguide.co.nz

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Proposed Taupo Showhome
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Robinson House by Dorrington Architects
Architect: Tim Dorrington | *Photography:* Emma-Jane Hetherington

1.0 Building Your Dream

10 STEPS TO BUILDING A HOUSE

1. Decide what you need
2. Gather images of designs you like
3. Choose a designer
4. Develop the project brief
5. Concept design
6. Resource Consent (if required)
7. Developed design
8. Construction design
9. Building Consent
10. Construction

Now is your chance to live in a home that fits you perfectly.

It will be designed and built for you to suit your needs and wants.

This workbook will help you make your new home or renovation, your dream home. But first, let's do some essential planning.

SEVEN THINGS YOU NEED TO KNOW

1. Building a house will take a long time.
2. There will be decisions needed to be made at all stages of the building process, including right at the very end.
3. Demands on your time will be enormous.
4. It is likely to cost more than you think.
5. You are unlikely to be able to a afford everything you want.
6. You are likely to have major stress placed on your relationship.
7. You will be faced with choosing between a myriad number of items for all sorts of different elements within your house – many of which you are not even aware of yet.

And in spite of all these things, this should, and can be, one of the most pleasurable achievements of your life.
We're going to help you get there.

FOUR THINGS YOU NEED TO DO

1. Work out your current and future needs so that the house design will meet both.
2. Write them down – this will form part of the brief for your architect or designer. Talk to friends and family and make a scrapbook with images of houses you like.
3. Work out what you can afford. Try to stick to it. As much as you can.
4. Learn about the building process. You are about to spend several hundred thousand dollars. You will own whatever happens to this house. If you cut corners or your building professionals cut corners, you will be the one to live with the consequences. Ensure your professionals do what they should. Ensure you have contracts for the work and ensure those contracts are valid.

1.1 Preparing a brief

1 STYLE OF DESIGN

The style or aesthetics of a house are very personal, and it can be hard to describe what you like until you see it. Start by looking at houses near your site and make a scrapbook of images you like from magazine cuttings.

Think about:

- What materials you like: low maintenance brick and tile; characterful timbers and stone; or semi-industrial corrugated iron?
- What forms you like: traditional gable with deep overhangs and verandas; or a modern glass pavilion with a direct connection with the outdoors?
- What kind of spaces you like: open plan or a more formal arrangement of rooms?
- And the character of your neighbourhood: what styles, materials and scales are providing the context in your street?

2 LIFESTYLE/FAMILY NEEDS

- How many in your family? Do they all need separate bedrooms? Will you want separate living areas?
- Do you have extended family members (perhaps older parents or teenagers) who may need/want their own facilities?
- How long do you intend living here? Incorporate design elements to cater for your future needs as you grow older using Lifemark Design principles.
- Where will children play? Incorporate sight lines into your design so you can see them outside while you're inside.
- How many bathrooms do you need? Where will they be located?
- Ensure adequate storage for each component of your home and lifestyle – kitchen, clothing, sporting equipment, tools and gardening equipment, laundry, extra it items not needed but wanted to be kept, etc.
- What are your audio-visual needs? Music outside and in different rooms within the house? Home Theatre – in a specific room or incorporated into your living spaces? Internet and Satellite TV access?

3 FEATURES OF YOUR SITE

- Where is the sun?
- Where does water flow through your property?
- Where are neighbours situated and what kind of privacy do you have from them?
- How do you gain access to your house?
- How steep is it? Do you need to level any areas for living/carparking/garden areas?

4 PROJECT MANAGEMENT

It's easy to underestimate the complexity of building a house. Even a small budget project has hundreds of products and a multitude of tradespeople to coordinate and purchase, not to mention check on the workmanship to ensure it's up to standard.

Using a Project Manager can help bring your building project in on time, within budget (they can often help you save considerable amounts of money) and with a much reduced chance of nasty surprises occurring.

1.2 Deciding what you want

Every house has its own character, a character that reflects its occupants.
This is where you can work out what is important to you - items that reflect your values and your preferred way of living.

FEATURE	VERY IMPORTANT	NICE TO HAVE	NOT IMPORTANT
OPEN-PLAN LIVING			
INDOOR / OUTDOOR FLOW			
OUTDOOR LIVING AREAS			
SHADE IN SUMMER			
PRIVACY			
FORMAL ROOMS			
SUSTAINABLE			
ENERGY EFFICIENT			
SEPARATE SPACE FOR GUESTS			
PLAY AREAS FOR CHILDREN			
SEPARATE LIVING SPACES FOR QUIET / LOUD ACTIVITIES			
LOW MAINTENANCE			
...ADD MORE OF YOUR OWN			

1.3 Defining what you need

This is more quantitative. How many rooms and how much space do you actually need?

FEATURE	QTY		QTY
BEDROOMS		TANKING / WATERPROOFING	
WALK-IN WARDROBE		HEAT PUMP	
BATHROOM		FIREPLACE	
EN-SUITE BATHROOM		COVERED VERANDA	
KITCHEN		DECK	
DINING ROOM		OUTDOOR PLAY AREA	
LIVING AREA		SPA POOL	
COMBINED LIVING / DINING AREA		SWIMMING POOL	
FAMILY ROOM		VEGETABLE GARDEN	
SEPARATE TV ROOM OR GAMES ROOM		BARBECUE AREA	
STUDY/HOME OFFICE		OUTDOOR HEATING	
LAUNDRY		OUTDOOR LIGHTING	
HOT WATER CUPBOARD		...ADD MORE OF YOUR OWN	
STORAGE ROOM			
GARAGE – FOR HOW MANY CARS?			
UNDER FLOOR HEATING			
WIRING FOR STEREO / INTERNET			

How to choose the right colour for you...


Resene Quarter Truffle


Resene Half Dusted Blue


Resene Schooner


Resene Spanish Green


Resene Jaguar

There are many elements to home interior and exterior schemes but one of the most dominant features – simply because it covers the larger surfaces of your home, is colour.

Choose surfaces which have fewer colour options first, such as carpets and furnishings. It's much easier to get a paint made to match carpet and furnishings than the other way round. Have a look at any accessories, knick knacks or artworks you have bought, and work with these items that you are not going to be replacing. Use these items to refine your paint colours.

While there are many beautiful and useful white and neutral colours in the Resene collections, make them a considered choice rather than be driven by a fear of getting it wrong with bolder colour.

The best way to see how colours react in different rooms is to test them. Using Resene testpots, paint your chosen colour onto a piece of A2 card leaving an unpainted border around the edges so your eye focuses on the reality of the colour. Move the card from wall to wall and from room to room. Watch how it changes not only with the light but against other colours in the room.

If you are building a new home and don't yet have the luxury of walls to try your colours on, try your Resene testpots out in a space that is as close as possible to your new home.

When you're choosing colour, remember these handy tips:

- The same paint used in two different rooms – one north-facing and one south-facing – may look completely different.
- The same colour painted on the walls in a large room may look different in a small room. In a small room the walls reflect onto one another so colours may appear more intense. This is particularly the case with yellows.
- If in doubt choose a lighter colour inside as colours will tend to look darker. Outside the reverse applies – if in doubt choose a darker variant as the sun will tend to wash out the colour and make it look lighter.
- Colour on the ceiling will look darker than the walls because there is less reflected light. Generally a half or quarter strength of the wall colour is recommended. Or make a statement and opt for a coloured ceiling or continue your wall colour onto the ceiling for a cosy cocoon of colour.
- Flat, low-sheen, satin, semi-gloss and gloss finishes also play a role in how colour can change in certain lights. Glossy finishes are highly reflective and can lighten a room and make a colour seem cleaner and brighter. Similarly, matt surfaces absorb the light and will appear darker and deeper than glossy reflective surfaces. Most decorators opt for a low sheen finish, such as Resene Zylone Sheen or Resene SpaceCote Low Sheen, for walls, semi-gloss for trims and joinery, such as Resene Lustacryl, and flat finishes for ceilings, such as Resene SpaceCote Flat or Resene Ceiling Flat. For exterior walls either a low sheen, such as Resene Lumbersider, or semi-gloss, such as Resene Sonyx 101, with contrasting semi-gloss or gloss trims and joinery works well.
- If you're choosing a neutral colour scheme consider varying the sheen and strength of the colours to add interest.
- When it comes to wallpaper, as a general rule, smaller rooms generally look best with smaller prints while larger rooms will handle larger prints. But if you're drawn towards a bold print for your living room but don't want to cover a whole room, use it on a statement wall instead. You can then pluck out colours from the wallpaper's pattern to use in your colour scheme. See an extensive collection of wallpapers as your local Resene ColorShop or online at www.resene.co.nz/wallpaper or create your own custom wallpaper with Resene WallPrint, www.resene.co.nz/wallprint.

For more advice and inspiration, see your Resene ColorShop or use the free Ask a Colour Expert service online: www.resene.co.nz/colourexpert.

1.4 Sustainable building

Planning ahead will make your home more eco-friendly and energy efficient to help you save on winter power bills. With building and building occupation making up to 50% of the contribution to worldwide carbon generation, you can also help prevent global warming.

THREE FIRST STEPS:

SITE
- How best can you get winter sun into the house?
- How can you use vegetation for shade and temperature control?

DESIGN
- Use nature to achieve all-year round comfort (e.g. concrete floor for passive solar gain in winter, overhangs for shade in summer).
- Use salvaged materials where appropriate.
- Specify water-efficient appliances and energy-efficient appliances and lighting.
- If you can't afford everything now, future-proof by installing appropriate pipes into your house and/or concrete slab so you can install solar hot water and hot water heating later.

DESIGNER
- Be well-informed and clear about what you want, then choose someone who understands what you want and with whom you can work.
- Ask how experienced they are at designing sustainable houses and ask to see examples of their work.

CHECK OUT SECTION 6.3 FOR COMPREHENSIVE LISTINGS OF QUALIFIED BUILDERS IN YOUR AREA

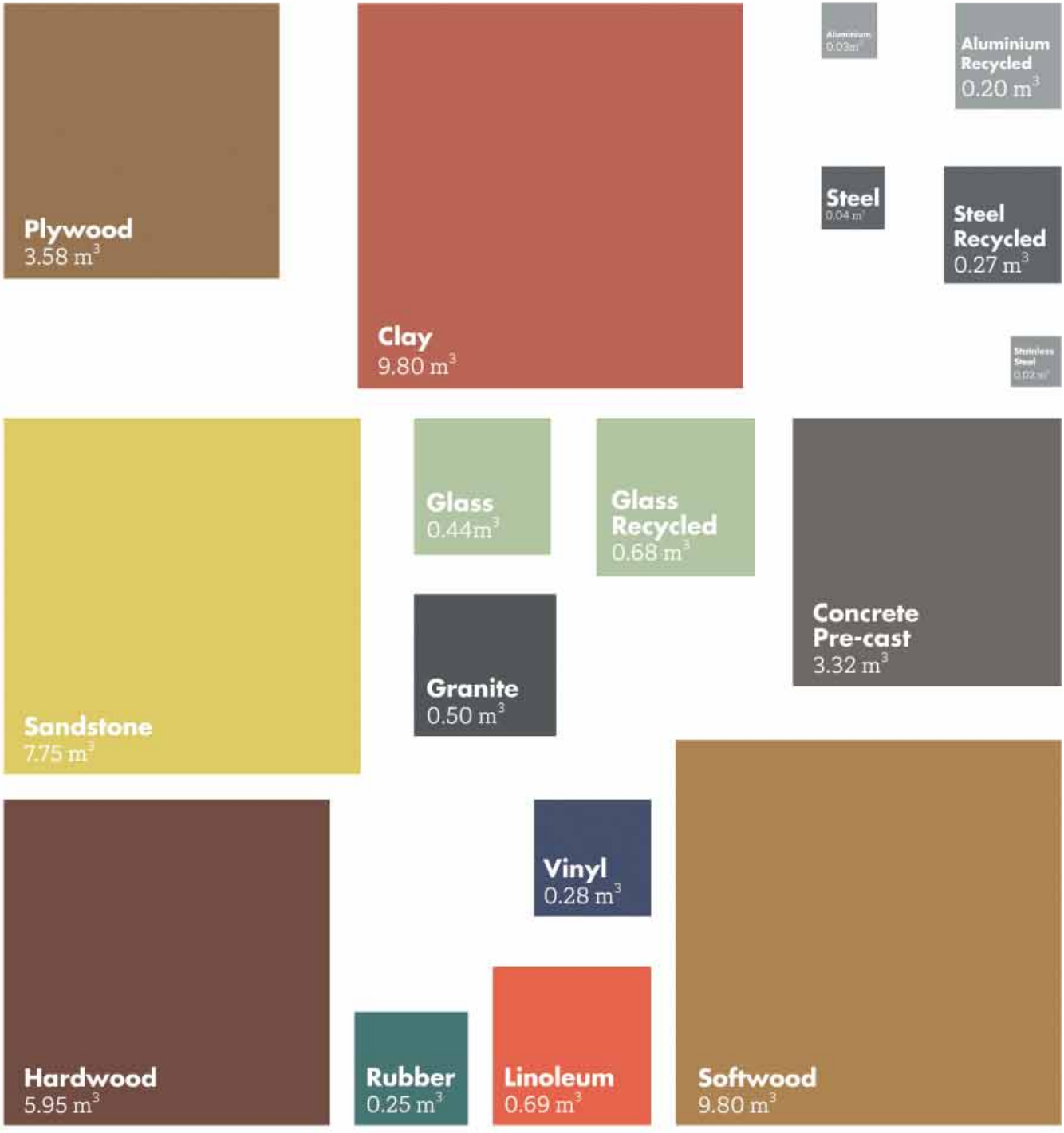
10 STEPS TO LONG-TERM SUSTAINABILITY

1. Design your home to take advantage of its location while saving power, water and money.
2. Use environmentally friendly materials where possible.
3. For maximum natural light, make good use of windows and skylights.
4. Good-quality insulation, correctly installed, will make your house easier and cheaper to heat – install higher-ratings than the minimum requirement.
5. Build water efficiency into your home through low-flow showers and toilets and grey water recycling where possible.
6. Good ventilation creates a healthy home – high moisture levels are linked to health problems like asthma and eczema and is harder (and more expensive) to heat.
7. Double-glazing will insulate your house while letting heat in to encourage passive heating. Investigate modern thermal window joinery.
8. Reuse or recycle building and renovation waste.
9. Good design and material selection can achieve high standards of energy-efficiency for little or no additional cost.
10. For internal finishes, use good insulators such as curtains and carpets, and use products such as paints that are made with the environment in mind.

. . . visit our website:

WWW.BUILDINGGUIDE.CO.NZ/PLANNING/SUSTAINABLE-BUILDING/

How green is your product?



in the Scale of Carbon

As a measure of sustainability, buildings, materials and processes are commonly judged by their 'embodied carbon' – the amount of carbon dioxide (CO_2) that is produced during their operation or manufacture. CO_2 accounts for 76% of all greenhouse gas emissions making it the primary contributor towards climate change, but, by its nature, quantities of this colourless gas remain frustratingly intangible.

In the Scale of Carbon brings carbon dioxide emissions out of the abstract by physically representing the volume of various architectural materials that can be produced for one tonne of CO_2 emissions. The larger the cube, the greater the volume of material that can be manufactured for the same quantity of CO_2 emissions.

by Materials Council · circular ecology · RAW ARCHITECTURE WORKSHOP · ARCHI TONIC

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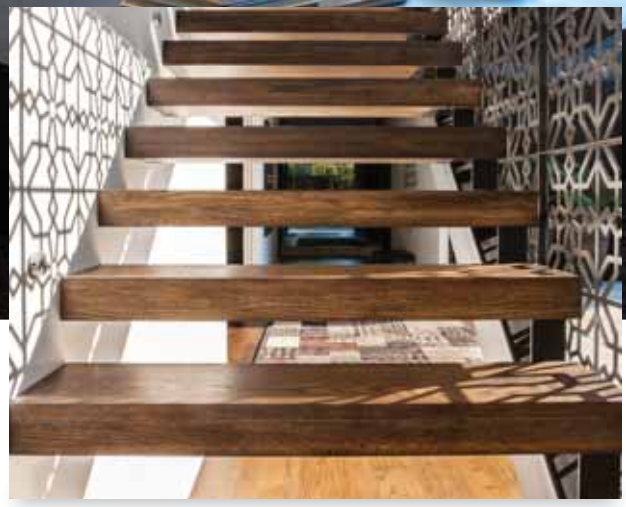
2.0 Where to Start

Time spent researching materials, designs and designers will save you time and money later.
It's better to take longer here and get it right than to rush and regret it.



Get as much information as you can now to ensure that building your home goes smoothly.

FOUR THINGS YOU NEED TO KNOW

1 What you can afford.
2 What the likely construction costs will be.
3 What building controls are placed on your site.
4 And what designers in your city design in the style you like.

FIVE THINGS YOU NEED TO DO

1 Find out from the bank how much you can borrow so you know what you can spend.
2 Get a PIM from your council for your proposed development - this should identify any potential hazards and/or restrictions.
3 Ask the council if you need a Resource Consent as well as a Building Consent.
4 Fill out the budget worksheet.
5 If the estimate isn't within your budget, revise the design.

Above: Godden Cres by Dorrington Architects
Above right: Godden Cres by Dorrington Architects
Architect: Tim Dorrington | *Photography:* Emma-Jane Hetherington

2.1 What can you afford?

Any lender will work through a number of criteria to determine what you can afford. To learn more, visit our website: **www.buildingguide.co.nz/planning/build-finance/**

2.2 How much will this project cost?

The key question for everyone and it's not easy to work out. Our website has a budget calculator, and a page on working out what your build will roughly cost with links to sites that can help you get more specific.

2.3 Talk to the council

Discussing your project with your council is essential. Get a Land Information Memorandum (LIM) which sets out the details on your property and a Project Information Memorandum (PIM) which will set out your project's details. They'll advise whether you need a Resource Consent and working with them prior to getting too far with your plans will mean you work within what you're allowed to, rather than having to go through the expensive process of redesigning everything. To learn more, visit our website: **www.buildingguide.co.nz/resources-regulations/local-councils/**

2.4 Choosing a designer

Finding the right architect or architectural designer is easier if you have a clear idea of what style of house you want, set simple selection criteria for and make up a shortlist.
We outline different house types here: **www.buildingguide.co.nz/house-design/architectural-house-types/**

And advice on how to choose your designer here: **www.buildingguide.co.nz/house-design/choosing-an-architect/**

2.5 Legal requirements

All building work is controlled by the Building Act 2004 and the Building Amendment Act 2008 and the various building regulations which include the Building Code. The purpose of these Acts is to ensure that buildings:

- are safe, sanitary and have suitable means of escape from fire;
- contribute to the physical independence and well being of people who use them; and
- are designed, constructed and able to be used in ways that promote sustainable development.

The Building Code sets standards for:

- durability
- fire safety
- sanitation (services and facilities)
- moisture control
- energy efficiency
- access

You must have a Building Consent from the council to carry out building work except for work specifically exempted (see our website - www.buildingguide.co.nz for details, or check with your council). A Resource Consent and other authorisations may also be required before building work can commence – again, check with the council. One or more of each consent type may be required for the same project.

More information can be found here: **www.buildingguide.co.nz/resources-regulations/**

YOUR RESPONSIBILITIES CHECKLIST ☑

1. **Get a Building Consent before starting a building project.**
2. **Get a Resource Consent if the council requires one – their planners can advise.**
3. **Employ competent designers, builders and tradespeople.**
4. **Get an amendment to the Building Consent if changes are to be made to the approved Building Consent and documentation.**
5. **Ensure that all required inspections are booked at the appropriate stages of the building project and that any issues identified in these inspections are addressed.**
6. **Ensure easements and covenants on the title are complied with.**
7. **Apply for a Code Compliance Certificate when the building work is done – this must be within two years of the Building Consent being granted. You can apply extension of time but this must be before the two years is up.**
8. **Maintain your house.**

The cost of building in New Zealand

One of NZ's award-winning architects has kindly put together a table of rough costs for you to use as an initial budgeting tool, which you'll find below...

Be aware, however, that every building project is different so no one will be able to give you an 'accurate ballpark' figure without your plans being on hand.

The more accurate you want, the more work and detail you need to put in, including a schedule of products to be used.

One thing we can confidently say is that your project is likely to cost you more than you expect. Materials costs have risen up to 25% over each of the past five years and the shortage of skilled tradespeople means those costs have increased, too.

There are online tools available, but the single most accurate way to estimate a price is to take your design to a quantity surveyor and pay them to cost your build. Any tool (please find a list below) is only as accurate as the detail and time you put in.

As building activity increases, so too do material costs. Regulations change. Builders' rates change as demand goes up. Countering that are modern construction techniques. Group home builders will generally be cheaper for one of their standard plans, but you can be quite restricted in the options you can choose.

Architects are more expensive but the value of what you get back is immense and ongoing and usually worth it - an architectural draughtsman will usually give you what you ask for, an architect will give you a lot more. But you may well find that what you want is a lot more than what you initially expected to pay.

AVERAGE HOUSE BUILD COSTS

Beware when you get quotes that you're comparing the same things - often cheaper quotes will leave out items you have to put in later, or under-quote on items your contractor expects you to change later - and remember - when you do changes you get charged for it!

Allow at least 10% for overruns, unforeseen costs or changes to the plan - you are likely to need it (and if you don't need it then you can have a great housewarming party!).

If you can, when getting your job priced up, be as specific about the materials and products to be used as possible. If at sketch design, you can attach a 'List of Inclusions' which will set out items to be used to a high level of detail, so the builders you get to quote can be quoting on the same things.

As your design progresses to detailed drawings and consent application stage, the specifications will become more detailed, which means getting quotes from builders at this stage, or using a quantity surveyor to price your project, will give you a much more accurate price.

POINTS TO REMEMBER:

- Find out the rough average square metre costs of building from your local builder, architect or quantity surveyor which will help you keep your project plans at a realistic level.
- As a very rough starting point, $1500 m2 is very cheap, $2-2500 m2 is more usual and then anything from $3000 m2`and up is more consistent with bespoke designed houses.
- If your wants are more than your means, there are things you can do to save money:
    - work out what you can do yourself and what you will have to pay a tradesman to do. Unless you are good at DIY, it can be cheaper to get an expert. Some work must by law be done by a qualified tradesman.
    - Reduce the size of your project - instead of a 200 m2 house, perhaps you can live with a 180 m2 project. You may be able to save on engineering costs, too, if building smaller.
    - Use cheaper materials - different cladding, window joinery, different flooring, fewer bathroom/kitchen tiles can all help bring down the cost.
    - Discuss with your designer and builder.
- Decide which features or changes are “must haves” and which can be dropped or deferred to stay within budget.
- Find out what your designer will charge. It is usually between six to 15 per cent of the total cost of the job, depending on its size and value and what services the designer provides.
- Go through our budget worksheet to get a rough estimate of the likely total cost (find inside the back cover).
- Talk to a local real estate agent to see what houses like yours sell for – there’s no point spending more money than you will make from selling later (unless you plan to stay there for the long term).
- Talk to a quantity surveyor. They will be able to give you an accurate estimate of your project and help you with strategies to stay within your budget.

And before you get too far, make sure you learn about your rights by reading the Prescribed Checklist which sets out what your builder is supposed to do for you and what your responsibilities are (find inside the back cover).
To find out more about how to work out the estimated cost, and how to finance your new build, visit our website.

RENOVATION AND ALTERATION COSTS

When the job is a renovation, other factors come into account. Do you want to match the style and materials already used in the house or are you comfortable to add something that is different (but still, ideally, complementary)? Is it time to change elements in the old house, for instance wooden to aluminium joinery or do you really want to match light fittings and bathroom-ware to the old style prevalent in the house or should you modernise?
And remember, with renovations, there are often hidden problems that only come to light when the wall boards come off. Be prepared for nasty surprises and make sure you have contingency in your budget.

Building Consent Form

Consent Applications Are Complex

Each council may have different requirements for submissions for a building consent. The list below is only an indication of what may be required.
To complicate matters, requirements are constantly being updated so you must check with your council. Application forms can be uplifted from Council offices and most Council websites have them available as a downloadable pdf.

EXAMPLES OF WORK REQUIRING A CONSENT:

- any structural building including new buildings, additions, alterations, accessory buildings (sheds), and re-piling
- plumbing and drainage
- heating (fireplaces), ventilation and air conditioning systems
- siteworks for a building
- retaining walls higher than 1.5 metres, or retaining walls with a building or driveway near the top
- fences higher than 2.5 metres and any swimming pool fence
- swimming pools
- decks more than 1.5 metres from ground level.

Generally you are required to provide the completed building consent application form including an estimated value of the building work, with the following information attached:

ITEM	DESCRIPTION
Proof of Ownership	
Locality Plan	including building in relationship to neighbouring streets, north point, name of building and lot and DP number.
Inspections and Monitoring	idetails of the inspection regime, including those by council offices, other professionals such as architects, engineers, etc, and by you, the owner.
Site Plan	showing dimensions of all boundaries, finished floor levels, ground contours and/or levels, lot and DP number, street name and number, site area, outline of building and distances to boundaries, designated wind zone.
Foundation Plan	showing dimensions which provides details of footings, reinforcing sizes and layout, foundation elements, sub-floor ventilation and engineering information, reinforcing and contractions joints in concrete slabs, upgrading of existing foundations if an upper story is to be added, Subfloor bracing and Foundation details.
Tanking Plan	install self-healing Bentonite under slab waterproofing.
Drainage Plan	showing fixtures and fittings, hotwater system(s), upper floor sanitary fittings with isometric layout showing wastes, pipes and falls, drainage layout with inspection bends and junctions for both stormwater and sewage, other drainage on site, ventilation of sanitary rooms, calculations for sizing of downpipes.
Floor Plans	existing (for additions and alterations) and proposed providing details of floor dimensions, walls, windows, doors, stairs, barriers, handrails, floor joists, beams, fixtures and fittings, stove, plumbing, and smoke detector layout.
Wall Bracing	plans showing detail of wall layout with windows, doors, roof layout, bracing type, the location and fixing details of bracing panels and calculations for all floors, subfloor bracing for decks projecting more that 2m from the house.
Elevations	showing accurate ground lines, levels, height recession planes, location of doors, windows (with opening windows clearly shown), floor levels in relation to finished ground levels, exterior claddings, roof covering, down-pipes, spouting, sub-floor ventilation and flues.

ITEM	DESCRIPTION
Sections and Details	showing details of the foundations, reinforcing, damp-proof membrane, stud heights, floor levels, wall structure (including proprietary wall-bracing element details), roof structure, roof covering, wall cladding, flashings, insulation, fire-rated systems, lintels and beams, stairs, handrails, decks and decking, barriers, truss layout.
Cladding Details	providing details around all penetrations, joinery and other junctions at a level appropriate to the level of risk, e.g. roof/wall, balcony/wall, junction of different types of cladding, backflashing details for cavity systems.
Specifications	providing a clear description of the materials and building elements that cannot be shown on the drawings. For example, durability issues would be shown here.
Engineer's Reports and Calculations	
Producer Statements	where the application is relying on a statement to certify compliance of the plans, specifications or completed works with the Building Code, a copy of that producer statement and the calculations it is based on must accompany the application.
Solid Fuel Heaters	these may need separate building consent application and must include the manufacturer's specifications and installation instructions and a floor plan of the building that clearly shows the proposed location of the heater unit and adjacent rooms, doors and windows.
Water Supply Details	where the property will not be connected to the council reticulated water supply. The location and size of tanks, the location of bores, test results, etc must be included.
Alternative Solutions	if the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code, provide supporting current information including independent test results (full signed reports), case studies, expert opinion (and proof of expertise) to demonstrate compliance.
List of Specified Systems	(if applicable).

NOTES

This list is not comprehensive but covers most of the exemptions pertaining to domestic situations. If you are unsure, ask your local council before doing any work. Building work that is exempt from having a building consent must still comply with the building code.

The BCA (council) will often request additional information to that supplied and the 20-day clock will stop until that information is provided to the BCA.

IMPORTANT INFORMATION

Each BCA (Council) may have different requirements for how many sets of plans you have to submit – the list above is not exhaustive. Some require that plans are drawn to a particular scale. Check with your BCA.

The details provided in the documents listed in the checklist must be good enough to show that what is being proposed will meet the performance requirements of the Building Code. For example, the documentation should clearly show how the house will keep water out by giving ground clearances, balcony and deck details, and information about claddings, including flashings and guttering.

Each aspect of the Building Code requirements has to be covered in detail in the documents. If the documents are not full enough, the BCA will have to come back to you for further information. When this happens the 20-day clock stops and doesn't restart until you return with the amended documents. This delays the whole process.

Westmere | *Architect:* Paul Somerford | *Photography:* Carolyne Ducobu
Below right: Lynch Street by Dorrington Architects
Architect: Tim Dorrington | *Photography:* Emma-Jane Hetherington

3.0 The Design Process

A good design process is key to a successful project. Design evolves over a period of time during which you and your designer discuss, digest, think and rework ideas until the best solution is arrived at.

THREE THINGS YOU NEED TO KNOW

1 Design is a partnership between you and your designer.
2 You provide the brief to which the designer develops ideas and options.
3 You choose the level of service you require from your designer.

FOUR THINGS YOU NEED TO DO

1 Decide what level of service you require from your designer (this chapter describes what happens in a complete service).
2 Sign a letter of engagement that clearly lists what is included in the design service and the costs.
3 Attend all meetings.
4 Provide formal feedback to your designer.

There are 3 processes to the design of your home:

- Sketch Design - also called preliminary design or concept design.
- Developed Design - Once the Sketch Design is signed off, the size, location, form and probably external materials are decided on. Your designer can now develop the secondary elements of the design and begin co-ordinating the work of sub-consultants.
- Pre-Construction - All the important decisions are made and the designer develops the final set of construction drawings, which incorporates input from builders and the Council Building Consent process.

Our Building Guide website has a whole section on design that steps you through the process: **www.buildingguide.co.nz/house-design**

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4.0 Construction

This is your house, your home, and however many other people work on it – designer, builder, subcontractors – the buck stops with you.

ORDER OF CONSTRUCTION

The usual order of construction is:

1. Correct set out of the building
2. Excavate the section and lay the foundations
3. Pour concrete floors
4. Construct the framing
5. Put the roof on
6. Mount the windows
7. Put on the exterior cladding
8. Organise plumbing and wiring
9. Fit insulation
10. Put in the doors
11. Install cabinets and interior lining
12. Tile floors and walls
13. Carry out final plumbing and electrical work
14. Paint the house and complete any finishing work
15. Lay the floor coverings

The process will probably take longer than expected. Prepare for frustrations and minor irritations.

A lot can go wrong, but with good planning most should go right. The adventure begins...

THREE THINGS YOU NEED TO KNOW

1 Your builder is a crucial partner – you need a good one whom you can trust.

2 Making changes after building has begun is expensive and can cause delays.

3 Insurance, including for theft, fire, non-completion and defects, is essential.

THREE THINGS YOU NEED TO DO

1 Ensure that there is a health and safety plan for the building site.

2 Always check that the builder is following the plans and all materials used are the ones specified and are installed correctly.

This is especially important.

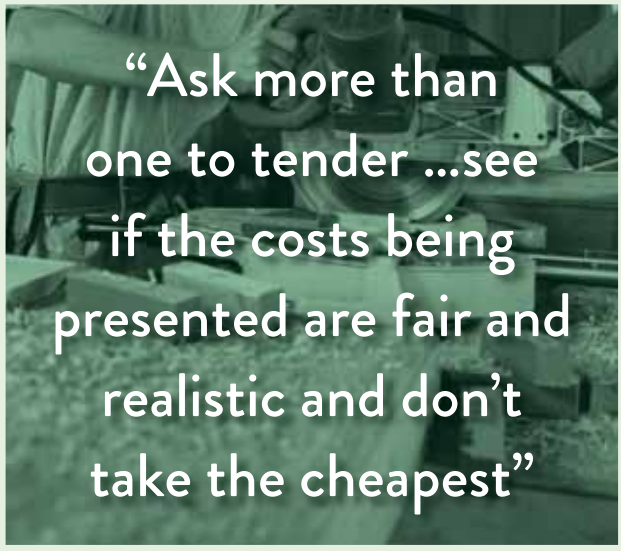
3 When the work is done and your home is ready, get a Code Compliance Certificate from the council.

4.1 Choosing a builder

As with choosing an architect/designer, it's essential to select a builder you can trust and feel comfortable with.

There are a number of things to cover off with your builder, including having a contract in place for projects worth more than $30,000 (we strongly recommend contracts for any significant work even if well below this figure) and ensuring you sight the 'Prescribed Checklist' (see back page of the Building Guide for a copy).

There are many more things to consider – a full list can be found on our website here: **www.buildingguide.co.nz/construction/choosing-a-builder/**



4.2 Restricted building work

Recent legislation has been introduced covering residential construction, alterations and design of houses and small-to-medium sized apartment buildings to ensure any structural or weathertight work on a property is carried out by competent professionals.

This is known as **Restricted Building Work** or **RBW** and must be carried out by a **Licensed Building Practitioner (LBP).** There are different licenses covering different aspects of the project.

The type of work which is restricted covers structural and weathertight work.

In order to get building consent for Restricted Building Work, the design will need to be carried out or supervised by a Design LBP, a Chartered Professional Engineer or a Registered Architect.

They will then need to provide the owner with a **Certificate of Work** memorandum that states who did the design, identifies the restricted work, and certifies that the design complies with the Building Code. The homeowner (or LBP) must provide this to the local council as part of their building consent application.

Restricted Building Work construction cannot get underway until the owner has notified the local council of the LBPs who will be carrying out or supervising the work.

During Construction, as each LBP completes their part of RBW (eg the Roofing LBP has put the roof on), they must give the owner a **Record of Work** memorandum stating that they have carried out or supervised that part of construction. The homeowner must in turn provide this to the local council as part of their Code Compliance Certificate application.

Homeowners have an obligation to ensure that those they employ are licensed to do the work required. They can risk being fined up to $20,000 if they are found to have knowingly employed an unlicensed person to carry out Restricted Building Work.

For further information about Licensed Building Practitioners or Restricted Building Work, please visit **www.lbp.govt.nz/lbp**

* The Licensed Building Practitioner scheme, administered by the Building and Housing Group, covers designers, carpenters, brick and block layers, foundation specialists, site managers, plasterers and roofers. LBPs are practitioners who have demonstrated to the Department that they have the knowledge, skills and experience to carry out quality building work to a high standard.

OWNER OCCUPIER

If you want to build your own house and you are not a licensed builder you are actually allowed to but you have to do all the work yourself or use friends or family who are not paid and you are not allowed to have done this anytime in the previous three years. The fact you have done the work yourself will also appear on the LIM report, too.

For more information check out the MBIE–Building & Housing website: **www.building.govt.nz**

4.3 Building contract

The new Building Act introduced in November 2013 makes having a contract mandatory for projects over $30,000.

You have three main options: full contract, labour-only or a managed labour-only. A full contract can make your life easier because there is one price that covers all the work and there is one person to go to if there are any problems.

If you don't have experience or qualifications, ensure there is an independent onsite supervisor (usually your Design LBP or Registered Architect) taking responsibility for the conformance to the plans and compliance with the code.

If you are project managing your own job and something goes wrong you may end up liable. Clear and concise contract documentation will be absolutely essential to clearly spell out the responsibilities for each party.

See our website for more information: www.buildingguide.co.nz/resources-regulations/

1 FULL CONTRACT

This includes:

- the builders labour
- all materials
- subcontractors
- liaison with the architect/designer
- arranging inspections
- managing the whole building project

2 LABOUR ONLY

The builder is responsible only for building work – you manage the rest. This means you are responsible for:

- supervising the building work
- organising sub-contractors and materials
- the Health and Safety Plan

3 MANAGED LABOUR-ONLY

This contract is a hybrid of the two.

4.4 Third party building warranty

You should ensure your builder provides you with an independently insured 10 year building warranty.

There is always a risk that your builder, despite their best intentions, will be unable to complete your project. This could be due to many reasons, most commonly it is caused by financial failure and insolvency.

A building warranty will protect your deposit and ensure the house will be completed at the price you agreed, even if it costs more to complete it using another builder.

In addition, a building warranty provides peace of mind that building defects arising in the next 10 years will be fixed, even if your builder is no longer in business. A building warranty can typically be transferred to subsequent owners, making it an attractive marketing benefit should you decide to sell the house sometime in the future.

See our website for more information **www.buildingguide.co.nz/planning/third-party-builder-guarantees/**

4.5 Contract works insurance

You need contract works insurance in place before a peg is put in the ground. Many things can wrong from the excavation and foundation stage to the building stage itself, when building materials can be stolen.
Other hazards include fire, flood, storm, earthquake and malicious damage.

More information can be found here: **www.buildingguide.co.nz/planning/contract-works-insurance/**

4.6 Site safety

Under the Health and Safety in Employment Act 1992, It's up to your builder (if you have a full contract) to ensure that people working on the site don't get hurt, which means they also must identify hazards and remove them, isolate them, or minimise them as much as possible, but if you're involved in the project management, you may well have responsibilities if things go wrong.

4.7 Materials storage

Materials can be affected by bad handling and storage. For example, timber left uncovered can get wet and make it unusable for framing.

For more information on Site Management, including containment of potential pollution from site runoff and building operations go here: **www.buildingguide.co.nz/construction/building-site-management/**

4.8 Paying the builder

- When you're building, you make progress payments to your builder. This ensures that you pay only for work the builder has done so you never owe more than the house is worth at each stage.
- When a builder invoices a progress payment, the bank will want to see an updated progress report from the valuer. This is generally one page and tells the bank what the property is currently worth and what the cost will be to complete.
- The bank then pays the money to you so you can pay your builder.

4.9 Changes to approved plans

Try to avoid changes to the design as they will cost you time and money. Some changes are inevitably as work progresses – maybe materials specified are not available or you change your mind about location of windows, adding a wardrobe or extending eaves.

Changes to the plans may require an amendment to the Building Consent which will cost you additional money and potentially time.

Our website has more information here: **www.buildingguide.co.nz/construction/changes-to-plans-paying-the-builder/**

4.10 Wrapping up

- When work is completed you apply to the council for a Code Compliance Certificate (CCC). If you don't have one it may be hard to sell the house later.
- The council will make a final inspection and issue you with a CCC if satisfied that the work complies with your consent documentation.
- If the council issues a "notice to fix", you must make sure the work is fixed and advise the council when it is. You may have to go back to your contract with your builder and see who is responsible.

CHECK OUT SECTION 6.3 FOR COMPREHENSIVE LISTINGS OF QUALIFIED BUILDERS IN YOUR AREA

WHY YOU SHOULD DEMAND AN INDEPENDENT 10 YEAR GUARANTEE FROM YOUR BUILDER

The Building Act makes builders responsible for their work for 10 years. So why would any homeowner need to take out insurance on top of this?

The reality is that our construction industry is a highly volatile one. Statistics New Zealand figures show that half of all construction firms will have closed within 4 years, and three quarters within 10 years. The industry is made up of many small players, even the country's largest home builder only accounts for 5% of all new homes built each year.

"Statistics New Zealand figures show that half of all construction firms will have closed within 4 years, and three quarters within 10 years."

In many cases building firms are being run by people who aren't skilled in business, particularly when it comes to financial management. Failure is inevitable for some, with customers and suppliers often bearing significant losses. Even building with a well known nationwide brand is no guarantee of success, as each local franchisee operates as its own separate business and work is usually subcontracted out. If they hit financial trouble it could affect their ability to pay those subcontractors and to finish your job.

That's why an independent guarantee is essential for any significant building project. The average cost of a guarantee is under $2,000, which works out as less than $200 per year to guarantee what may well be your biggest financial asset. Having been through the leaky homes crisis, with many homeowners still dealing with the fallout and having lost hundreds of thousands of dollars, this is a small price to pay in case something unforeseen arises, during your build or over the next 10 years.

HOW DO THEY BENEFIT HOMEOWNERS?

A builders guarantee, also known as a building warranty or home warranty, is where a third party (usually an insurance company) guarantees to protect a homeowner's financial investment during construction if their builder fails to complete the job. The guarantor will complete the job and absorb any additional costs involved to do so. They will also reimburse a lost deposit if work hasn't even started. A builders guarantee also insures the building work for defects for up to 10 years.

WHERE DO YOU GET ONE?

Members of the Registered Master Builders Association can provide a Master Build Guarantee, which is self-insured and operated by Master Build Services. They have a range of guarantees to choose from, with varying levels of cover. masterbuild.org.nz

New Zealand Certified Builders members are required to provide Halo Guarantee Insurance, which is underwritten at Lloyd's of London. nzcb.nz/guaranteed-peace-of-mind

Builtin Insurance is New Zealand's leading independent provider of building warranty insurance. Builtin Accredited Builders can offer a range of 10 year warranties to suit your project. Only builders who pass Builtin's strict criteria for financial solvency, building experience & competence and construction supervision practices can provide their warranties, which are backed by Certain Underwriters at Lloyd's of London. builtininsurance.co.nz/homeguarantee

WHAT SHOULD YOU DO?

Ask your builder if they can provide an independent 10 year warranty. It should be a red flag if they can't. Make sure your builder applies for the warranty at the same time as you sign the building contract; read the terms and conditions so you understand it and don't pay a deposit, or any money, until you've received a copy of your Guarantee Certificate.

Builtin are New Zealand's trade insurance experts. For more information visit builtininsurance.co.nz or contact Ben Rickard at ben@builtin.co.nz or 0800 BUILTIN

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4.11 Construction checklist

To help you maintain control over your house construction – and be another set of eyes for mistakes – we've put together a comprehensive construction checklist.

Some of this you can do, some of this your designer can do.

EARTHMOVING AND EXCAVATION

- [ ] Is the hole for excavation staked out correctly?
- [ ] Are the walls vertical and even?
- [ ] Has it gone to the correct depth?
- [ ] Are all cut earth faces supported and "cut in"?
- [ ] Where can this affect neighbouring properties?

RETAINING WALLS

- [ ] Retaining walls must be included in the building consent and signed off.
- [ ] Is the ground supported during construction?
- [ ] Ensure the wall is drained behind and waterproofed/tanked if necessary.

TANKING AND WATERPROOFING

- [ ] Footing should be tanked in a self-healing product.

FOOTINGS AND FOUNDATIONS

- [ ] Footings need to be straight and correctly positioned, though the finish doesn't have to be smooth.

DRAINAGE AND UNDERGROUND PLUMBING

- [ ] Are the pipes in the correct position, i.e. not where you may want to put paths or gardens?
- [ ] Are the drain holes or pipe vents in locations that will interfere with future use of the grounds, e.g. where you may want to put paths or entertaining areas?
- [ ] Are the vents in the right position?
- [ ] Will the drains carry sufficient water?
- [ ] Does your drainage system meet the Building Code?

CONCRETE SLABS

- [ ] The concrete is laid on top of several things put in beforehand. There is a layer of compacted base course, a polythene vapour barrier, plumbing pipes and pipes taking electrical and other cable, in-floor heating and polystyrene insulation if required.
- [ ] There are additives that can be applied to the concrete to reduce cracking during or following curing; the concrete can be coloured, polished and/or ground.
- [ ] Ensure the floor is fully laid in one pour and there is no lag between deliveries.
- [ ] Ensure the concrete is cured properly under advice from your builder.

WEB INFO: Cement & Concrete Association of NZ www.cca.org.nz / NZ Ready Mixed Concrete Association www.nzrmca.org.nz

WOODEN FLOORING

- [ ] Are the floor joists even and solid?
- [ ] Has the flooring timber been evenly laid?
- [ ] Has the timber been sufficiently seasoned?
- [ ] Are the plywood/chipboard panels secured properly and are they even – is there any movement or squeaks?
- [ ] Underfloor foil insulation is the minimum level of insulation you require under the Building Act but never shy away from increasing your level of insulation.

FRAMING

- [ ] Are the nogs (the cross-bars in the framing) level with each other?
- [ ] Are the studs (the upright timber) as spaced correctly at 600mm?
- [ ] Is the timber sufficiently dry and of the correct preservative treatment?
- [ ] Are the doors and windows correctly positioned and of correct sizes?
- [ ] Are the bracing elements in place?

WEB INFO: Frame and Truss Manufacturers Association of NZ www.ftma.co.nz

SCAFFOLDING

- [ ] Is the scaffolding secure?
- [ ] Are there safety barriers?

BRICK AND BLOCK LAYING

- [ ] Have they been laid even and straight?
- [ ] Is there a satisfactory level of quality finish with no evidence of mortar splashes?
- [ ] Are the ventilation gaps free of excess mortar?
- [ ] If underground, is it tanked?

ROOFING

- [ ] All roofing must be laid straight and true and fixed correctly.
- [ ] Fixings (screws) must be evenly and neatly set out.
- [ ] All flashings, barge boards and ridge cappings must be in place.
- [ ] Do you have a guarantee with the roof?
- [ ] Have you supplied the roof shout?

WEB INFO: NZ Metal Roofing & Cladding Manufacturers
www.metalroofing.org.nz

PLUMBING

- [ ] Is the hot-water source close enough to the kitchen/bathroom taps to minimise time lag?
- [ ] Check the correct filters are in place for pipe size and water pressure.
- [ ] Will you have adequate water pressure? Discuss with your plumber, designer and bathroomware supplier together if you can – water pressure can be a major source of confusion on installation.
- [ ] Are the gas pipes all installed in the correct position?
- [ ] Do you have sufficient outdoor taps for hoses wherever you may need them?
- [ ] Is the bathroom plumbing correctly positioned?
- [ ] Have you worked with your plumber to ensure the pipes will be quiet?

WEB INFO: Master Plumbers www.masterplumbers.org.nz

EXTERIOR CLADDING

- [ ] Is the cladding handled and installed as per manufacturer's instructions with no damaged panels used?
- [ ] Are the flashings done correctly and properly waterproofed?
- [ ] Are the joins in panels even and level and regular?
- [ ] If using flat panels, is there sufficient weatherproofing?
- [ ] Are battens used to aid in drainage for water that gets behind the cladding?
- [ ] Is the cladding finished properly so the job looks neat?

WEB INFO: Claddings Institute of NZ www.cinz.co.nz

WEATHER-TIGHTNESS

- [ ] Avoid decks enclosed by solid walls with a lack of drainage and perhaps a handrail attached to the top of the top of the wall – water cannot drain and the weather proofing skin may have been pierced by the handrails.
- [ ] Avoid wall cladding materials finished hard down onto a deck surface or paving or paths: the cladding will absorb water from the surface it is finished onto.
- [ ] Avoid wall cladding that extends below ground level or landscaping materials, including mulch, built up against the wall – materials that are continuously damp will quickly deteriorate.
- [ ] Avoid decks that are constructed to the same height as the internal floor, with no fall for drainage, compounded by an outlet that can get blocked.
- [ ] Ensure suspended timber floors have space below the floor for ventilation to remove moisture evaporating from the ground.
- [ ] Avoid using silicon sealant rather than properly designed flashings.
- [ ] Ensure head and sill flashings are installed over windows and joinery.
- [ ] Ensure parapet walls have cap flashings.
- [ ] Kick-outs or diverters to apron flashings where roofs abut a wall surface ensure that water flows into the gutter and not down inside walls.
- [ ] Ensure monolithic claddings and tiled finishes have movement-control joints that allow building movement to occur without cracking the materials.
- [ ] Ensure adequate detailing on junctions between materials.
- [ ] Check the difference in levels between the surface outside and floor inside and/or that there is good drainage – without these the building may well fail to meet the performance requirements of the Building Code.

Information supplied courtesy of BRANZ

WEB INFO: www.weathertight.org.nz / Weathertight Homes Resolution Service
www.weathertightness.govt.nz

WINDOW JOINERY

- [ ] Are the windows and sliders the correct size and design on delivery?
- [ ] Have they been fitted with sufficient waterproofing?

WEB INFO: www.masterjoiners.co.nz / Window Association of NZ
www.wanz.org.nz

INSULATION

- [ ] Have you got the correct R (heat retention) levels or better?
- [ ] Has it been correctly installed as per manufacturers' specifications?
- [ ] Ensure there are no gaps – these can reduce efficiency by as much as 40%.
- [ ] Thermal Bridging: For information please refer to Insulation at **www.buildingguide.co.nz**

WEB INFO: Energy Efficiency and Conservation Authority
www.energywise.co.nz; www.smarterhomes.co.nz; homestar.org.nz

WIRING AND LIGHTING

- [ ] Do you have enough power points and in the right positions?
- [ ] Are the power points and light switches installed evenly on the wall?
- [ ] Are the transformers correct for the types of lights you have installed?
- [ ] Are the lights selected correct for the specific job you want them for?
- [ ] Are the light fittings in the correct position for the tasks you wish to undertake or the ambience you want?
- [ ] Has the electrician created holes for the lights in the correct position?
- [ ] During installation, has the electrician installed the correct lights in the right places in the right way?
- [ ] Have you future-proofed the home by including wiring for home automation and ducting for a central vacuum system?
- [ ] Are there an adequate number of inlet valves and power unit/dirt collection canisters for the vacuum system?

- [ ] Has the electrician provided a power point by the proposed unit location?
- [ ] Make sure you use a qualified installation technician for your vacuum and home automation systems

WEB INFO: Electrical Contractors Association of NZ www.ecanz.org.nz

PHONE AND BROADBAND WIRING

- [ ] For new homes or major renovations are you installing structured cabling in a 'star' configuration, with each outlet wired back to a home distributor box?
- [ ] Do you have phone / broadband outlets in all areas? A double RJ45 outlet is recommended for bedrooms and other normally occupied rooms, with multiple outlets in the lounge, rumpus room and study.
- [ ] Are you using Cat5e cable or better?

WEB INFO: www.chorus.co.nz/wiring

GUTTERS AND DOWNPIPES

- [ ] Do the gutters have the correct fall to ensure no pooling of water?
- [ ] Are the gutters installed correctly with overflow relief in case of blockage so heavy rain does not flow into wall cavities?
- [ ] Have you chosen a colour that complements the roof and external colour of the house, and has that colour actually been installed?
- [ ] Are the correct downpipes installed – colour, materials, profile (shape)?
- [ ] Are the downpipes in the correct location so they don't interfere with external gates or the lines of your home?

INTERIOR WALLS

- [ ] Ensure framing is dry and straight. The use of thicker 13mm plasterboard with metal ceiling battens helps provide a straighter ceiling.
- [ ] Wall sheets should be fixed horizontally, as horizontal joints are less visible.
- [ ] To reduce the visibility of any imperfections use light colours and flat paints or textured wallpaper and avoid lighting that strikes a wall at a shallow angle.
- [ ] Use light shades or recessed downlights and position windows away from the edges of walls and ceilings or use shades.
- [ ] Plastering of the joins is critical, especially in ceilings in open-plan living areas – a single large ceiling is almost impossible to get completely flat but a poor job will be obvious and bug you for years.
- [ ] Do you have the correct panels for specific rooms; e.g. waterproof in the bathroom, fire-rated in the kitchen, sound-proof in the bedrooms?
- [ ] Are they even and undamaged?
- [ ] Ask what level of finish is being done?

WEB INFO: Assoc. of Wall and Ceiling Industry NZ www.awcinz.org.nz

KITCHEN

- [ ] Is the benchtop the correct size? If not, negotiate with your kitchen manufacturer to replace or discount.
- [ ] Are cupboards installed above the bench fitted properly to the ceiling and/or walls?
- [ ] Are powerpoints installed at correct locations and with fittings that minimise intrusion onto benchspace or tight spaces?
- [ ] Ensure workmanship on joinery is an acceptable standard, with well-fitted joins and hardware.

WEB INFO: Nat. Kitchen & Bathroom Association www.nkba.org.nz

BATHROOM

- [ ] Don't forget ventilation and heating, especially underfloor heating. The room must be able to be fully dry within 30 minutes.
- [ ] Check that sufficient waterproofing is done.
- [ ] Ensure all glass is of correct NZ standard.
- [ ] Check tiles for chipping after laying and after other major items installed so damaged tiles can be replaced.

WEB INFO: National Kitchen & Bathroom Association www.nkba.org.nz

HEATING AND AIR-CONDITIONING

- [ ] Do you have sufficient heating units for your new home?
- [ ] Have they been correctly installed as per manufacturers' specifications?
- [ ] Is the gas flued to reduce moisture build-up inside?
- [ ] Have you considered the trade-off between purchase price and running cost?

WEB INFO: Institute of Refrigeration, Heating & Air Conditioning Engineers www.irhace.org.nz

INTERIOR AND EXTERIOR PAINTING

- [ ] Ensure correct paints are used in areas like kitchens and bathrooms, doors and window frames.
- [ ] Look for sloppy work and make sure it is cleaned up. Ensure angles are cut in to keep lines sharp.
- [ ] Is the preparatory work of a sufficient standard – filling holes, touching up plaster sanding, use of correct undercoats?
- [ ] Are the paints being used the brands you specified or cheaper alternatives?
- [ ] Have the painters got the correct colours as specified?

WEB INFO: Master Painters NZ www.masterpainters.org.nz

FENCING

- [ ] Have you discussed the fence with your neighbour?
- [ ] Has the correct grade of timber been used?
- [ ] Are the vertical posts installed solidly and evenly?
- [ ] Is the fence the correct height or do you need to get building consent?

DECKING AND PAVING

- [ ] Is the drainage sufficient?
- [ ] Check where decks attach to walls to ensure the proper procedures are followed and weathertightness is achieved.
- [ ] Have attachments to walls been done properly?
- [ ] Is the deck rated to hold sufficient people?

RUBBISH REMOVAL

- [ ] There will be rubbish left behind by the tradespeople and sub-contractors. Specialist companies can dispose of this in an environmentally sound manner.

5.0 Product Buying Guide

The products you buy will be dictated by style and your personal preference, budget, advice on quality and appropriateness of each product and on how much time you want to spend in searching out the perfect product.

This section provides an overview of key parts of your house build and gives you a guide to help you with the buying decisions.

FIVE THINGS YOU NEED TO KNOW

1. Every item specified in your house plans has numerous alternatives.
2. Some items will require more of your input than others.
3. You will need to devote significant time to choosing the right products for your home based upon your personal style and taste and the relative value of each product.
4. You can completely abdicate responsibility for these decisions by employing professionals – designers, interior architects and designers, colour consultants and landscape architects, for instance, to make these decisions for you.
5. Using professionals in this way can certainly make life easier but will remove you from participating in the creation of what is your home.

EIGHT THINGS YOU NEED TO DO

1. Decide for which products you want to be a part of the buying decision.
2. Research these products and look for alternatives – there's a plethora of them out there.
3. Enjoy the process – balance the pleasure of buying all these new things by keeping an eye on your budget.
4. Review your budget regularly and frequently.
5. Your home is one thing for which you will never regret buying quality items.
6. Visit the Home Ideas Centres or similar, use the internet including the Building Guide website.
7. Make sure your installers are qualified.
8. Ensure you understand the warranty requirements of the items you buy.

Above: Godden Cres by Dorrington Architects
Architect: Tim Dorrington | *Photography:* Emma-Jane Hetherington

5.1 The outer skin: cladding

Christchurch architect Cymon Allfrey discusses claddings and how they enhance the space and forms of a design.

Architecturally, exterior cladding is the personality of your building; it is the skin which makes your home unique so it is important you are selecting a material which not only will age gracefully with the building but set the scene architecturally of what lies beneath. Enhancing the geometry of the form, cladding can bring a sense of colour and texture to the design, and tells the story and history of your home.

> One of the most exciting things about cladding is that it offers passers-by, and of course you, the opportunity to experience the building in different ways. From your street front, the architectural language and depth of your cladding material is very different to the experience you have up-close, when the tactile surface reveals itself. It is through cladding that we are able to enhance the spaces and forms of the design. Be this through the coupling of materials, such as concrete and timber, the use of an applied finish or the balance of light and dark – through the use of colour or natural light rays and how shade plays out across the building. This push and pull of light and dark can be particularly relevant, for example when blending a dominant garage door into the design – a lighter contrasting cladding positioned alongside will then draw the eye away from the garage door creating a friendly street appearance.

The primary consideration when it comes to selecting a cladding material is that you have to be deliberate – understand why you are using the material. Your cladding choice should enhance the flow of the design ultimately enhancing the architectural response to the building. From industrial, to modern, to domestic, to utilitarian – think about what look you want to achieve, what the purpose of the building is and how you can use cladding to tell a story.

CONCRETE

Through the exploration of a love of modernism, concrete has become a popular material choice for the exterior of the buildings I have designed – despite it not being a cladding material in the

Above: Winsomere Cres by Dorrington Architects
Centre Right: Great Barrier Rd by Box Living | *Photography:* Emma-Jane Hetherington

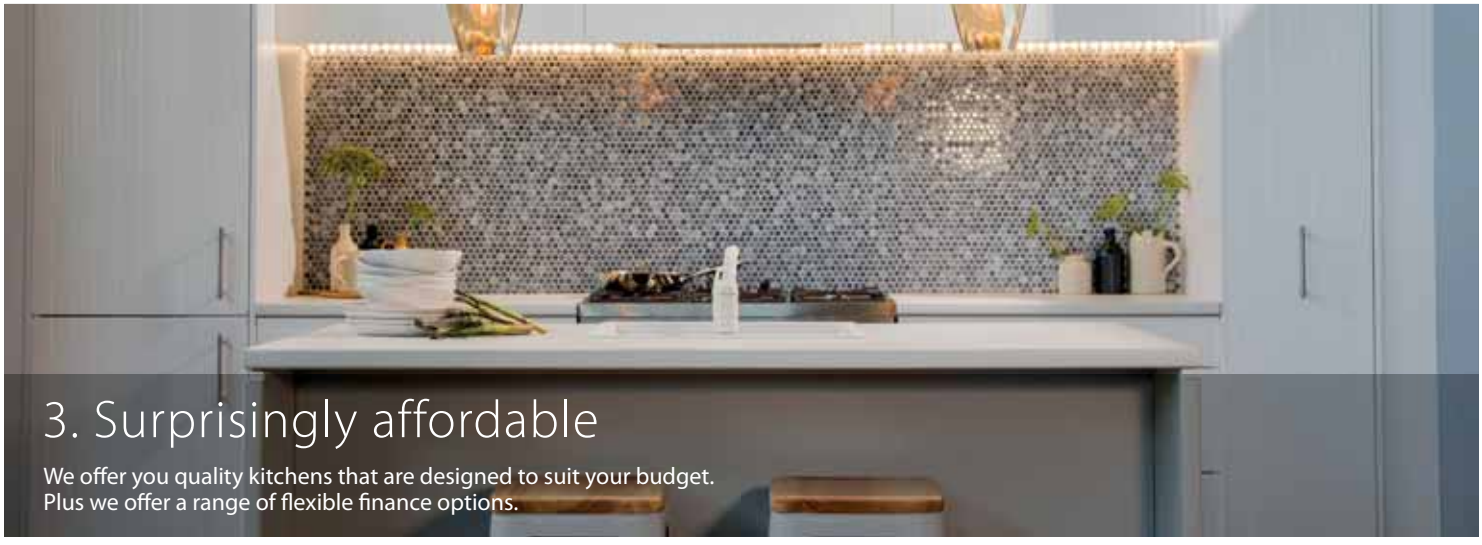
5 reasons why you should choose a Mitre 10 kitchen

1. Quality guaranteed

You'll have no worries, with a 10-15 year warranty on all kitchens.

2. Free design service

Our in store kitchen designers will help your ideas come to life, from planning right through to installation.

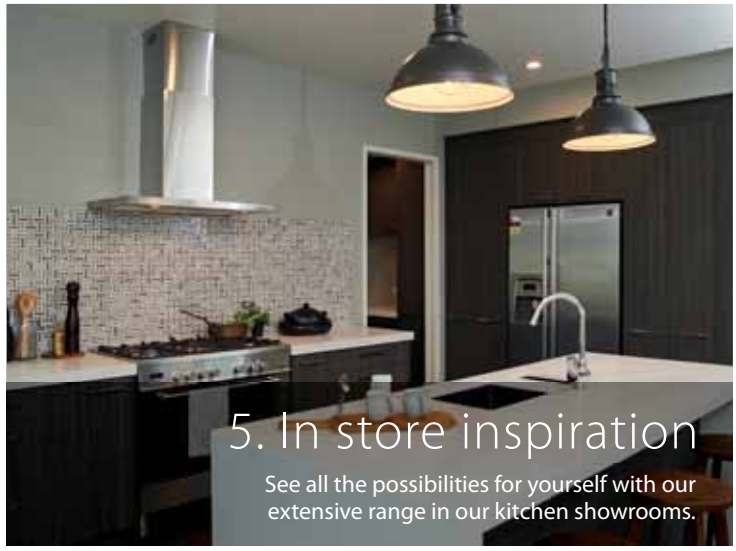


3. Surprisingly affordable

We offer you quality kitchens that are designed to suit your budget. Plus we offer a range of flexible finance options.

4. Premium fittings

With quality New Zealand made cabinetry, and top European hardware you're getting a kitchen that'll last.



5. In store inspiration

See all the possibilities for yourself with our extensive range in our kitchen showrooms.

Get started on your dream kitchen today at
mitre10.co.nz/kitchens
or see one of our kitchen designers in store.

MITRE 10 MEGA

MI01846_BGKitchen

traditional sense of the word. Its honest and raw qualities were appealing, along of course with its simple modern look. Typically used where forms are bold and strong, it is a material which will age gracefully with the building. Paired with cedar battens, concrete can be softened for domestic use, or left as a raw material for an industrial feel. Like all materials there are pros and cons to using concrete – the most notable being you never know what you are going to get until it is out of its pre-cast mould, so flexibility around imperfections is ideal; however you can cover most with an applied finish such as a stain or paint. Your end result with concrete will be durable, raw, geometric and in some instances brutal.

TIMBER

Timber is an incredibly versatile cladding material and can be used in a variety of ways – from painted weatherboard, to vertical cedar slats, the limit is simply what look you want to achieve; from historical to modern, timber is an option. Timber generally has a seven to ten year maintenance cycle and as an organic product is prone to movement so it pays to bear this in mind. Timber is a material which is not only familiar, but comfortable, so the end result is often a domestic architectural language.

BRICK AND MASONRY

Brick embodies notions of simple forms, familiarity and respect. The use of this material offers its end user a product which is robust, low maintenance and safe – seismic events of late to the side. Brick was one of the original cavity construction materials and was decades ahead of our understanding around the risks of weather-tightness. Throughout the decades brick and masonry have remained consistent and their ready availability has seen them firmly mortar a place in New Zealand's architectural language. As technologies and fashions have advanced there has been some shift in their popularity, however brick will forever have a place in New Zealand's architecture. It is a material we all know, appreciate and recognise.

METAL

The use of metal as a cladding material is an interesting one. With sheets of corrugated iron conjuring notions of the quintessential Kiwi utility shed, the use of this material will bring a sense of utilitarian familiarity to your building. The advancements and refinements of metals over the years now allow us to achieve this familiarity with a contemporary aesthetic and has seen metals be applied to architectural forms at both the higher and lower ends of the scale. This particular cladding material, coupled with the evolution of zinc cladding, has seen a shift in the architectural sector in the approach to roof lines, as sheet metal allows the boundaries to blur between a defined roof line and exterior walls, creating an interesting dynamic of forms.

NATURAL STONE

From schist, to Oamaru stone, to granite, to slate, New Zealand offers homebuilders an extensive range of natural stone claddings. While there have been a number of debates around the sustainable nature of stone it is important to note that while it is not a renewable resource it is one of the only exterior claddings on the market which can be re-used – a notion which currently is being played out in Canterbury. Depending on the effect you wish to create there are number of finishes which can be applied to the stone – fractured slate is commonly used as a feature cladding adding texture to the building and complementing a primary cladding; while polished basalt can be used in clean sheets to achieve a very different effect. Of all the cladding materials on the market stone is the one material commonly also used in the interior of the home – be it as feature wall, fire-surround or kitchen benchtop.

PLASTER FACADE SYSTEMS

Plastering systems have been around for centuries providing a seamless appearance. Modern plaster or Stucco systems have reinforced Modified Cement-based plasters that are applied over a variety of substrates. Traditionally Stucco is applied over brick, masonry block, fibre-cement or plywood sheeting which is then painted. This traditional method of plastering has been used in New Zealand since the 1920s. There are various modern Plastering systems available in the market which, when applied over timber or steel framing are installed over a drainage cavity like most other exterior claddings which aids in protecting the structure from incidental moisture should it occur. All external plaster claddings are required to be installed by Licensed Building Practitioners - plastering license class.

Modern Plastering systems include window flashing suites, with various hand applied layers of plaster and reinforcement, finished with acrylic textures, or paint systems. The plastering and flashing systems vary slightly between systems, yet must comply with building code requirements. The main change that occurs with the systems is generally the substrate to which they can be applied. The various substates or backings can include Brick, block, Insulation board, AAC concrete, & fibre cement. Each substrate provides unique benefits, such and Thermal insulation, or Impact resistance dependant on the location, or intended use. As with all exterior cladding plaster is no different in that it requires general maintenance such as painting, and cleaning. Plaster is a relatively easy surface to paint due to it's flat surface, which also allows you the flexibility to change the colour easily if required.

Buying new, or replacing your existing garage door?

To begin with, you will need to get a measure and quote to get an accurate price.

The best time to get a garage door company involved is at the framing stage once the roof is on, as it is easy to make changes to the opening at this point. Technical advice by an expert can assist with situations such as confined space or custom designs.

When comparing quotes, you need to consider that the prices are on the same quality, thickness and service.

Style – When choosing a garage door and auto opener for your home there are countless styles to enhance the character and street value of your home.

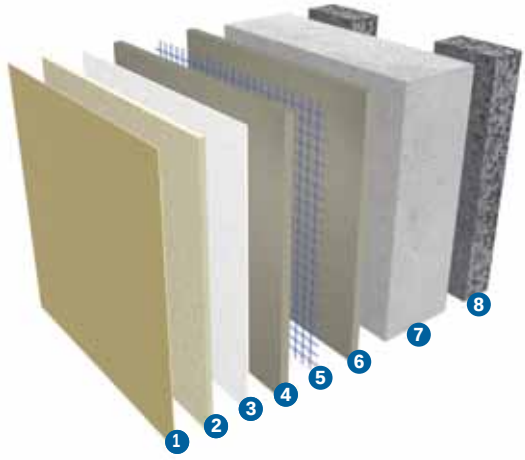
Your local garage door dealer will give you options and opinions to suit your needs.

Resene
Construction Systems

Premium construction materials for all your building projects

Plaster Façade Systems

Our range of premium external, cavity based plaster facade systems includes our INTEGRA lightweight concrete, and Graphex Insulated facade systems which are BRANZ weathertight tested and installed only by our network of registered LBP contractors.



1 Resene X 200
2 Pre-Coloured Texture
3 Resene Limelock
4 PM100 Quick Render
5 Fibreglass Reinforcing
6 PM100 Quick Render
7 INTEGRA Lightweight Concrete
8 Cavity Battens

Flooring Systems

INTEGRA lightweight concrete flooring - no more squeaky floors. Our 75mm thick lightweight concrete flooring is the only aquapel infused lightweight concrete on the market today. INTEGRA flooring is a superb choice for all new construction projects providing acoustic, and thermal insulation along with the feel of solid concrete.

- Super hydrophobic
- Steel mesh reinforced
- Waterproof when cut
- Easy handling
- Cost effective
- All weather installation

Cladding Systems + Interior Systems + Construction Products

Interior Finishes

Our range of hand applied organic natural interior finishes complement and enhance your living environment.

Our range includes;
Rockcote EARTHEN natural clay provides a 'breathing surface' which assists in controlling internal vapour. It is also 100% recyclable and can be coloured from within Resene's Whites & Neutrals range.

Otsumigaki (polished Otsu) a natural material made of fine white clay, sands and lime. Drawing inspiration from the lime and clay interior finishes used in traditional Japanese homes.

Marrakesh is based on the natural 'Tadelakt' lime plaster which is a water resistant lime plaster that can applied to both interiors and exteriors of homes.

All products and systems are warranted and installed by the network of Resene Construction Systems registered LBP plastering professionals to strict

Visit our website to discover more about our exciting new range of interior finishes.

ROCKCOTE® | Plaster Systems

www.reseneconstruction.co.nz I 0800 50 70 40

5.2 Heating & ventilation

Heating options are far greater now than for our parents:

Electrical, gas, new super-efficient wood fireplaces, gas fires, in-concrete floor hot water or electrical heating units, central hot water heating, heat pumps and air conditioning units and home ventilation systems.

And about time, too! New Zealand homes have been woefully under-heated and it leads to illness and poor health. Make your home warm, healthy and comfortable.

Because the heating needs of every dwelling are different, you need to undertake heat loss calculations based on: your homes size, the materials used for construction, whether your home is north or south facing, the size and number of external walls and the number of windows and doors.

The World Health Organisation recommendations for room temperatures are, 21 degrees Celsius in living areas, 18 degrees Celsius in bedrooms and 22 degrees Celsius in bathrooms.

Start with insulation – keep in the heat you have, then add heaters to warm you up. Insulation will also reduce temperatures in the summer.

CONSIDERATIONS

- Ensure you have an abundance of insulation – remember, building code requirements are a minimum.
- It's important that whatever system you install is of sufficient capacity to heat your home properly – too small a unit will result in expensive bills and insufficient heating.
- New heating system installations require a building consent and registered installer.

The modern approach to heating is 'whole house heating'. Good insulation and an energy-efficient heating system will heat all areas of the house at a reasonable price and help keep your family healthier through cold months.

CENTRAL HEATING

Central heating can be fuelled from gas, diesel, solid wood pellets or hot water heat pump, can work through warm water underfloor heating or slim water radiators (and sometimes both), with the possibility of adding domestic hot tap water and even swimming pool heating all from the one heat source.

MODERN WOOD BURNERS AND WOOD PELLET BURNERS

- They are inexpensive to run, energy-efficient and surprisingly environmentally friendly. They have the advantage of being able to be connected to a wetback, which will provide hot water at no extra cost apart from the installation.

UNDERFLOOR HEATING

These work with any floor type but care should be taken with wooden overlays as there is potential for shrinkage. Electrical systems are cheap to install but the running costs are higher. The high cost of gas in the South Island also makes these systems more expensive to operate there. Running pipes in your concrete floor slab even if you don't intend to use them initially, will future-proof your home and may add resale value.

HEAT PUMPS AND AIRCONDITIONING

Correct sizing is crucial for long-term trouble free and economical running of your heat pump. If it is too small in capacity (kW), it may be cheaper to buy initially, but it will struggle to heat the area, resulting in the unit having to work much harder, making it less economical to to run, and dying early. Options run to wall units, floor units, ceiling units or fully ducted – choose the most suitable for your space and house design.

MODERN VENTILATION SYSTEMS

These are not usually heating systems, unless those add-ons are included, but may help heat your home through replacing moisture-filled atmosphere. Modern construction seeks to seal a home to increase energy efficiency which means you may need to have a system installed. "Heat Recovery Ventilation" refers to having warm, stale air being removed and replaced with fresh. This aids energy efficiency, but works better when it's already warm, which is just when you don't want more heat.

SOLAR

Solar panels provide essentially free hot water. Any excess can be diverted to heating a pool or added into a floor heating system. During winter months solar will require back-up heat supplementation.

- Power and gas prices are continuing to rise and are forecast to increase sharply as demand increases – solar is renewable, sustainable, efficient and reduces hot water heating costs.

GAS HEATERS AND FIRES

Fast, convenient and easily-regulated heat, gas can bring a moderate sized room to a warm comfortable temperature in about 10-15minutes. Energy Star rated flued gas heaters are the most efficient and won't release moisture or harmful gases into your home. Glass-fronted gas fireplaces are significantly more efficient than open fronted and create much smaller carbon footprints. If you live in an area that has no gas supply, you can have tanks that are delivered to you, last for months and only get changed out as required.

We have a wealth of advice on the different options for your home on our website, here: **http://www.buildingguide.co.nz/suppliers/heating**

DOMINATOR GARAGE DOORS GIVE YOU LOOKS, SECURITY AND STANDOUT FEATURES.

5 Important considerations for your garage door.

What type?
Sectional, roller, tilt or roller/sectional hybrid? We can advise the best type for your design.

Colour
We have a huge range of colours to choose from! COLORSTEEL® and Dulux® Powder colours on our quality steel base won't fade under New Zealand's harsh UV rays.

Protection
Protect your family and assets using openers with the latest technology. Tri-Tran+ 128 uses three frequencies to defeat interference from other transmitting devices. The 128 bit encryption relies on trillions upon trillions of rolling codes.

Steel Thickness
It is important to choose the right thickness for your style of garage door. Thicker steel is often required for sectional doors and the quality is well worth the cost. Smooth and strong, your garage door will stand the test of time and looks exceptional on the street.

Operation
Our super quiet belt drive and soft start / soft stop operation reduces noise considerably, so the household will not be disturbed by the sound of the garage door.

STAY IN CONTROL OF YOUR GARAGE DOOR REMOTELY!

Dominators Opener App - use your smart phone to open your garage!

SMART PHONE KIT READY

Download today, available:

Available on the App Store

10 YEAR TOTAL CONFIDENCE WARRANTY

Visit dominator.co.nz or call 0800 366 462 for our complete range of garage door options.

Now Available for Specific Door & Opener Packages Purchased from Dominator

DOMINATOR®

*Terms & Conditions apply. See www.dominator.co.nz/confidence for details.

5.3 Interior finishes

Connecting with yourself.

Good design appears effortlessly elegant. Interior design is about satisfying your needs for emotional and physical comfort.

IT STARTS WITH THE ARCHITECTURE

An architect is also responsible for all interior structural elements. Including floors, walls, ceilings, the junctions where they intersect and the physical structures that support them. The dividing line between architecture and interior design can therefore blur. Collaboration delivers the best results.

Every detail is a constituent part in a greater design idea.

WHEN TO THINK ABOUT THE INTERIOR DESIGN

Address the interior design before construction starts as applied finishes like paint, wall coverings, tiles and carpets are all decided upon during the consent documentation phase. Some finishes may have specific substrate or installation requirements that need to be discussed with the architect and incorporated into final design and construction documents.

LIGHTING

Lighting has a major effect on colours and finishes and lighting must always be considered alongside each other.

FINDING INSPIRATION

Visit our Design Guide website, **www.designguide.co.nz** and our Pinterest page – **www.pinterest.com/design4402** where we have a wealth of curated images across a huge range of rooms.
For more advice on lighting check out the next section of the Building Guide and **www.buildingguide.co.nz/products/lighting**, and for more detail around interior design.

While many people are choosing more and more products online, make sure the finish works in your we recommend that all finishes should be viewed as a physical sample before making a final choice.

SELECTING FINISHES

Every decision you make should be viewed in relation to the overall design project. Nothing should appear disconnected from the whole experience.

Resene Wallpaper Collection 30279

SOFT FURNISHING TIPS

Drapes and blinds are an important part of your home design because when closed they present a large colour/pattern block that you have to live with, so make your choice carefully.
Here are some points to consider when looking to purchase drapes and blinds:

- Get an indicative budget established before starting. This will save you a lot of time looking at products that may not suit your situation. Custom made curtains and blinds are often dearer than ready-made products but you will have a greater selection and a more personalised result.
- Use a reputable company specialising in soft furnishings. They employ people of high standards, often with interior design experience. They will have a wealth of knowledge of fabric composition, colour, styles and practicalities.
- Don't pay for quotes. You don't need to. Companies who charge for quotes may tell you their expertise is more valuable than others. This is very unlikely, if not misleading.
- When possible choose your carpet and curtain fabrics before, or at the same time, you choose your paint colours.
- When considering the design of your drapes give thought to the size of the room. Often lifting the rods 100-200mm above the frame or even up to the ceiling will make the room feel bigger.
- Drape length can be a personal thing, whether you like them well off the floor, just to the floor, or dragging on the floor. Remember if you have them touching the floor you won't be able to achieve a structured look from your drapes as the fabric will loose its pleated look as the fabric drags on the floor.
- If you are wanting to give your home a contemporary look use sunscreen blinds as sunfilters instead of net fabric. This gives nice clean lines to the window and looks great from the outside.
- Drapes made using linen, cotton or hemp will move up and down. They look great but make sure you have these fabrics well on the floor.
- Express your personality. Not every room in the house has to have the same fabric or style. Enjoy your designing and buying experience. Choosing a drape company that has a good reputation and that care about your purchase is important.
- Don't assume that paying a high price for your fabric means you are buying long lasting fabric.
- Comparative quotes. If you get more than one quote make sure that you are getting "apples for apples". In other words, make sure it is the same fabric, lining, style, meterage, and tracking. You may find the dearer quote could be the "cheaper" quote if the same specifications are quoted on.
- Get a written guarantee. Whilst you are covered by the Consumer Guarantees Act, you should always get a guarantee of workmanship and quality.

Advice from Harrison's Curtains – www.harrisoncurtains.co.nz

5.4 Selecting flooring

Flooring is the base of your interior design.

Your flooring choices are a significant factor in any architectural and interior design.

Think about this early in the design process, as applied finishes need to be selected and specified during the construction documentation process.

Flooring impacts on you on a physical, visual and emotional level – it changes the sound and feel of your rooms and acts as the base for the rest of your interior design.

Each flooring type has its own set of benefits and limitations relative to the performance required for the area under consideration:

- **Is it resistant to the expected wear?**
- **Easy to clean and slip resistant?**
- **Does it offer sound absorption?**
- **Resistance to expected moisture?**
- **Is it suitable for the substrate?**

The most popular flooring choices are synthetic or wool carpets, timber, concrete, and tiles (ceramic, porcelain and natural stone).
New alternatives in vinyl flooring are vast improvements over the old 'lino' and modern designs replicate the look and feel of wood or tiles at a lower price.

Carpets are popular due to their versatility and comfort. Their insulating properties can reduce heat loss, and noise levels – you really notice walking into a room with carpet – it's a palpable warmth and calmness. It's a durable product that gives flexibility in terms of colour and texture, and adds a luxurious touch to any room.

The aesthetic can be very minimal or highly ornate depending on the sizing and decorativeness of the material chosen. Make sure you examine your options, and especially in the rooms where you'll be installing, so you can see how your choice looks with the light and space where it will be installed.

Hard flooring, whether vinyl, concrete or timber, is usually better for wet and food preparation areas. Options abound here, too, so investigate your options widely.

Advice from Harrisons Carpets and they're happy to come to your home to discuss your options: www.harrisonscarpets.co.nz

Garador™
Your Garage Door Specialists

PEACE OF MIND WITH GARADOR GARAGE DOORS.

Building or renovating can be a difficult time, especially if you cannot always be on site. You need to know that the products you choose will be reliable, long-lasting and look great with your design. When it comes to a garage door, Garador gives you the peace of mind that comes with knowing your needs will be met.

Some important factors must be considered when choosing your garage door. Firstly, the style of door and the profile that will work best with your design. Garador can advise on a door for your requirements, from the older style of roller and tilt doors to the newer, sleek look of sectional doors. Sectional doors have some great advantages - especially for a two car garage - with greater strength, weatherproofing and insulation. Insulated garage doors can help your house be warmer, quieter and your garage could have more options for use.

The garage door opener is another major factor. Garador's technologically advanced openers give you super quiet operation and smooth, reliable door control at the touch of a button. All openers come with Tri-Tran+ 128 bit advanced multi frequency technology, using three frequencies to defeat interference from other transmitting devices. The 128 bit encryption relies on trillions of rolling codes, meaning superior security you can rely on.

When it comes to colour, with Garador the options are endless. With a selection of 18 popular COLORSTEEL® colours available off the coil and over 100 Dulux® Powder colours, you can guarantee synergy with your house design.

To find out more about our top quality range of garage doors and accessories, visit our website or give us a call.

Now Available for Specific Door & Opener Packages Purchased from Garador.

*Terms & Conditions apply. For details, www.garador.co.nz/reliability

RELIABILITY
10 YEAR
WARRANTY

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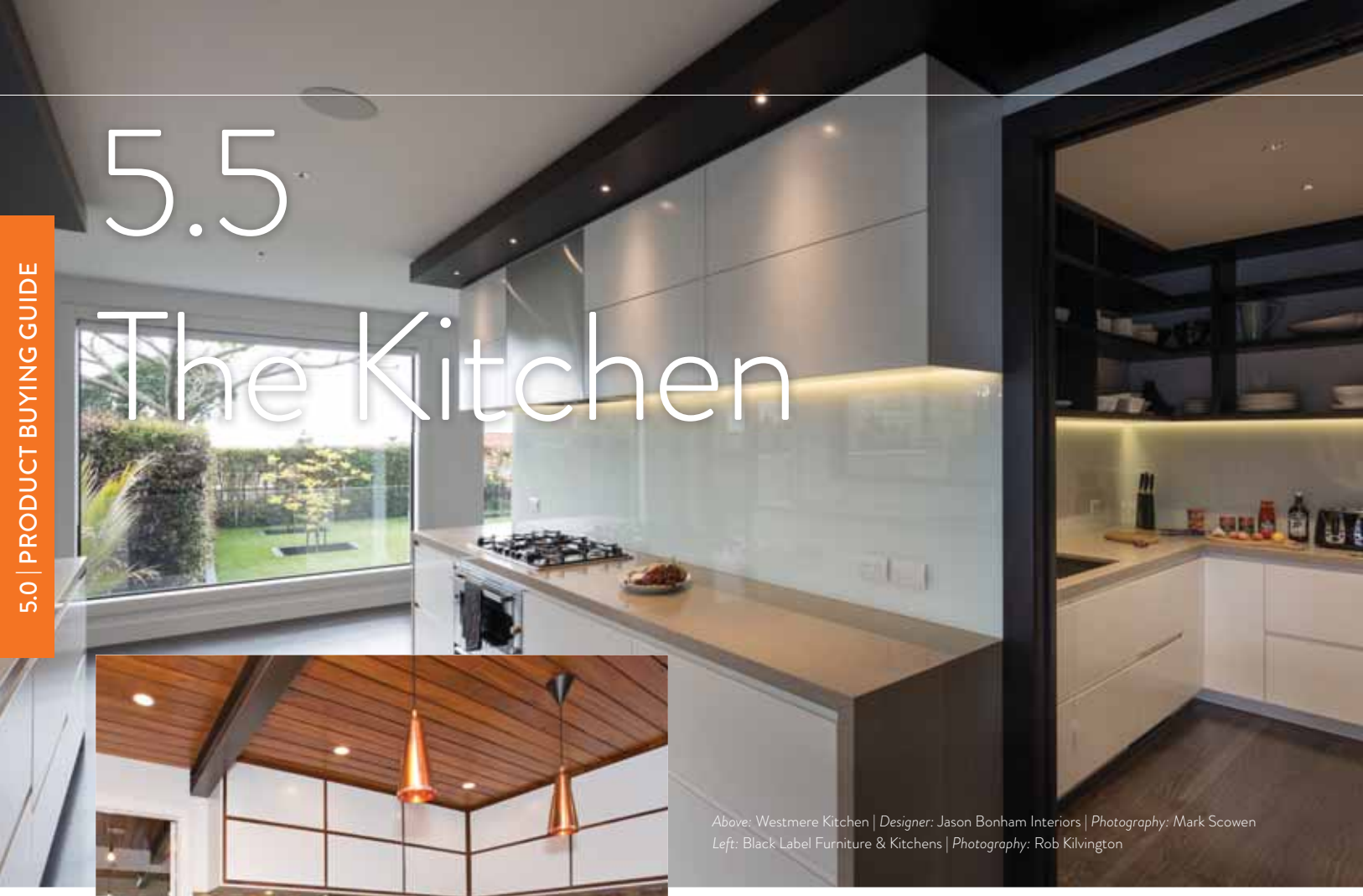
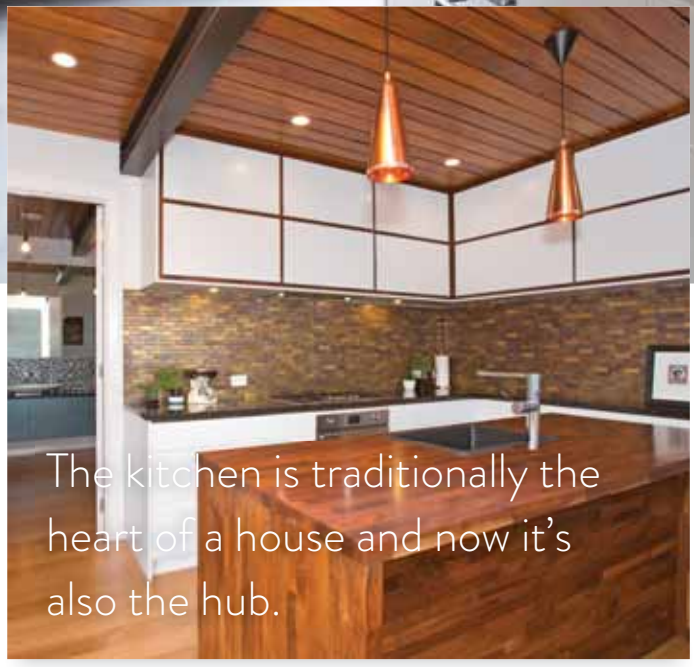
5.5 The Kitchen



Above: Westmere Kitchen | *Designer:* Jason Bonham Interiors | *Photography:* Mark Scowen
Left: Black Label Furniture & Kitchens | *Photography:* Rob Kilvington



The kitchen is traditionally the heart of a house and now it's also the hub.

No other room in your home is likely to host as much traffic, utilisation and conversation.

DESIGN MEETS FUNCTIONALITY

Aesthetics integrate with functionality so while you must have easy access to all the necessary amenities, ingredients and appliances required for the preparation of food, its design is equally important.

As you plan your kitchen design, here are some of the key features to take into account:

1. **Wall space, windows and your sink** — Wall space is always a premium.

Your design needs to make the most efficient use of what wall area is available. Think where cabinets could hang and consider running to the ceiling – one less space to clean and more cupboard space too.

A key question is where to locate the sink. Do you want it to face a window so you can keep an eye on children playing in the garden or look out over a view? You will also need to ensure there is room for a dishwasher nearby as well as ample bench space.

Design palettes should flow from living spaces into the kitchen area.

2. **Storage and access** — Storage is a priority when designing a kitchen. The ideal solution combines visual appeal with ease of use.

Space in your kitchen should be allocated according to how you will use the space. Your choice of drawers and shelves is important. How much capacity and what height best suits? What configuration of drawers and cupboards will be most convenient?
Would everything be easier stored in deeper drawers? Do you want to hang some implements farmhouse style?

A kettle & mixer tap combined!

A kettle and mixer tap in one! It's the solution your crowded benchtop has been waiting for. Now filtered near-boiling water for hot drinks and cooking is instantly available, along with standard hot and filtered cold water from a sleek, Italian designed and manufactured multi-functional tap.

- Easy plug-in installation for almost any situation, including replacing your existing mixer tap
- Compact filter and tank (about the size of a toaster) tucks away under your bench
- Superb quality Italian tapware with a 5-year warranty

WaterMark Certified

WATER RATING 5.1

ITALIAN TAPWARE

Multi-Function Mixer Tap System

multitap.co.nz

in sink erator multitap

How you lay out your kitchen design will allow greater control over aspects such as the height of worktops and placement of devices and appliances. Think about things you do not access as frequently. Perhaps they can be stored away from the principal work area? Large pots and oven trays could be stored in a pantry-type cabinet. A similar cupboard space could be used for groceries and vegetables not kept in the fridge. This way, everything is within a few steps of your work triangle.

Careful thought should also go into the clean-up area. Where do dishes go after they are removed from the dishwasher? Would wall cabinets be an effective place to store glassware?

If so, just how far do they need to be from the dishwasher to allow easy transfer?

Likewise, consider the storage requirements for the items you need nearby the hob or range. Pots and pan drawers, drawers for utensils, spices, oils and other essential items all should be placed within easy reach.

3. **Cabinets** — For maximum flexibility, choose a kitchen design that is compatible with a wide range of cabinet designs. From high gloss glass with oak, laminate finishes or elegant lacquer finishes in any colour you want, your choice of cabinetry is critical to achieving the look you want for your kitchen.

If you have an open-plan kitchen, the design theme including cabinets must compliment your living space. Alternatively if your goal is a minimalist kitchen, look for plainer cabinets that can be finished with recessed handles and other unobtrusive extras.

As you piece together your kitchen design, you will need to decide where your cabinets sit. You'll also need to choose the internal and external hardware. What shelf styles, glass or solid doors? Do you need lights inside some cabinets? Would electrical plugs be useful inside?

CREATING A USABLE SPACE

Your kitchen should be shaped around the way you intend to use the space and what best matches your family needs. If you entertain regularly, an open plan format may be most suitable. This will enable you to socialise whilst cooking and preparing food. If your lifestyle is oriented to family gatherings, a communal seating area will be more important.

Each element in the kitchen has its own space requirements Take the time to consider where each can be placed to realise your vision.

Refrigerator — the refrigerator needs some counter space nearby for setting down objects removed from it. This can be located to the right or left of the refrigerator as most refrigerator doors can be set to swing either way. For side-by-side fridge-freezers, having the "set down space" bench top behind you when you open the doors is often the most convenient. Islands are perfect for this.

The direction of the door swing should be compatible with the rest of the kitchen. For example, if your fridge door is set to open away from you, you won't need to walk around the door each time it's opened.

Oven, hob and range — the hob or range also needs "set down space" on either side. You'll need somewhere to put down pots while they are still hot from cooking, as well as ingredients that are being added as you cook.

Sink and clean-up space — this is one of the most frequently used areas in any kitchen. Your clean-up space and sink need sufficient usable area on two sides. One side is for stacking dirty dishes and utensils whilst the other is for storing them once they have been washed.

Microwaves — most kitchen designs incorporate a specific site for a microwave, at the correct height and close to the stove or range. However most microwaves are an awkward depth. They can be deeper than many upper cabinets yet shallower than lower base units. The height of their placement is important.

If your microwave is not an integral part of your cooking routine, you could think about putting it outside the work area.

Coffee machines, blenders and mixers — most high-end appliances like coffee machines, blenders, toasters and other appliances are made with both functionality and visual appeal in mind.

In a smaller space, you might want the option of storing them out of sight but ensure a power supply is available within the storage cupboard and a second small sink next to your coffee machine is a great use.

THE FINISHING TOUCHES

Overall, your kitchen should have a strong sense of cohesion where functionality and style are both achieved. Unless you already have experience in successfully designing a kitchen, retaining the services of a specialist kitchen designer is strongly recommended.

For more indepth advice, including different benchtop types and advantages, finishing options, lighting and more, head to our website: **http://www.buildingguide.co.nz/suppliers/kitchens**

Editorial supplied Mark S. Graham

Above: Castor Bay House | *Above right:* Devonport Kitchen
Designer: Jason Bonham Interiors | *Photography:* Mark Scowen

YOUR OWN ISLAND

A kitchen island can become an effective centrepiece, providing you have sufficient space.

An L-shaped kitchen incorporating an island needs at least three metres of width to fit in a minimum depth island with minimal aisle space. Three and a half meters creates an even more usable space.

For a U-shaped kitchen with an island, you'll need a room that is at least three and a half meters wide for a minimum depth island with four meters being preferred. If you want the island to run in the long dimension in the U-shape, you'll need at least five meters of width. Islands that incorporate a sink need more width still.

If you have decided that you want to have an island, you'll also need to consider if you want it to contain any appliances. Will a sink unit fit? Will there be bar-style seating at one side? Will it have two levels? Will it incorporate the hob? There are so many ways

to design an island; you can let your imagination run free.

Your kitchen should have a strong sense of cohesion where functionality and style are both achieved.

5.6 Bathrooms

Our intimate sanctuary.

Above & below left: Mairangi Bay Bathroom | *Designer:* Jason Bonham Interiors
Photography: Mark Scowen

Bathrooms have outgrown their purely functional role. They are now an intimate space for retreat and self-indulgence where we connect with one of life's most vital and essential elements – water.

The role of bathroom design is to enhance this connection by creating a sanctuary for body and soul.

DESIGNS REFLECT OUR CHANGING LIFESTYLES

We are moving to a new freedom in how we use our living spaces. This means the traditional divides between sleeping and bathing spaces are dissolving. To maintain this flexibility, consider avoiding fixed walls that separate. Instead, think about movable glass or timber screens that allow inter-mixing of materials and spaces. Another effective touch is to bring nature and the outdoors closer with a Japanese 'tsuboniwa' or small, enclosed garden.

Bathrooms are where we connect with one of life's most essential elements - water.

SMALL SPACES THAT FLOW

Smaller, more confined areas suit pared-back designs with simple materials. These create compact, functional spaces where the ritual of bathing is completed efficiently and modestly. To generate a greater sense of space, think about hung vanities and toilets along with recessed wall cabinets. Wet areas that do not separate baths and showers add even more freedom.

MAKE IT A SENSUAL EXPERIENCE

Materials on the floor, walls and horizontal surfaces in your bathroom are experienced in a very tactile, sentient way. Tiles, mosaics, stone, glass and timber are all popular for their luxurious feel. Each will contribute differently to the mood of the bathing space. However their palette must still reflect materials chosen throughout the rest of your home. After all, every room is part of a greater experience.

FITTING TOUCHES

As well as their functionality, consider how the shape, form and composition of fittings can add a level of tactile delight and surprise.

The first step is to whittle down the vast array of choices. From sculptural faucets to computerised shower systems that can be set to your own exclusive heat and water pressure settings.

Materials on the wall, floors and other surfaces are experienced in a highly tactile way

To pick well, you need a critical eye and an educated guess as to where style is heading over the next ten years or so. Do your homework with plenty of showroom visits. Test-drive everything for comfort and size. Remember that you get what you pay for. Nobody ever regretted buying quality and durability.

SHED SOME LIGHT

Almost nothing contributes as much to a room's ambience and tone as lighting. Think about these three areas and how lighting can add to your desired effect:

General – what is required to illuminate the room to make it usable and able to be appreciated?

Task lighting – what sort of lighting is needed for activities such as applying make-up or shaving? Remember that it's important to light the face as naturally as possible, without shadow.

Ambient light – choose gentle and low key so as to create a special mood. Think how dimmers and sensors can play a role creating exactly the mood you desire throughout the day and night.

Designer: Jason Bonham Interiors | *Photography:* Mark Scowen

TECHNICAL POINTERS

- Water may be the great provider of life, but it can also be the destroyer of bathrooms. Thorough waterproofing and proper directing of run-off is vital in your design.

- No-one enjoys a cold bathroom. Under-floor heating is an easy way of warming the space. Heated towel rails and mirrors also improve the overall experience. Installing a timer will help minimise the impact on power bills.

- An effective ventilation system is a standard requirement under the NZ Building Code. Therefore your design will need to include an extractor fan.

Winsomere Crescent
by Dorrington Architects

5.7 Lighting: changing the view

Lighting designer Haydn Mellor of Lightplan explains the process of creating a lighting plan.

Traditionally considered a final stage in planning, focus on energy efficiency and innovations in technology means lighting is worth considering much earlier in the design process.

To eliminate contrast and create balanced light in a room, there should be at least three kinds of lighting, according to lighting experts. The right atmosphere can be created by well designed, carefully planned and executed lighting installation. Lighting can be one of the biggest factors in determining the mood of a room and how comfortable and pleasant or simply practical it is to use.

Soft, indirect ambient light should illuminate the whole room with a glow, and **task lighting** should be positioned (usually between the top of the head and the work surface) to enable working or reading. **Accent lights** should be used to highlight artwork and decorative objects. (A **decorative light** like a chandelier is a fourth, not necessarily essential, component of lighting design; it should never be the sole source of light in a room because it throws everything else into darkness.)

There are fantastic affects that can be created using the right lights in the right positions. But also make sure you have lights that are sufficient for work you have to do, such as over kitchen benches or where you like to read. By all means consult lighting designers. Their services can make a huge difference in the quality of your finished installation. The lights themselves can be a significant portion of your budget and are very much a fashion statement if you want them to be.

- Consider whether they will be seen and spend accordingly, with more money spent on lights that occupy highly visible positions.
- Lighting has a huge impact on mood, so consider the ambience (atmosphere) you want to create.
- Consider how the space itself 'works' architecturally, and what aspects of it could be highlighted or hidden; the colour and texture of the surfaces being lit; whether you have particular paintings, objects d'art or materials that you wish to make a feature.
- Human eyes don't like to deal with extreme contrast because it creates eye exhaustion, therefore look to diminish contrast in a room that you will be in for a long time.
- Remember – if you can't afford a particular light you want, you can always run cable to the point of installation and just leave a bare bulb there for a short while, which is far better in the long run than removing the light from your plans altogether and ending up with something you won't be happy with.
- Consider low and non-direct lights in areas such as the bathroom that you may visit during the night.
- Consider the bulb beam width: this effects where light goes and the intensity of contrast between light and shade.
- Outdoor lighting can open up gardens for night time enjoyment and the old days of spotlights over the deck are rapidly disappearing, with lighting helping create outdoor rooms for entertaining into the night.
- Even light switches can be fashion pieces – the choices are far greater than the old standard white buttons.

Haydn Mellor is a Lighting Designer and General Manger of Lightplan who focus on mid to high-end residential and commercial projects, design and supply. www.lightplan.co.nz

5.8 Landscape design & construction

Allowing budget for landscaping means you can get the whole project finished...

...and having the landscaping done is a truly wonderful feeling because it really completes your home and adds a surprising amount of value.

You can save money by doing much of the work yourself but there may be elements, such as retaining walls, that are best left to professionals. Landscape designs, especially, are often best done by landscape architects or designers. There are different looks that you can go for – but come back to the style of house design you've chosen and use that to lead your garden design.

Outdoor Rooms

The recent concept of 'outdoor rooms' is not hard to implement in your own backyard. Taking lighting, appropriate furniture and creating a defined space that is a room in its own right but outside, means your home extends into your garden for exceptional lifestyle enjoyment.

Fencing

Fencing is another component that can be expensive but is essential for privacy and security. The range of materials is again extensive but remember to consider new products like glass and fibreglass for appropriate locations. There are specific laws dealing with fences – their height, sharing the cost with neighbours, whether you need a building consent for them or not. Discuss with your neighbours what you intend to do, especially if you need access from their property. Good fences make good neighbours – work with them wherever possible.

Planting

- Plants can be surprisingly expensive because there is generally so much that needs to be planted.
- Consider the trade off, however, in choosing larger plants that may cost more but have an immediate effect, as opposed to buying smaller plants that will take a couple of years to reach the right size.
- Remember to look at the size that trees grow to – some trees get big (really big!), so think about where you're planting them for yourself and for your neighbours.
- Check the materials to be used in beds with the plants going in to make sure they complement each other.
- There is no such thing as a low-maintenance garden.
- Grouping plants together can make a strong garden statement.
- Don't forget the lawn: ready lawn, spray-on seed or sow it yourself, ensure you've prepared the ground appropriately for the best effects. Time spent here pays off.

Decking and Paving

- Stone – either in regular shapes or natural (to create 'crazy paving'), poured cement, and concrete flagstones are default choices for patio areas.
- New lattice paving allows the use of small stones that would otherwise slip around and are more eco-friendly as they allow water to permeate through rather than create runoff.
- New composite recycled plastic/wood 'timber' products are available as extremely durable and 'green' decking products

Swimming Pools

There are specific parts of the Building Act that deal with swimming pools. In addition, there are components of each Council's District Plan that control their installation and access.

- Pools may be built into the ground or sit above.
- The main pool types are concrete and fibreglass and each type has its advantages – fibreglass on cost, concrete on flexibility of design.

- There are alternative ways of treating water to chlorine treatment that are very safe.

Balustrades

Balustrades are a series of upright posts designed to prevent people from falling from high places. These days, they are a requirement for decks over 1 metre in height, stairwells and for pool surrounds.

Originally they were wooden but modern balustrades can be made from a number of different materials including aluminium, glass, steel, steel wire, or a combination. Balustrades can be framed or semi-framed or frameless. The choice for your home comes down to your personal taste but work with your designer to choose the best design and materials for the style of your house.

Note that as of mid-2016 frameless glass balustrades are being reviewed for safety and the rules around their use may change.

OUTDOOR LIVING

Indoor-outdoor living has long been a quintessential way of life for Kiwis and more and more we are blurring the lines between indoor and outdoor spaces. To achieve this however you need to be talking about it early in the design and building process to ensure your designer is able to create outdoor spaces that enhance the interior, and most importantly that part of your budget goes towards your landscaping.

Where to start...

Think about the purpose of the space, and structure it around the purpose. Is the deck to act as an extension to your living space, or is your outdoor area to be a private sanctuary?

Alfresco Dining

Do you have enough space for seating and mingling? Think about the proximity to your kitchen. You don't want to be carrying trays of drink, and platters of food from one end of the house to another.

Also, consider the durability of your outdoor furniture. Not only does it need to be comfortable and in keeping with the style of your interior décor, it needs to survive the elements.

Barbecues & Beyond

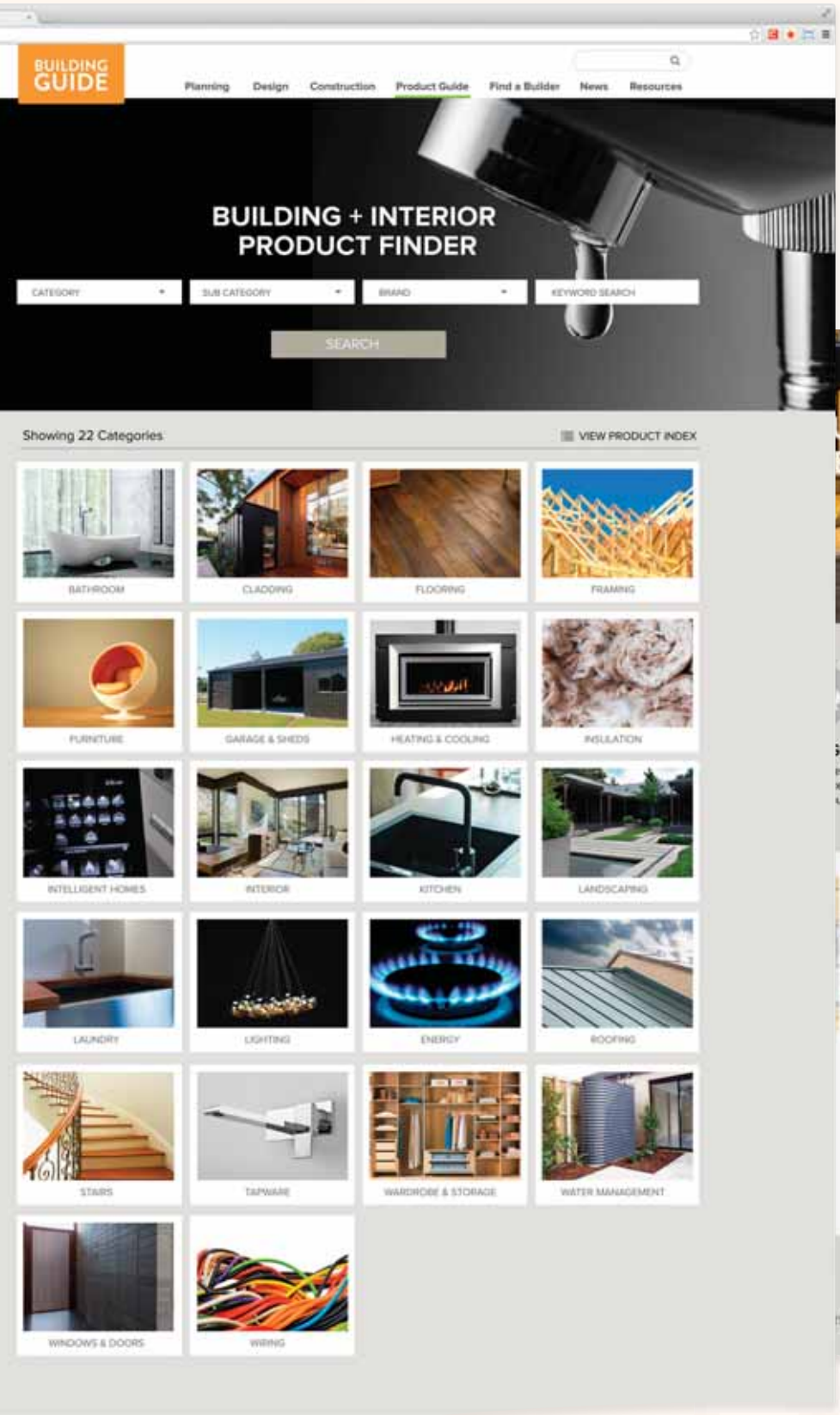
While the traditional barbecue will always reign supreme outdoor pizza ovens are gaining in popularity. A traditional wood-fired oven will not only add atmosphere to your space, but provide a heat source on cooler nights.

Shelter

From pergolas, to umbrellas, to extendable awnings, it is essential you have shade and shelter from the elements. Make sure you consider the location of your home and select a material and solution that is suitable to your environment.

THE BUILDING GUIDE

WEBSITE HAS GOT A WHOLE LOT BETTER!



BUILD
What you need to know about the construction process

PRODUCT
Find inspiration and start thinking about your options

FIND A BUILDER
Find licensed builders and trade professionals your area.

Design
A good design process is key to a successful project. Design evolves over a period of time during which you and your designer discuss, digest, think and rework ideas until the best solution is arrived at.
READ MORE »

Build
A lot can go wrong, but with good planning and the right advice most should go right. The process will probably take longer than expected. Prepare for frustration and minor irritations...
READ MORE »

PRODUCT GUIDE

spiration and start thinking about your options with our easy to use product finder.

www.buildingguide.co.nz

6.0 Resources

Architect Paul Somerford with client | *Photography:* Simon Devitt

This chapter explains the building regulations, contains directories of professionals and trades people in your area, and gives you practical worksheets for your project.

THREE THINGS YOU NEED TO KNOW

1. Understand your responsibilities under the Building Act.
2. Learn your local Council Consent process in this guide.
3. Ensure you have alternative quotes for your professional building services – use our directories of Designers and Builders in this section.

FOUR THINGS YOU NEED TO DO

1. Meet with your local council to work through your initial design prior to applying for consent to ensure a smooth process for your building consent.
2. Work through the Budget Worksheet in this section and refer to it to keep track and control of your project finances.
3. Record phone numbers and emails of key contacts in the notes section at the end of this section.
4. Take notes from meetings with your building professionals using the notes sections to ensure you know what your responsibilities are and what your building team's responsibilities are.

6.1 Regulations

6.1.1 THE BUILDING ACT

What you need to know

- The Building Act 2004 sets out regulations, including the Building Code, covering all building work. It is administered by the Building System Performance branch within the Ministry of Business, Innovation and Employment (www.building.govt .nz).
- All building work in New Zealand must meet the performance standards set by the Building Code, even if the work doesn't require a building consent.
- Building work is any work done in relation to the construction or alteration of a building. This includes any work on your home, premises or other structure, such as a garage, retaining walls and fences.
- The Building Code sets clear expectations of the standards buildings should meet:
    - covering aspects such as structural stability, protection from fire, access, moisture control, durability, services and facilities, and energy efficiency.
    - stating how a building must perform in its intended use rather than describing how it should be designed and constructed. In other words, it is performance-based.
- Councils issue building consents, Land Information Memorandums (LIMs), Project Information Memorandum (PIMs) and resource consents. See details below.
- You need to use licensed people for any restricted building work. This is work that is critical to the integrity of your home. It applies to work that both:
    - requires a building consent
    - and affects a home's:
        - primary structure
        - weathertightness
        - certain fire safety design.
- Licensed Building Practitioners (LBPs) are the people who can do or supervise restricted building work. They are assessed before getting a licence, and have to keep their knowledge up to date to be re-licensed. LBPs include designers, carpenters or builders, roofers, brick and block layers, external plasterers, site and foundation specialists.

6.1.2 RESOURCE CONSENT

- Resource consent may be required if your project does not meet the requirements of the Resource Management Act, administered by Ministry for the Environment, and the council's district plan.
- In general:
    - resource consent applies to work you do on land
    - building consent applies to building work (but you might need resource consent as well if the building work will affect the land or other users).
- If either resource or building consent are required, you must get it before any work starts.
- Your designer or builder, or the council can advise you about whether you need resource consent.

6.1.3 BUILDING CONSENT

- Building consent is the council's written authority to carry out building work it considers will comply with the Building Code if it is completed according to the application's plans and specifications.
- You can't usually start any physical work until you have a building consent and meet any other requirements related to the property (unless your work is exempt or there is an emergency).
- Councils must issue a building consent within 20 working days of receiving a complete application, so long as they are satisfied the proposed work complies with the Building Code. They can put the application on hold if they need more information from you, so it's important to provide a comprehensive and accurate application.
- Talk to your council or have a look at their website for information and guidance to help you prepare your application (or get your designer to do this for you).
- Your work needs to start within 12 months of a building consent being issued. After that it will lapse, unless the council has agreed to a time extension.
- The council will inspect the building work at different stages. You, or your main contractor, need to book these inspections, timing them for when the work will be ready for review. It's important to do this in the right order and while the work that needs inspecting is still visible.
- You need to collect energy work certificates and/or records of work for gas, electrical or restricted building work. You'll need to include these in your code compliance certificate (CCC) application at the end of the project.
- Councils must issue a CCC for building work that complies with a building consent and the Building Code within 20 working days of receiving an application (unless they temporarily stop the process by requesting more information).
- You can't apply for retrospective consent, if building work that required a building consent has been done without it. You may be able to apply to the council for a certificate of acceptance (its scope will depend on how much of the build can still be inspected). This would be for work done after 1 July 1992 that was:
    - urgent, necessary to protect lives or property
    - done without building consent by the owner or previous owner
    - granted consent but the building certifier can no longer complete the process
    - started or consented before 31 March 2005 and affects public premises.

6.1.4 LAND INFORMATION MEMORANDUM OR LIM

- A LIM is a council report about a particular piece of land, outlining everything the council knows about it (for example, any consented building work – meaning any buildings not mentioned mustn't be consented or were prior to consenting).

- You will not find building restrictions relating to a site on a LIM, you will need to check the district plan or get a Project Information Memorandum.

6.1.5 PROJECT INFORMATION MEMORANDUM OR PIM

- A PIM is also a council report about a particular piece of land, but its purpose is to help you decide whether your building project is possible and practical. You don't have to get one but it can ensure you and your designer are better informed early in the process, before you apply for building consent.
- It includes information about the site's special features and services, and whether your project will need resource consent or any approvals due to the district plan or other requirements.

6.1.6 RESIDENTIAL SWIMMING POOLS

What you need to know

New rules related to residential pools come into force on 1 January 2017, following an amendment to the Building Act 2004 (and the repeal of the Fencing of Swimming Pools Act 1987).

Pool barrier requirements apply to residential pools capable of containing water 400mm deep or more. Barriers must restrict access by unsupervised children under five years of age.

Key changes brought about by the new rules include:

- Residential pools must be inspected at least three-yearly to check the barrier continues to comply. Councils will have more powers to enforce the requirements, including being able to issue a 'notice to fix', followed where necessary by an infringement notice or prosecution.
- Safety covers will be acceptable barriers for small heated pools (spa pools and hot tubs), where the side walls of the small heated pool are at least 760mm high and non-climbable.

The amendment clarifies the requirements for doors in the pool barrier, which:

- must not be able to be readily opened by young children
- must have a self-closer or a door alarm to ensure that adults and older children keep them closed.

The amendment also makes it clearer that the barrier requirements do not apply to garden ponds and similar water hazards.

What you need to do

Ensure your pool barrier is regularly maintained so that it continues to restrict access by young children. Ensure that gates and doors in the pool barrier are kept closed.

If your pool does not have a barrier, you must get a building consent and install a pool barrier.

Pool barriers must comply with the requirements of the Building Code. MBIE has developed an Acceptable Solution, which provides one way of complying with these requirements.

WORK THAT DOESN'T NEED BUILDING CONSENT (SCHEDULE 1: EXEMPT WORK)

If your building work is "low-risk" it may not need a building consent, although it must still comply with the Building Code.

Schedule 1 to the Building Act 2004 states the building work that can be undertaken without a building consent. The majority of exempt building work is "low risk", meaning it will not affect your building's structure or fire safety and will not pose a risk to public safety.

You should always check with your local council, as they can also tell you if your proposed building work has any district planning implications. You may need to get a resource consent or some other permit before you start any building work.

Some building work that is exempt from building consent:

- general repair, maintenance and replacement of building components (not major, contributing to the structure or failed external moisture components)
- changing existing household plumbing, including minor drainage work, as long as a licensed plumber or drainlayer does the work or signs it off
- installing or replacing windows or exterior doors, provided there have not been weathertightness problems and there is no change to structural elements
- alteration to the house's interior (unless it affects a wall that is load-bearing, a bracing element, a firewall or some masonry walls)
- retaining walls up to 1.5 metres in height, providing they only carry the ground load
- small garden sheds, less than 10 metres and single storey. They cannot have toilets or stored water and must be as far from the boundary and/or dwelling as the height of the shed (for example, a 1.8m high shed must be 1.8m from the boundary)
- closing in an existing veranda or patio where the floor are does not exceed five square metres
- shade sails and pergolas
- demolishing a detached building that is not more than three storeys high
- removing a potential earthquake hazard (for example, the upper part of a brick chimney protruding above a roof)
- repairing or replacing some existing buildings, such as carports, garages, greenhouses and sheds (whether damaged or not).

Note: This is not the complete or detailed list. Ask your council before doing any work. You can also find guidance on exemptions at www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/

Manage your Project

Building a home is not easy, so expect frustrations as construction rule #1 is nothing will go as scheduled.

Bad weather, delivery delays, material shortages, inspection failures, and one of the most common mishaps, conflict in subcontractor scheduling, can all add to delays and cost overruns.

Here are just some issues for you to consider for your project management to help lesson those frustrations.

CONSIDER YOUR LEVEL OF INVOLVEMENT -

...WITH THE BUILDER:

- Most owners rely on the builder's judgment and experience in selecting subcontractors and buying materials.
- You may wish to either undertake a high or low level of participation, in relation to selecting subcontractors, arranging inspections and reviews of the building project.
- Some owners may choose to take over the project management, by hiring subcontractors, buying materials and supplies, and overseeing the entire project from land excavation to landscaping. Something to note if you do choose this option is that as the project manager you become legally responsible for the work.
- As an owner contractor, you will need experience in project management and scheduling. And it wouldn't hurt to learn the terms used among contractors. You need to appear professional to avoid mistakes and being taken advantage.

KNOW YOUR PRIORITIES:

- Certain projects in the construction plan take priority over others as it relates to quality workmanship and cost.
- The foundation must be right the first time. The framing is going to be more important than a squeaky door, and getting the plumbing inspected and working is critical before putting up the drywall, are just some examples.
- Take the time to oversee key projects. Be there when they lay the foundation, get a sign off from an independent inspector, and double check key areas. It will save you time and money down the road.

MANAGE CHANGE:

- Learn how to manage changes. Don't become your own worst enemy. When working on the project it is tempting to revise the original specifications. This could become expensive over time and delay your project.
- Changes are part of every construction. Most of them are minor, such as adding additional wiring to a certain area of the home. Others can be expensive, like knocking out a wall.
- It's critical that you manage changes within budget. Also note that structural changes may impact other parts of the house such as frame if you decide to remove a wall.

KEEP THINGS MOVING:

It's important to keep your construction as close to schedule as possible, with some important time components to remember being:

- Get commitments from suppliers on delivery dates and have them inform you days in advance if they expect delays
- Promptly schedule subcontractors far enough apart so that you can inspect and repair work if needed, make-up for days lost, and give you some extra room in the event the project is falling behind
- Add some variance in your original construction plan for unforeseen delays due to weather, labor, and delivery problems
- Keep a tight control on costs — one of the biggest delays is when money runs out

KEEP GOOD RECORDS:

Keeping good records is one of your most important tasks. You need a system that tracks purchase orders, invoices, paid receipts and checks, scheduling plans, contracts from subcontractors, and the like.

Taking photos as the build progresses is also a valuable recording tool.

Have ready access to information whenever required. ***And most importantly, protect yourself against liens and any injury liabilities.***

KEEP YOURSELF INSURED:

- What happens if a subcontractor falls and injures themselves? Or more likely, some neighborhood child gets injured while jumping between the rafters some Sunday?
- Make sure you carry liability insurance for workers and non-workers alike who have permission and non-permission to work or walk on the premises.

COMMON PROBLEMS YOU MAY ENCOUNTER -

...DURING CONSTRUCTION:

- Sub-contractors are late or don't show - get time commitments from sub-contractors and call them 1-2 days before schedule
- Always carry your cell phone as contractors will need to be able to contact you as questions arise
- Material delivery delays - order materials well in-advance of schedule and confirm delivery dates with suppliers. Have suppliers notify you days in advance of possible delays, make sure you have provided clear delivery instructions and call for confirmation the day before delivery
- Have materials arrive a few days in advance so that they can be exchanged if necessary
- Wrong materials - double check material being ordered is referencing correct part numbers and description. Check the suppliers exchange policy and have the supplier review the order with you

INSPECT BEFORE YOU PAY:

- Your most powerful tool is the cash you hold in your hand. Always have an independent inspector review the subcontractor's work before making payment. Once the money leaves your hand, your negotiating strength has weakened.
- Never approve or make payment until the inspection has been satisfied

PAYMENT RETAINERS:

- The contract will specify payment schedules that have draws during the contract period
- There will be a percentage required of the initial bid to begin the project — builders will then submit invoices for payment
- You should maintain a minimum percentage as retainer at the final payment stage — this is released upon final inspection of the construction
- Upon final payment, have the home thoroughly inspected, make sure you have in hand all final releases/warranties of the lien and a copy of the final invoice showing that the contract has been paid in full.
- Allow anywhere from 2-4 weeks on the retainer to confirm that everything is in working order

DID YOU KNOW...

...that your builder MUST hand you a maintenance schedule of requirements to meet product warranties - if he doesn't, then make sure you ask for one.

NOTES

Understanding the New Consumer Protection Measures

NEW PROTECTION FOR HOME OWNERS

If you're considering residential building work, from 1 January 2015 you'll be better protected. That's when new consumer protection measures take effect. These changes encourage a professional, no-surprises relationship between you and your contractor. They should also enable you to make informed decisions about building work.

Key changes include:

- You must have a written contract for residential building work costing $30,000 or more (including GST).
- If the work is $30,000 (including GST) or more, or if you ask for it, your contractor must give you information about his or her skills, qualifications, licensing status, and the insurance or guarantees they provide in a disclosure statement before you sign a contract.
- Your contractor must also give you information about any ongoing maintenance requirements, insurance policies and guarantees or warranties once the building work has been completed.
- There's an automatic 12-month defect repair period when contractors have to fix any defects you've told them about.
- There are new ways to take action when warranties in the Building Act have not been met.
- Contractors can be fined if they don't comply with the law.

Please note that these changes relate to residential building work only. For the latest updates on the new consumer protection measures go to www.doyourhomework.co.nz.

NEW CONSUMER PROTECTION MEASURES

Changes to the Building Act and supporting regulations

The consumer protection measures are included in a new part of the Building Act 2004 (Part 4A) which came into force on 1 January 2015. Other changes affecting homeowners in the last year or so include an updated list of work on homes and outbuildings that do not require a building consent (in Schedule 1 of the Building Act). More low-risk work has been exempted, but there are limits on who can do some potentially higher-risk work and only authorised people (as defined in the Plumbers, Gasfitters and Drainlayers Act 2006) can do certain plumbing and drainlaying work without a consent.

FOLLOW THE CODE

Remember, all building work must comply with the Building Code, even if the building work does not require a building consent.

BEFORE BUILDING WORK STARTS

Once your design and plans are sorted, the next step in getting your building work done involves approaching potential contractors and getting quotes for the job.

Pricing the job

A quantity surveyor (QS) can give you a reasonable idea of the costs involved in the building work.
You can give contractors the QS estimate of materials required (but not the price) to help them prepare their quotes. A QS can also be used to calculate progress payments and to cost variations during construction.

Choosing someone to do the job – do your homework, get quotes

When looking for a contractor, ask for recommendations from your friends or family. Ask for references and look at examples of previous work. It can also be a good idea to take recommendations from your architect, as it helps to have a contractor who is used to the architect's style of work. Make sure you use a Licensed Building Practitioner for Restricted Building Work.

A quote is based on detailed specifications and is the price you will pay to complete the building work, with the exception of matters outside the builder's reasonable control or additional costs from variations to the contract.

Get at least three detailed quotes (including a breakdown of labour and materials) not just estimates for the building work. You will need to give the contractor a copy of the detailed drawings, specifications and QS estimates (if you have them) alongside information about the building site. The more information you give them, the more reliable the quote will be.

Make sure you check if GST is included or excluded in the quote price if you're not sure. Ask for the contractor's hourly rate (including GST) so that you know how much to expect to pay if you want any additional work to be done.

NEW CONSUMER PROTECTION MEASURES

Reviewing the quote

When considering and comparing quotes, money shouldn't be the only factor in choosing your contractor. Compare quotes on more than just price; think about their levels of experience and reliability, what fixtures and fittings they suggest and check their references. Look at the details and make sure that they cover the same scope of building work and the same materials and fixtures so you are comparing 'like with like'. If any quote is significantly higher or lower than the others, ask why.

It's important that you're happy with the specified fixtures and finishes in the quote because, once you've signed the contract, changing these will be a variation of the contract (and will probably cost more). If any part of the quote is unclear, ask for more details.

When choosing materials for your building work, contractors will be influenced by a number of factors, including:

- Their past experience with the products.
- The wholesale price of the products.
- The time – and labour cost – taken in getting quotes from multiple sources.
- Terms of trade available from various sources.
- Loyalty schemes (such as rebates for buying a lot of product) available from various merchants.

BUILDING WORK

'Building work' covers many different trades and is any work for, or in connection with the construction, alteration, demolition or removal of

a building. Buildings include structures that are not occupied by people, such as fences and retaining walls.

Ask your potential contractors:

- Why they propose to get building materials and fixtures from a particular source.
- If the benefits of buying materials and fixtures from that source have been reflected in the quote.

It's important to understand 'contingency' or 'PC sums' on the quote could be either provisional sums or prime cost sums.

- A provisional sum sets aside money for specific building work when there is not enough detail to provide a fixed price (ie the item has not yet been purchased or chosen and the installation cost is unknown). Ask the contractor to confirm that the amount quoted will be adequate for the quality of goods you are expecting.
- A prime cost sum sets aside a fixed amount for a certain item (eg kitchen sink) so that you can choose these yourself. If you choose a product that costs more than the allocated prime cost sum, you will need to pay extra to use these in your home. A prime cost sum does not include any installation costs.

If you're not confident asking difficult questions or negotiating the terms of your contract, ask someone you trust to help you. When you've made your decision and chosen your contractor, you should send written notification to those who missed out.

DEFINING A CONTRACTOR

The contractor is the person or company you have asked to do or manage building work for you. The contractor may not be a builder; it could be a plumber, electrician or other tradesperson you are dealing with directly.

Restricted building work

You need to start thinking about Restricted Building Work (RBW) right from the start of your project. You must use a Licensed Building Practitioner (LBP) to do or supervise the RBW.

If you are using a designer, they must identify all the RBW on your job when they fill in their Certificate of Work (part of the documentation required for building consent). They'll do this when they draw up your building plans.

Restricted building work is everything that involves or affects the following:

- Primary structure – for example, this work contributes to the resistance of vertical and horizontal loads (such as walls, foundations, floors and roofs)
- Weathertightness – any work done to the outside of the building to protect it from the weather or elements
- Design of fire safety systems – this work involves elements intended to protect people and property from fire (eg escape routes) in multi-unit residential buildings.

LBPs are designers, carpenters, brick and blocklayers, roofers, external plasterers, or site and foundations specialists who have been assessed to be competent to carry out work essential to a building's structure.

FIND AN LBP

Ask your builder to produce their Licensed Building Practitioner identification OR check the LBP register at www.lbp.govt.nz. This website also contains more info on DIY and responsibilities for 'owner-builders'.

Before signing the written contract

From 1 January 2015, the contractor must give you information about their business and a standard checklist before you sign a residential building contract if:

- Your building work will cost $30,000 or more (including GST) or
- You ask for these documents.

It's important to clarify roles and responsibilities for your building work up- front when getting your quote and signing your contract. For example, the homeowner is responsible for obtaining any required building or resource consents, although often people ask their contractor or project manager to get these.

It's also a good idea to make sure both parties are clear on expected outcomes for the project; do you expect the contractor to be working on the building project until the Code Compliance Certificate is issued? If this hasn't been specified, the contractor may begin work for other clients.

Keep a clear record of what has been decided and agreed. Any change to the building work listed in your contract is a contract variation, and needs to be put in writing to your contractor. It's important to check on the price and timeline implications of any variations.

Contractors can be fined for not supplying you with a checklist or disclosure statement if they are required to.

Standard checklist

A checklist has been prepared by the Ministry covering the content required by law and includes information on how building projects are managed, hiring contractors, what should be covered in a written contract and resolving disputes.

Go to **www.doyourhomework.co.nz** to view the Ministry's checklist.

DISCLOSURE STATEMENT:

By law, the contractor must give you a disclosure statement that includes:

- The name of the contractor and/or the legal name of their business entity; whether they are trading as an individual, partnership or Limited Liability Company; the business address and contact details and when it was formed.
- Information about the key contact person (eg the project manager or site foreman) who will be involved in carrying out or supervising the building work, including their relevant qualifications, skills and experience.
- Information about insurance policies the contractor has, or intends to have, in relation to the building work – this must specify the amount of the cover and any relevant exclusions on policy coverage.
- Information about any guarantees or warranties the contractor offers in relation to the building work – this must specify the period of time the guarantee or warranty is offered for and any limits or exclusions on coverage.

Only the party you are contracting with has to provide this information (ie your contractor may have hired other workers to help complete your building work, but they do not need to disclose this information).

If any of the disclosure information seems unusual, query it with the contractor. Anyone who knowingly provides false or misleading information, or who knowingly leaves out information, is liable on conviction to a fine of up to $20,000.

What your written contract should cover

Written contracts are mandatory for certain work. From 1 January 2015, you must have a written contract if your residential building work will cost $30,000 or more (including GST).

All contracts for $30,000 or more must contain key information. Your contract must include the following:

- Names, physical and postal addresses (including the address for the delivery of notices) of both parties, and all relevant contact details (eg phone numbers and email addresses).
- The address or location description of the site where building work will be carried out.
- The date(s) the contract is signed by both parties.
- The expected start and completion date and how possible delays will be dealt with.
- The contract price or the method by which the contract price will be calculated (eg fixed hourly rate with materials invoiced separately by supplier).
- A description of the building work that your contractor will complete including the materials and products to be used (if known).
- Which party will be responsible for obtaining building consents, and any other approvals required, to carry out the building work.
- Who will be carrying out and/or supervising the work.
- How notices and certificates will be given by one party to the other.

ASK FOR A CONTRACT

Even if your building work will cost less than $30,000, we encourage you to ask for a written contract as it can help avoid misunderstandings later on. It is the responsibility of the contractor to provide the written contract.

- The payment process, including dates or stages for payment and how payments will be invoiced, made and receipted.
- How defects in the building work will be remedied, including reference to the existence and application of the implied warranties in section 362I to 362K of the Building Act.
- The dispute resolution process to be followed if there is a disagreement.
- How variations to the building work covered by the contract will be agreed before work continues.
- An acknowledgement that the client has received the checklist and disclosure statement from the contractor.

If you don't have a written contract or if your written contract doesn't include the minimum content specified in the Act, there are new default clauses which will be considered to be part of your contract. A default clause won't override an existing clause in your contract on a similar topic.

GET LEGAL ADVICE

The minimum content only covers the basics. Take time to make sure your contract is suitable for the building work you are undertaking. It is especially important to check the scope of works included in the contract, as this is all your contractor has to carry out. Always get legal advice before you sign a contract.

Go to **www.doyourhomework.co.nz** for details of the new default clauses.

Implied warranties

The law sets out implied warranties that apply for up to 10 years to all residential building work, regardless of whether or not you have a written contract, or what the terms of your contract are. Implied warranties cover almost all aspects of building work, from compliance with the Building Code to good workmanship and timely completion of building work. A breach of these warranties is a breach of your contract.

There are new ways to take action when the warranties have not been met. These are in addition to any legal action taken against your contractor for a breach of contract. If you think your contractor has breached these warranties, your first step should be to begin the dispute resolution process outlined in your written contract.

Implied warranties set out in the Building Act must be met for all residential building work.

For the full list of implied warranties go to **www.doyourhomework.co.nz**.

ONCE BUILDING WORK FINISHES

Information your contractor must give you

From 1 January 2015, your contractor must give you the following information and documents once the building work is completed, regardless of the price of the work:

- A copy of any current insurance policy they hold for the building work completed under the contract. This does not include policies that expire when the work is completed.
- A copy of any guarantees or warranties for materials or services used in the building work, including information about how to make a claim, if the guarantee or warranty is transferable, and if it must be signed and returned to the issuer.
- Information about the processes and materials to be used to maintain the building work; particularly if maintenance is required to meet the requirements of the building code or maintenance that could affect any guarantee or warranty.

Make sure you get some information on how to maintain your home and that you budget for this work – it's an ongoing cost.

Defect repair period of 12 months

From 1 January 2015, there is a new defect repair period of 12 months from the date your building work is complete.

If you tell contractors about any defective work before the 12 months are up, they must put it right within a reasonable timeframe from receiving written notification. It is the contractors' responsibility to prove that any defects are through no fault of their own (or their product) if there is a dispute.

How the process works

You must notify your contractor of any problems in writing. It is up to them to arrange and manage the repairs, including any defects in

...continued overleaf

work done by subcontractors. If you've contracted other tradespeople directly, you'll need to contact them yourself (in writing) about the defective building work.

When does the clock start?

The completion date is when all the physical building work agreed to by you and the contractor has been finished.

The 12-month defect repair period applies to all residential building work, regardless of the price.

Once the defect repair period ends

Implied warranties in the Building Act apply for up to 10 years, so the contractor is still obliged to fix defective work after the defect repair period ends. The only difference is that it becomes your responsibility to prove that there is a defect if the contractor does not agree the work is defective.

ACCEPTABLE LEVELS OF WORKMANSHIP

The Ministry has produced guidance on acceptable levels of workmanship and tolerances to help contractors and homeowners determine what is and what isn't 'defective building work'. This is available online at www.mbie.govt.nz.

WHAT IF THINGS GO WRONG?

You have a number of options if you are in dispute with your contractor. Some of the basic steps are set out in the checklist you should have received at the start of the build process.

Refer to your contract and talk to your contractor
If you have concerns about building work that has been carried out, start by checking the terms agreed in your contract and discussing matters with your contractor. Many complaints and disputes result from misunderstandings, such as:

- Not understanding the terms agreed in the contract.
- Having unrealistic expectations about the level of quality you can expect for the amount of money you have agreed to pay.
- Not understanding the impact of asking for changes after the initial quote or contract was done.
- Not being clear about the work you want them to do.

Follow the dispute resolution process in the contract If you are still unhappy after talking it through with the contractor, the next step is to check the contract to see what (if any) dispute resolution process you should use and begin that process.

NEW CONSUMER PROTECTION MEASURES

More steps to consider

If the issue remains unresolved, then how you progress your concerns will depend on who or what you are concerned about and how much you are prepared to spend to get it resolved.

Complaining about the conduct of a Licensed Building Practitioner (LBP)

If your contractor is an LBP and you believe they were negligent or incompetent, you can complain to the Building Practitioners Board. They can investigate the LBP and discipline them, but they can't award you any compensation or make the practitioner fix defective work.

Complaining to the contractor's trade or professional association

If the contractor is a member of a trade or professional association you can complain to these bodies. They may offer dispute resolution services and/or guarantees which cover work done by their members.

Breaches of implied warranties

From 1 January 2015, there are new ways to take action when the implied warranties under the Building Act have not been met. These cover:

- What happens when the breach can be remedied.
- What happens when the breach is substantial or cannot be remedied.
- What a substantial breach is.

You can read more about the implied warranties at **www.doyourhomework.co.nz**.

Seeking mediation

You can try to come to an agreement with the help of a mediator even if your contract does not provide for it, or if you have no written contract, but both parties have to agree to this.
Mediators are appointed by the: New Zealand Law Society

- LEADR (an Australasian association of dispute resolvers or
- AMINZ (Arbitrators' and Mediators' Institute of New Zealand Inc.)

or through private mediation services.

Approaching the Disputes Tribunal or District Court

You can take a dispute to the Disputes Tribunal if your claim is for up to $15,000 (or $20,000 if both parties agree). If your claim is for more than this or if you need to enforce the Disputes Tribunal's decision, you can go to the District Court.

You should get legal advice if you are considering taking the matter to the District Court.

Your first step should be to talk to your contractor and check the details of your contract for any dispute resolution process. If you believe your contractor has breached the contract or any of the implied warranties in the Building Act, and if they refuse to address the issue, get legal advice as soon as possible.

FIND OUT MORE

For more information about the new consumer protection measures:
www.doyourhomework.co.nz.
Ministry of Business, Innovation and Employment www.mbie.govt.nz
0800 24 22 43

This guide by the Ministry of Business, Innovation and Employment (the Ministry) is intended as a general guide to the consumer protection measures of the Building Act 2004 (the Building Act) and has been written in accordance with section 175 (which relates to guidance published by the Ministry's Chief Executive). While the Ministry has taken every care in preparing this document, it should not be relied upon as establishing all the requirements of the Building Act. Readers should always refer to the Building Act and associated regulations as the source document and be aware that for specific situations or problems it may be necessary to seek independent legal advice.

6.2 Local Councils

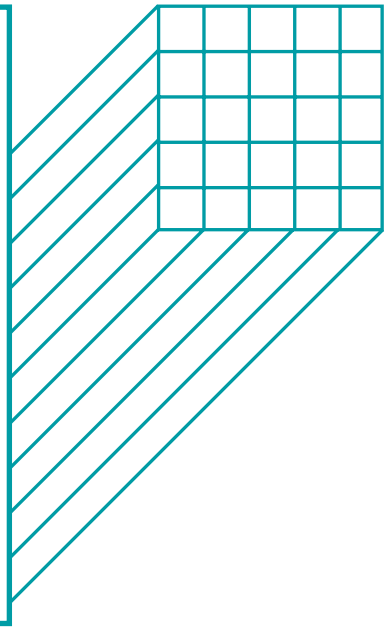
simpli

BUILDING CONSISTENCY THROUGH COLLABORATION

Simpli (previously GoShift) is an initiative involving more than 20 Councils across the country, to align information and processes so that customers have the same experience regardless of which council they are dealing with.

Simpli has created several services for Councils that have been developed and built with both the Council and the applicant in mind. The services range from an online toolbox that hosts a range of standardised forms, a full end to end online portal that seamlessly connects to Council systems and a quality manual that has been developed to create efficiencies and consistency around Councils accreditation process.

The number of Councils involved with Simpli continues to grow and a unified national approach is a key priority for Simpli, along with continuous improvement and making the regulatory environment much simpler and faster to navigate.
Find out more at www.simpli.govt.nz



CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Central Hawke's Bay District Council

32 Ruataniwha Street, Waipawa
PO Box 127, Waipawa
Phone: (06) 857 8060
Fax: (06) 857 7179
Web: www.chbdc.govt.nz
Email: info@chbdc.govt.nz

From the coast to the ranges and everywhere in between!

When it comes to building your new home, renovating your existing home, building a new business or even installing a new fireplace, Central Hawke's Bay District Council is here to make the building consent process as straightforward as possible.

We know that the building consent process can be confusing, which is why we are here to help you from your initial design through to final signoff. We encourage our applicants to come and meet with us early, or give us a phone call, any time spent in preparation will be of benefit to your project as you progress.

Building in our district is growing at a rapid rate and there is demand for good quality new homes and additions to existing houses. Our Building Control Officers will be able to provide advice on your project, process your building consent, undertake inspections and provide a Code Compliance Certificate when the work is all finished. We request the following from you:

- A completed application form
- The deposit fee (further fees will be payable upon

uplift of the consent)
- Two sets of building plans
- Any other reports or relevant information to your project

Our team is integrated with the resource consent team here at CHBDC and we can ensure that full planning checks are undertaken of your project. We also offer a LIM service for any pre-purchase or investigative work you may be doing.

We wish you well with your future build and look forward to being part of your journey.

we want you to thrive!

GISBORNE DISTRICT COUNCIL

Gisborne District Council

When Alvin Toffler wrote his book "Future Shock' in 1970 he probably wasn't thinking of the building industry. That book discussed computers, digital watches, and the pace of life among other things. What he did say though was that we should all expect changes to continue, and speed up.

Change in the building industry continues to move. As we progress closer and closer to 2020 we see building becoming increasingly compartmentalized. Instead of the local carpenter building a house from the ground to the roof we see a proliferation in firms concentrating on their little bit, from steel placing and tying in the foundations to fixing and stopping the interior linings. As a Building Consent Authority we are required to keep up with these trends, which are all focused on putting a building up quicker and more cost effectively. To this end we see increased enquires about tiny houses, container houses, relocatable houses, and there are a couple of large building firms looking at flat pack houses.

What does this mean for you as a consumer? Do your homework. The fact that you're looking at this publication is an important first step. Other things to do. Check that your prime contractor is a Licensed Building Practitioner and holds the correct license class for your build. Check their references and ask who their subcontractors are and how long have they been using that firm. When you get your concept plans check carefully that they reflect what you want to build, and when the consent is issued check again that the plans are what your final agreement with the designer or franchise home company settled on.

Once the process starts keep an eye on what is happening. The council will check at crucial times but we're not a clerk of works, and except for structural and weather tightness issues we're not the arbiter of high standard finishing. Making sure your mitre joints around your windows and doors are tight and well finished is your builders job but it is up to you to accept it or not.

Keep an eye on your building progress. Treated framing can only be exposed for three months, wooden flooring also has an exposure time. If you're concerned ring the council. We go to jobs when requested for our scheduled inspections and we're busy. So we may not know if your building is stalled.

A lot of guidance for those and other building issues are in this guide, Council also has brochures specific to issues like septic tank and effluent disposal, and ground bearing capacity testing. Just ask, and we'll help. If it's a planning issue we will get the duty planner out to talk to you. Sound scary and complicated, well it can be, but doesn't need to be.

The easiest way through this seeming maze of complications is asking us first. This Council is here to help, we would rather spend time before a project commences talking to you about what you need and where to get it, than cause you (and us) stress by trying to remedy something that has been built incorrectly or in the wrong place. So the message from the Gisborne District Council is simply "Ask first", and it may save everyone a lot of angst.

GISBORNE DISTRICT COUNCIL
15 Fitzherbert Street
PO Box 747, Gisborne
Phone: (06) 8672 049
Fax: (06) 8678 076
Web: www.gdc.govt.nz
Email: s ervices@gdc.govt.nz

Horowhenua DISTRICT COUNCIL

Horowhenua District Council

The Horowhenua District follows the Tararua Ranges from just north of Otaki to just south of Palmerston North, and across to the coast at Foxton Beach. The total population

for the Horowhenua District is approximately 30,000. Manufacturing, farming, horticulture and forestry are the predominant business and employment characteristics of the area. Other strong sectors are printing, transport and the horse racing industry as well as the professional services providing support to these businesses.

Building activity in our District is remarkably growing, showing a steady increase in new homes. There is a strong demand for quality townhouses and good retail developments. The Horowhenua District Council Building Control Consent Authority is based in Levin, but forms and information is available via our website or our Service Centre in Foxton and Shannon. As the area served is not large geographically, all building consent applications and customer enquiries are dealt with from the Levin office.

Building officers will provide expert advice on the correct procedure to obtain a building consent. They can also identify at an early stage whether additional consents, such as a resource (planning) consent, will be necessary. So, it may be worthwhile to discuss your particular project with the Building Control Officer even if you think your job is only small.

Our fees are based on normal cost recovery principles, which can, of course, vary from one project to another, depending on the degree of complexity or involvement necessary. We are pleased to quote at the time of consent application. Plans and specifications submitted for building consent must have sufficient detail to show exactly how the building work is to be carried out, and show how the requirements of the Building Code will be met.

Once approved, a building consent is issued and the work may commence. During building we carry out inspection of the work at several important stages. These inspections are to ensure that the work conforms to the Approved Building Consent and NZ Building Code. It is not a guarantee of compliance with contract documents or workmanship. At the completion of work the Council issues a Code Compliance Certificate indicating that the work covered by the building consent has been carried out in compliance with the NZ Building Code. This document will prove important if you come to sell the property in the future, as the purchaser may be assured that the approved building work was completed in a proper manner.

Good luck with your project.

HOROWHENUA DISTRICT COUNCIL
126 Oxford Street,
Private Bag 4002, Levin 5540.

Phone:	06 366 0999
Inspection Line:	06 366 0927
Fax:	06 366 0983
Email:	enquiries@horowhenua.govt.nz
Website:	www.Horowhenua.govt.nz

Hutt City Council

The Environmental Consents team at Hutt City Council is making it easy to do business with them.

From resource consents to building consents, all applications are available online and can be received electronically.

Other services that set them apart:

- Fast track LIM reports in five days
- Fast track building consents for garages at no additional cost
- Ability to search building records from home at no cost
- Free advice on how to keep new and existing homes healthy and warm.

View short animated videos designed to help you understand Council's consenting processes at huttcity.govt.nz/video-library

Get in touch with the team today, 04 570 6666, contact@huttcity.govt.nz and huttcity.govt.nz

Kāpiti Coast District Council

The Kāpiti Coast District Council covers an area stretching from just south of Paekākāriki to about 10km north of Ōtaki. It includes the four townships of Ōtaki, Waikanae, Paraparaumu, and Paekākāriki including large tracts of rural land in between.

The coast attracts people with its open spaces and clean living. When the train line between Wellington and the Kāpiti Coast became electric and more frequent services were added to its schedule, the connection from the city to the coast became stronger and easier to bridge. Kāpiti's growth mirrors an Australian trend that sees an expansion of coastal lifestyle areas thriving on the fringe of major urban cities. These areas are proving attractive to retirees and families seeking a lifestyle change.

WHAT WE DO
The building team's main role is to administer the Building Act 2004, and ensure buildings are made to the

requirements set down in the building code. With years of practical experience and legislative knowledge, our team provides you with the information you need to start your building project.

APPLICATIONS FOR BUILDING CONSENT

The Building Act requires detailed documentation demonstrating compliance with the Building Code. A Guide to Obtaining a Building Consent on the Kāpiti Coast, www.kapiticoast.govt.nz, provides more information. MBIE's website www.mbie.govt.nz is also helpful.

Kāpiti Coast land naturally has layers of sand and peat with large tracts at risk of inundation. Building foundations often require specific engineering design (geotechnic and structural). The inundation and coastal erosion risks of beachfront land require special consideration when applying for a building consent, with the possibility of a certificate flagging the hazard being placed on the title.

Building work needs to comply with the requirements of our Operative and Proposed District Plans. This includes provisions for water management and hydraulic neutrality. Tanks, drains, and soakpits required for water and stormwater management are building work, and need to be included in your building consent application.

INSPECTIONS

Kāpiti Coast District Council has a team of highly skilled officers who carry out inspections during the construction of your building project. Inspections are required and project-specific. You will receive advice on the number, type, and at what stage of construction you need to organize those inspections.

Inspections are needed to avoid possible problems and delays in obtaining certification (Code Compliance Certificate) at the project's completion.

To book an inspection, ring our call centre on 04 2964 700, 8am - 5pm, Monday to Friday.

If your project has restricted building work, details of the licensed building practitioners must be provided before the work is started. This information is verified when an inspection is booked.

GENERAL INFORMATION

Building a new structure, altering, or adding to your home can be a stressful experience if the wrong choices are made. Talk to us early in the process to let us help you minimise that stress.

KĀPITI COAST DISTRICT COUNCIL

175 Rimu Road, Private Bag 60-601, Paraparaumu
Phone: 04 2964 700
Fax: 04 2964 830
Email: kapiti@kapiticoast.govt.nz
Website: www.kapiticoast.govt.nz

Masterton & Carterton District Councils

THE BUILDING ACT – WHAT DO I NEED TO KNOW?

Whether building or renovating, your first port of call should be your local district council, where building control officers will be able to advise you on whether or not you need approval for your planned work.

The scale of your project will dictate to what degree you will need to get your head around the Building Act 2004, which is designed to ensure safety and sustainable development.

The Building Act 2004 regulates building work and sets licensing and performance standards. The building control section of your local council manages the standard of building construction under the provisions of the act. Since March 2012, building works to the weather tightness (cladding, etc.) or structural parts of a residential dwelling are restricted building works and required to be designed and constructed by a licensed building practitioner.

This involves the processing of consent applications and inspection of buildings during stages of construction to check compliance. Council staff cannot show you how to design your project, but the consent process is their specialty and they will be happy to help at any stage.

You can also visit your local council's website (www.cdc.govt.nz/building act, mstn.govt.nz/services/building/index.php or swdc.govt.nz/building-consents) to see what your specific building project requires in terms of consents. Check sheets are available online as part of the application form. Costs for building consents vary, depending on the size and complexity of your project and fee schedules are also available online.

Further information is available by asking at your council office or on the Ministry of Business, Innovation and Employment, Building and Housing Group website www.building.govt.nz/occupational-licensing.

WHY DO I NEED A BUILDING CONSENT AND HOW DO I GET ONE?

A building consent gives you the go-ahead to begin your new home or major renovation project – you can't do much legally without a building consent. Don't even think about digging holes or pouring concrete until you get one!

Not all building work requires a building consent and the Ministry of Business, Innovation and Employment, Building and Housing Group provide a useful guidance document

providing examples of building work that is exempt from building consent, available at https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/building-consent-exemptions-for-low-risk-work/schedule-1-guidance/

WHAT PAPERWORK DO I NEED?

Get your documentation ready before submitting your consent application. Although your proposed building work may be exempt from the requirement of building consent approval, be aware that the construction must still comply with the building code and there may be restrictions in the Wairarapa Combined District Plan.

If you are unsure ask at your council office. Application may be made electronically so check with your council. Remember to supply the council with either a single electronic copy or two copies of your:

- site plan
- floor plan
- building elevations
- site access
- drainage plan
- specifications.

All of the documentation required to be submitted with your building consent application is listed on the checklist specific to your proposal and included with the application form available from your council's office or website.

Make sure you go through the checklist thoroughly and supply all the information requested, which will ensure a speedier outcome. This is key to a smooth building consent process.

WHAT IS A PIM?

Prior to applying for a building consent and at the design stage of your project you can apply for a Project Information Memorandum (PIM), which is a document containing information relevant to your building work; things like land features and risks associated to the location of your property. Knowing the features before commencing design work may save time and money in the long term.

A PIM takes 20 days to process, as does a building consent application. You can get a building consent without a PIM, but you can also apply for a PIM prior to application for building consent to obtain useful information about the project for design purposes.

GO OUT ON A LIM?

A visit to your local council should be an essential part of your dream home planning, whether you are looking at buying an existing home, building or renovating, relocating a dwelling, buying land or subdividing.

The best way for people to investigate a property they are thinking of investing in, is through a LIM (Land Information Memoranda) report. A LIM report is a summary of information that the council holds on a property. It may include things such as special land features (erosion, flooding and fault-lines), special conditions including NZ Historic Places listings, information concerning building, plumbing and drainage, and resource consents. A copy of the certificate of title will also be included, which may identify any easements, rights of way and covenants.

Many people pass on a LIM, feeling the possible 10-day wait on the report causes too much of a delay given the urgency of property transactions. However, it is worth noting that sale and purchase agreements can be made conditional on the LIM, and urgent requests can be processed within five working days on request.

It is suggested that after people receive their LIM, they should visit the site and compare the information on the LIM with what's actually on site. A garage may have been converted to a sleep-out with fixtures without gaining building consent, or the carport may not be a legal building. Such issues can have huge implications for insurance cover, so they are worth checking out!

Your local council is there to assist home owners in making the best possible decisions when considering buying and building.

THE WAIRARAPA COMBINED DISTRICT PLAN – WHAT DO I NEED TO KNOW?

If you're planning a development, subdivision or building, it is recommended that you talk to the planning team at your local council first. Pre-application discussions are useful as any potential issues can be picked up early on in the design stage – which can save you time and money further down the track. There are many things to keep in mind when building such as setbacks from your boundary, building heights, and daylight recession planes. Pre-application meetings are free of charge and land owners are encouraged to take advantage of this service.

If a resource consent is required, your local council can help you through the process and advise you on what information they may need, such as neighbour approvals.

Resource consents take a maximum of 20 working days once lodged, provided all the required information is supplied.

More information is available from:

CARTERTON DISTRICT COUNCIL:
www.cdc.govt.nz or 06 379 4030

MASTERTON DISTRICT COUNCIL:
www.mstn.govt.nz or 06 370 6300

Napier City Council

The staff of the City Strategy team consider themselves as part of your building team.

WHAT WE DO

Our main function is to administer the Building Act and the Resource Management Act, and ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code. With the knowledge of the legislation and years of practical experience, the staff here are an excellent source of information to start any building project. While we cannot do design work for you, we can advise on how to go about organising building and resource consent applications. Doing research early can save time and money later, by identifying the need for specific design or other technical reports.

APPLICATIONS

Applicants that provide clear, accurate drawings and documentation are the ones that will be smiling at the end of the job. Not only does this allow for faster, efficient processing of applications, it helps trades people provide quotations for the supply of materials and labour that you actually want, cutting out a lot of the disputes that can arise.

All building consent applications for Napier are now lodged online using the AlphaOne end to end electronic building consent system. To apply for a building consent please go to the *Submit It* section of the home page on our website.

INSPECTIONS

Council cannot offer a complete 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 and the notice required before inspection. Each inspection should be notified and any remedial work advised by the inspector carried out before proceeding to the next stage.

GETTING IT RIGHT

Missed inspections or work covered up prematurely could mean Council will not be able to issue a code compliance certificate for the completed work. This can be a costly oversight when it comes to selling. Avoid the hassles and talk to the team. There are staff on hand from 8am till 5pm, Monday-Friday.

THE BOOK

The information contained in this publication will provide an insight into the regulations and processes involved in building projects, as well as referencing suppliers and professional services. Remember, "If in doubt - ask!"

We wish you well with your future projects and look forward to being part of your building team.

NAPIER CITY COUNCIL
215 Hastings Street, Napier
Private Bag 6010, Napier 4142
Phone: (06) 834 4175 (Building)
Phone: (06) 834 4179 (Plumbing and Drainage)
Phone: (06) 835 1545 (Inspections)
Web: www.napier.govt.nz

Palmerston North City Council and Manawatu District Council

Palmerston North City Council and Manawatu District Council Palmerston North City Council was the first Council in New Zealand accredited as a Building Consent Authority under the new building regime set up by the Government under the 2004 Building Act. Manawatu District Council's accreditation incorporates a contract agreement with the Palmerston North City Council to carry out the Building Consent Authority functions. The two Councils work together in a shared services arrangement to deliver under the title of Building Services.

WHAT WE DO

The main function of Building Services is to administer the Building Act 2004 and ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code thereby achieving safe and well-constructed buildings for the public of Palmerston North and Manawatu. With our knowledge of the legislation and practical experience, the staff are an excellent source of information to help start any building project. While we cannot do design work for you, we can advise on how to go about organising building and resource consent applications. Doing research early can save time and money later, by identifying the need for specific information.

APPLICATIONS

Applicants that provide clear, accurate drawings and documentation are the ones that will be smiling at the end of the job. Not only does this allow for faster, efficient processing of applications and reducing processing costs, it helps trades people provide quotations for the supply of materials and labour that you actually want, reducing a lot of the disputes that can arise. Building Services utilise the

Simpli suite of application forms, more information at their website: www.simpli.govt.nz
Building consents can be submitted online through our respective council websites.

INSPECTIONS
When a building consent is issued it will contain a list of building inspections that are required to be undertaken. A building inspection can be booked during normal working hours simply by contacting us and arranging a time for the inspection. You will need the building consent number and the contact details of the person that will be on site at the time of the inspection. There is occasionally a small delay before you can get your inspection so plan to give as much notice as possible.

GETTING IT RIGHT
Failure to comply with any of the conditions of consent, or failure to have any of the mandatory building inspections carried out, could result in costly mistakes, or worse (fines or prosecution). You may also jeopardise the Code Compliance Certificate when the building work is finished. Avoid the hassles and talk to the team. There are staff on hand from 8am till 5pm, Monday-Friday. Always ensure you use a Licensed Building Practitioner (LBP) for restricted building works

FURTHER INFORMATION AND ENQUIRIES
Specific information or enquiries about building consents can be made by contacting either Palmerston North City Council or Manawatu District Council Customer Service Centres (contact details below). A range of information is also available from the Ministry of Business, Innovation and Employment – Building Performance at their website: www.building.govt.nz

	PALMERSTON NORTH CITY COUNCIL	MANAWATU DISTRICT COUNCIL
	Civic Administration Building Private Bag 11034, The Square, Palmerston North	Private Bag 10-001 Feilding 4743
Phone:	(06) 356 8199	(06) 323 0000
Fax:	(06) 351 4471	(06) 323 0822
Web:	www.pncc.govt.nz	www.mdc.govt.nz

PORIRUA CITY COUNCIL

Porirua City Council

Only 20 minutes by car or train from downtown Wellington, Porirua City's housing market offers excellent value for money, whether buying a house for the first time, looking for a spacious, family-friendly home, or comfortable executive living. Life in Porirua is described by its residents as 'easy going' and 'laid back'. The city has 54km of varied coastline, two harbours, and is 81% rural, so most homes enjoy views of the sea or countryside, with many stunning sunsets. Access to the city's many beaches, parks and reserves is close by and shopping in the CBD couldn't be easier, with no congestion and free parking.

Porirua comprises a series of 'villages', each with its own landscape and character. These thriving communities quickly give newcomers a sense of belonging through friendly neighbours, active school communities, and a great choice of sports and cultural clubs and other local activities. In Porirua, locals value their close proximity to the bright lights of Wellington City and all it has to offer while being able to live in relaxed and attractive surroundings that make home life feel like they're on holiday.

Residential and commercial developments include new sub-divisions such as Aotea and Silverwood, and brownfields development in Elsdon and Kenepuru.
The revitalisation plan for Porirua's City Centre looks set to create a vibrant city centre environment that will further stimulate economic and social growth and attract visitors and local residents.

WHEN YOU ARE READY TO BUILD
You can contact the Council and book a pre-lodgement meeting to obtain advice on the Council's expectations and the various legislative requirements that may stretch across more than one service area affecting your project. Most building work now requires the services of Licensed Building Practitioners (LBP). You will therefore probably need to engage the services of LBPs to design and build your project. Getting the right advice and having your documentation/plans professionally prepared will save you time and money in the long term. Applications for building consents that include, clear, accurate information enable us to accept them and process them quickly.

When you have completed your application for building consent you can post it or drop it into the Council's customer service centre in Cobham Court. Your application will then be vetted by a building compliance officer who will either accept it as 'completed', ready for processing, or send a letter requesting further information. Alternatively, you can make an appointment to meet with a building compliance officer to review your application to ensure that it is complete. If information is missing, you will need to provide this before it can be accepted for processing.

When your Building Consent has been issued, and you have obtained any other legislative consent required, you can commence work on site. During construction the Council's Building Compliance Officers will carry out

inspection of the work in progress at pre-determined stages of the construction process. These inspections are essential in order to ensure that the building work complies with the Building Code and the approved building consent documents. These inspections will cover various elements of the construction and will be identified on the Building Consent documentation. It is the owner's responsibility to ensure that the Council's Building Compliance Centre is kept informed when the specific elements of construction are ready for inspection and before covering up any work.

Remember to book your inspections in advance to avoid any delays. Your Building Compliance Officer will only have the opportunity to see a 'snapshot' of work in progress at specific stages and therefore it is important to understand that the scope of inspection carried out by your Council Building Compliance Officer does not extend to the role of Clerk of Works or Project Manager. If you require full supervision of your project, beyond that delivered by the Council then you are advised to employ the services of an independent, suitably qualified and competent Building Surveyor.

Often during the construction process changes may occur to either the design or to the products specified in the consented documents, before making these changes it is essential that you supply to council amended drawings for approval.

When the work is completed, with all documentation in place, and the Council is satisfied that it complies with the consented document and the Building Code, a Code Compliance Certificate (CCC) will be issued. It is important to note that an application for a CCC should be submitted promptly on completion of the work; failure to do so may prevent issue of the CCC andmay result in delays, disruption and further costs should you wish to sell your property.

For further information and/or advice you can contact the Building Compliance Centre Duty Officer on:

- General enquiries: Tel: 04 237 5089 (Mon-Fri 8am to 5pm)
- Fax: 04 237 1439

You can also visit our website: www.pcc.govt.nz

To book an inspection call:

- Inspection Hotline: Tel 04 237 3844 (Mon-Fri 8am to 5pm)

PORIRUA CITY COUNCIL
Cobham Court, PO Box 50-218, Porirua City 5022

TARARUA DISTRICT COUNCIL

Tararua District Council

The staff of the Regulatory Services Department consider themselves to be part of your building team.

WHAT WE DO

The main function of the department is to administer the Building Act 2004, and the Resource Management Act, and ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code. With the knowledge of the legislation and years of practical experience, the staff here are an excellent source of information to start any building project. While we cannot do design work for you, we can advise on how to go about organising building and resource applications. Doing research early can save time and money later, by identifying the need for specific design or other technical reports.

APPLICATIONS

By providing clear, accurate drawings and documentation consent applicants not only benefit from faster and more efficient processing of their application, these documents will help all trades people to provide accurate quotations for the supply of materials and labour for your project.

INSPECTIONS

Council cannot offer a complete 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 and the notice required before inspection, usually 24 hours. Each inspection should be notified and any remedial work advised by the inspector carried out before proceeding to the next stage.

GETTING IT RIGHT

Missed inspections or work covered up prematurely could mean Council will not be able to issue a Code Compliance Certificate for the completed work. This can be a costly oversight when it comes to selling. Avoid the hassles and talk to the team. There are staff on hand from 8am till 5pm, Monday-Friday.

THE BOOK

The information contained in this publication will provide an insight into the regulations and processes involved in building projects, as well as referencing suppliers and professional services. Remember, "If in doubt - ask!" We wish you well with your future projects and look forward to being part of your building team.

TARARUA DISTRICT COUNCIL
26 Gordon Street, PO Box 115
Dannevirke 4942

Phone: 06 374 4080
Fax: 06 374 4137
Email: info@tararuadc.govt.nz
Website: www.tararuadc.govt.nz

Upper Hutt City Council

The staff of the Building Department consider themselves as part of your building team.

WHAT WE DO

The main function of the department is to administer the Building Act 2004, and to ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code.
With the knowledge of the legislation and years of practical experience, the staff here are an excellent source of information to start any building project. Whilst we cannot do design work for you, we can advise on how to go about organising building and resource applications. Doing research early can save time and money later, by identifying the need for specific design or other technical reports.

APPLICATIONS

Applicants that provide clear, accurate drawings and documentation are the ones that will be smiling at the end of the job. Not only does this allow for faster, efficient processing of applications, it helps trades people provide quotations for the supply of materials and labour that you actually want, cutting out a lot of the disputes that can arise.

INSPECTIONS

Council cannot offer a complete 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 and the notice required before inspection - usually 24 hours. Each inspection should be notified and any remedial work advised by the inspector carried out before proceeding to the next stage.

GETTING IT RIGHT

Missed inspections or work covered up prematurely could mean Council will not be able to issue a Code Compliance Certificate for the completed work. This can be a costly oversight when it comes to selling. Avoid the hassles and talk to the team. There are staff on hand from 8am till 5pm, Monday to Friday.

THE BOOK

The information contained in this publication will provide an insight into the regulations and processes involved in building projects, as well as referencing suppliers and professional services. Remember, "If in doubt - ask!"
We wish you well with your future projects and look forward to being part of your building team.

UPPER HUTT CITY COUNCIL
838 – 842 Fergusson Drive, Upper Hutt,
Private Bag 907, Upper Hutt 5140

Phone: (04) 527 2169
Fax: (04) 528 2652
Email: askus@uhcc.govt.nz
Website: www.upperhuttcity.com

Wairoa District Council

The building team at the Wairoa District Council play a vital role in any building project that takes place in our community. Our job is to make sure the Building Act 2004 is adhered to so that high standards of quality are maintained, which ultimately benefits both the builder and building owner. We are a small but efficient team, which means close integration with other council services, such as planning and water/wastewater services.

In order to make sure the process runs smoothly, the building team requires comprehensive plans and specifications for your intended building work. All documentation must be specific to the project and show compliance with the Building Code and District Plan requirements. We are here to help, so it pays to check out all requirements before lodging any consent applications. Significant delays are inevitable if quality is lacking or if there are gaps in the information provided.

When consent is issued, there will be a list of inspections that will be carried out. These inspections can be booked through Council offices. Remedial work will be advised and must be carried out before the next stage can progress. These inspections ensure that the project is built in accordance with the approved plans. It is vital no inspections are missed as this can affect Council's ability to issue a Code Compliance Certificate.

Changes to the original building consent documentation will require an amended plan application be applied for and approved by Council.

Once work is completed you need to apply for a Code of Compliance Certificate (CCC). This application must be made within two years of the original consent being granted. Council issues a CCC when satisfied on reasonable grounds that the building work complies with the building consent.

Council has guidance and consumer information to assist you with your project. Staff are available from Monday to Friday, 9am to 5pm, so call in or phone if you have any queries.

Also, visit the WDC website – www.wairoadc.govt.nz – for plenty of useful information.

WAIROA DISTRICT COUNCIL
Queen Street, Wairoa
Ph: (06) 838 7309
Fax: (06) 838 8874
Email: info@wairoadc.govt.nz
Web: www.wairoadc.govt.nz

Absolutely Positively Wellington City Council
Me Heke Ki Pōneke

Wellington City Council

We're committed to providing quality advice and efficient service. Building or altering a home can be stressful and complex and we're here to help you through the resource and building consent process.

RESOURCE CONSENT
You may need a resource consent when building – for example, if you are:

- building a new home
- planning a new multi-level apartment building
- subdividing a property
- adding an addition to your property.

A resource consent is where we assess your proposal against the Wellington District Plan rules and how it may affect your neighbours or the community.

Book a pre-application meeting with us and we'll help you through the resource consent process and discuss any potential issues before you finalise your proposal. To learn how resource consents work, visit wellington.govt.nz/resourceconsents

If you have any questions about the planning process, please email planning@wcc.govt.nz or call (04) 801 3590.

BUILDING CONSENT
When building or altering your home, you may need a building consent. For more information on building work that does not require a building consent, visit www.building.govt.nz

To find out how to apply for a building consent and the process, visit https://wellington.govt.nz/services/consents-and-licences/building-consents/apply

To book a time to discuss your building project, or to ask a question phone (04) 801 4311 or email bcc@wcc.govt.nz

You can lodge your building consent application online at https://simpli.govt.nz/apply-online

Once you have your consent you can book inspections by calling (04) 801 3813.

Upon completion of the building work under your consent you will need to apply for a Code Compliance Certificate and book a final inspection. This can also be arranged by calling (04) 801 3813.

We're here to help you build safe, healthy, and sustainable homes for now and the future.

WELLINGTON CITY COUNCIL
113 The Terrace
PO Box 2199
Wellington 6140
Email info@wcc.govt.nz
Phone 04 499 4444
Web wellington.govt.nz

NOTES

MEETING NOTES

ITEM	NOTES	ACTION BY

6.3 Builder Listings

Finding a good builder is critical to the success of your project.

On the following pages are Licensed, Certified and Master Builders operating in your region.

We encourage you to make contact with them, and make sure you ask to see examples of their work and testimonials from satisfied customers. Picking the right builder is essential and often personality fit is more important than the cheapest price (which is almost never the right answer).

New Zealand Certified Builders

New Zealand Certified Builders Association NZCB

CENTRAL HAWKE'S BAY

Tony (Bones) Lepelaars Builders Ltd - Tony Lepelaars
M: 027 492 9861 P: 06 858 8116
E: tony.lynda@xtra.co.nz
W: www.tonylepelaarsbuilders.co.nz

GREATER WELLINGTON

GG Builders - Geordie Grieve
M: 027 493 6689 E: geordie@ggbuilders.co.nz
W: www.ggbuilders.co.nz

Quadrille Construction Ltd - Craig Balmforth
M: 027 434 2037 P: 04 527 8883
E: office@quadrille.co.nz
W: www.quadrilleconstruction.co.nz

HAWKE'S BAY

Drinkrow Building Ltd - Jesse Drinkrow
M: 021 215 7146 E: drinkrowbuilding@gmail.com
W: www.drinkrowbuilding.co.nz

Rex Butler Building Services Ltd - Rex Butler
M: 027 449 3311 P: 06 835 9488
E: rexbuilding@xtra.co.nz
W: www.facebook.com/RexButlerBuilding/

Robinson Built Ltd - Sam Robinson
M: 027 479 8771 P: 06 876 6998
E: robinsonbuilt.co.nz
W: www.robinsonbuilt.co.nz

Schaw Building Ltd - Marcus Schaw
M: 021 622 535 P: 06 858 9345
E: schawbuilding@yahoo.co.nz
W: www.schawbuilding.co.nz

PORIRUA

Soul Trade Builders Limited - Caleb Ngatai
M: 027 385 3578 E: caleb@soultradebuilders.co.nz
W: www.soultradebuilders.co.nz

WELLINGTON

EBuild
M: 021 279 6628 P: 04 380 7414
E: info@ebuild.co.nz W: www.ebuild.co.nz

MC Builders Ltd - Mike Campbell
M: 021 922 252 E: mcbuildersltd@xtra.co.nz

P & L Ralph Building - Peter Ralph
M: 027 541 1128 P: 06 364 3364
E: lyanneralph23@gmail.com

RSL Building Services Limited - Ray Lister
M: 027 433 7769 E: rslbuildingservicesltd@gmail.com

Villa Builders Ltd - Graeme Savage
M: 027 442 4754 E: info@villabuilders.nz

WELLINGTON & HUTT VALLEY

A-Plus Builders Ltd - Nathan McGregor
M: 027 223 5320 E: aplusbuilders@xtra.co.nz

WELLINGTON & KAPITI COAST

Marcus Gibson Builders - Marcus Gibson
M: 027 362 6364 E: marcus.gibson@hotmail.co.nz

WELLINGTON SOUTH

Island Bay Builders Ltd - Jason Greco
M: 021 399 224 E: islandbaybuildersltd@gmail.com
W: www.islandbaybuilders.co.nz

This list may not include all Certified Builders in the region – if you want to find more go to **www.certified.co.nz**

The LBP members listed here are correct at time of printing – for a continually updated list, visit **www.business.govt.nz/lbpz**

Architectural Designers New Zealand

ADNZ

HAWKE'S BAY

SS Homes - Jason Sullivan
P: 06 875 1127 E: jason@sshomes.co.nz
W: www.sshomes.co.nz

WELLINGTON

AD Architecture Ltd - Jon Ambler
M: 021 493 400 P: 04 298 5662
E: info@adarchitecture.co.nz W: www.adarchitecture.co.nz

WELLINGTON / KAPITI COAST / MANAWATU

Alan Craig Design Ltd - Alan Craig
M: 027 684 4217 P: 06 367 8428
E: alan@alancraigdesign.co.nz

This list may not include all ADNZ members in the region – if you want to find more go to **www.adnz.org.nz**

Registered Master Builders - when quality counts

BUILDING EXCELLENCE FOR OVER 100 YEARS

Member

GISBORNE
RJ & RA Building Ltd - Rodney Dear
M: 027 457 2680 P: 06 868 4882
E: rjandradear@hotmail.com

KAPITI COAST
Mulholland Construction Ltd - Paul Mulholland
M: 027 479 2842 P: 0800MGROUP
E: paul@mulhollandconstruction.co.nz W: www.mgroup.nz

S & J Mackay Builders Ltd - Steve Mackay
M: 027 448 6760 P: 04 298 7878
E: s.jmackay@xtra.co.nz W: www.sandjmackaybuilders.co.nz

KAPITI COAST / HOROWHENUA
NZ Proud - Johnnie Saunders
M: 027 413 6456 P: 04 298 8714 E: johnnie@nzproud.nz

PORIRUA
Newlife Homes Ltd - Blair McAlpine
M: 027 244 1407 E: newlifehomesltd@yahoo.co.nz

UPPER HUTT
Evolution Construction Ltd - Owen Frost
M: 021 331 493 E: evolutionconstruction.owen@gmail.com

WAIRARAPA
Lance Riddell Builders Limited - Lance Riddell
M: 027 404 5808 E: lanceriddellbuilders@gmail.com

R T Crooks - Rodney Crooks
M: 027 457 6891 P: 06 379 7040 E: glenandrod@xtra.co.nz

Rigg Zschokke Ltd - Chris Hurrell
M: 027 449 5364 P: 06 377 4025
E: admin@rigg-zschokke.co.nz W: www.rigg-zschokke.co.nz

WELLINGTON
Reddibuild Ltd - Chris Reddington
M: 021 122 7575 E: chris@reddibuild.nz W: www.reddibuild.nz

Seccor Construction Group Ltd - Frans Steenkamp
M: 027 504 9796 P: 04 238 9200
E: info@seccor.co.nz W: www.seccor.co.nz

SLC Builders - Nicky Carroll
M: 027 462 9022 E: nicky@slcbuilders.co.nz
W: www.slcbuilders.co.nz

TL Construction Limited - Tony Liu
M: 021 490 361 E: tlconstruction2013@gmail.com

Warwick Swain Builders - Warwick Swain
M: 027 451 3951 P: 04 565 0331 E: swainhall@xtra.co.nz

WELLINGTON & KAPITI COAST
The Meek Group Ltd - Grant Meek
M: 021 542 689 P: 04 237 5558
E: meekgroupconstruction@gmail.com
W: www.themeekgroup.co.nz

WELLINGTON & WAIRARAPA
Johnson Bros Featherston 2002 Ltd - Wayne Johnson
M: 027 458 1729 P: 06 308 9049
E: admin@johnsonbrothers.co.nz
W: www.johnsonbrothers.co.nz

This list may not include all Registered Master Builders in the region – if you want to find more go to **www.masterbuilder.org.nz**
The LBP members listed here are correct at time of printing – for a continually updated list, visit **www.business.govt.nz/lbp**

NOTES

Approved Applicators

GISBORNE

Alley Specialised Coatings Ltd - Tony Alley
P: 06 867 4380 M: 0274 990 497
E: tony@alley.co.nz

Glenhaven Holdings Ltd - Wayne Norris
P: 06 862 5690 M: 0274 503 626
E: lynneandwayne@xtra.co.nz

HM Plastering Ltd - Hamish McKinlay
M: 027 857 5048 E: hmplasteringlimited@gmail.com

HAWKE'S BAY

Bruce Neverman Solid Plasterers Ltd - Bruce Neverman
P: 06 844 6168 M: 027 452 6822
E: bbneverman@xtra.co.nz

JR Exterior Plastering Ltd - Jason Reilly
P: 06 8444 297 M: 021 776 016
E: jrep@xtra.co.nz

Supreme Plastering HB Ltd - Ellery Tareha
M: 027 826 4621 E: supremeplasteringhb@gmail.com

Wynands Masonry Ltd - Gerry Wynands
P: 06 843 5773 M: 021 450 732
E: wynandsmasonry@gmail.com

MANAWATU

Allan Tong Ltd - Ron Bakker
P: 06 345 2743 M: 021 449173
E: ron.atl@xtra.co.nz

Complete Plaster Coatings Ltd - Samuel Roach
M: 027 362 9855 E: samuelroach48@hotmail.com

PALMERSTON NORTH

Central Plastering Limited - Steve Harley
P: 06 355 1506 M: 027 222 0202
E: steve@centralplastering.co.nz

Completely Plastered Ltd - Jeremy Braddock
M: 0275 211 261 E: plastered1@live.com

EPS P.N. Ltd - Tony Middlemiss
P: 06 355 4051 M: 027 250 1870
E: tonyplaster75@gmail.com

Manawatu Plasterers - Reginald Mikaere Halls
P: 06 368 1357 E: sales@homesteadgroup.co.nz

WAIRARAPA

Martin Beveridge Ltd - Martin Beveridge
P: 06 374 690 M: 0274 433 117
E: m.beveridge@xtra.co.nz

Plasta Solutions - Stephen Hutchinson
M: 027 575 0153 E: hutch@plaster-solutions.co.nz

Shaun Wilkin Plastering Contractor Ltd - Shaun Wilkin
P: 06 370 1552 M: 0274 701 800
E: fatboi@xtra.co.nz

Tony Hearn Decorators - Tony Hearn
M: 0274 936 134 E: tony@hearndecorators.co.nz

Trevor Nelson Plastering
P: 06 374 6952 E: tjnelsonplastering@xtra.co.nz

WELLINGTON

Boland Plastering Ltd - Sean (John) Boland
P: 04 232 2704 M: 027 600 0923
E: bolandplasteringltd@gmail.com

Builders Plastics Contracting Ltd - James William Milne
04 4767275 M: 0274 412 220
jmilne@buildersplastics.co.nz

Coastline Plastering Ltd - Mike Collett
M: 021 225 5642 E: info@coastlineplastering.co.nz

Construction Coating Systems - Yanis Splite
M: 0274 519 028 E: coatingsystems@xtra.co.nz

Dring Plastering Ltd - Jeremy Dring
M: 027 514 4420 E: jeremydring@gmail.com

Frame Contracting - Wellington - Mark McCormack
P: 03 374 1138 M: 027 351 8881
E: mccormick@framecontracting.co.nz

M & G Plasterers 2014 Ltd - Matthew Williams
P: 04 527 7097 M: 021 066 5478
E: mg.plasterers@xtra.co.nz

Mesh Coatings Ltd - Alastair Mooney
P: 04 479 5470 M: 021 638 460
E: alastair@meshcoatings.co.nz

P & J Plastering Contractors Ltd - Joe Tousoon
P: 04 293 1466 M: 021 548 536
E: pandjplastering@inspire.net.nz

P M Wood Plasterers - Paul Wood
P: 04 563 5162 M: 027 243 8208
E: pmwood@clear.net.nz

Plaster Coat Ltd - Jim Henderson
P: 04 939 1155 E: jim@plastercoat.co.nz

Scene to be Seen - Brian McDonnell
P: 04 902 2388 M: 021 077 5489
E: scene2bseen@yahoo.co.nz

Totara Coatings Ltd - Donald Dring
P: 04 293 1576 M: 0274 431 742
E: totaracoatings@xtra.co.nz

Licensed Building Practitioners

The LBP scheme is one of the changes in the Building Act 2004 to encourage better building design and construction.

The public can have confidence that licensed building practitioners working on their homes and buildings are competent, and that homes and buildings are designed and built right the first time. Licensing promotes, recognises and supports professional skills and behaviour in the building industry. The scheme is competency based. Competent builders and tradespeople with a good track record have their skills and knowledge formally recognised, meaning you can be more confident knowing your builder is a skilled professional. This list may not include all Licensed Building Practitioners in the region. If you want to find more go to **www.business.govt.nz/lbp**

DANNEVIRKE

Bruce Fairhurst Builders Ltd - Bruce Fairhurst
M: 027 405 1259 P: 06 374 5377
E: info@bfbuilders.co.nz W: www.bfbuilders.co.nz

HAWKE'S BAY

Rex Butler Building Services Ltd - Rex Butler
M: 027 449 3311 P: 06 835 9488
E: rexbuilding@xtra.co.nz
W: www.facebook.com/RexButlerBuilding/

Robinson Built Ltd - Sam Robinson
M: 027 479 8771 P: 06 876 6998
E: robinsonbuilt@gmail.com W: www.robinsonbuilt.co.nz

Charlie Turi Building Ltd - Charlie Turi
M: 027 440 6445 E: chasgin@gmail.com

Drinkrow Building Ltd - Jesse Drinkrow
M: 021 215 7146 E: drinkrowbuilding@gmail.com
W: www.drinkrowbuilding.co.nz

Schaw Building Ltd - Marcus Schaw
M: 021 622 535 P: 06 858 9345
E: schawbuilding@yahoo.co.nz W: www.schawbuilding.co.nz

KAPITI COAST

BMK Builders - Brendon King (Ben)
M: 027 473 5001 E: benjen@slingshot.co.nz
W: www.bmkbuilders.co.nz

KAPITI COAST / HOROWHENUA

NZ Proud - Johnnie Saunders
M: 027 413 6456 P: 04 298 8714
E: johnnie@nzproud.nz

PORIRUA

Birmingham Builders Ltd - Sam Birmingham
M: 021 499 361 E: sam@birminghambuilders.co.nz

Newlife Homes Ltd - Blair McAlpine
M: 027 244 1407 E: newlifehomesltd@yahoo.co.nz

Soul Trade Builders Limited - Caleb Ngatai
M: 027 385 3578 E: caleb@soultradebuilders.co.nz
W: www.soultradebuilders.co.nz

WAIRARAPA

Rigg Zschokke Ltd - Chris Hurrell
M: 027 449 5364 P: 06 377 4025
E: admin@rigg-zschokke.co.nz W: www.rigg-zschokke.co.nz

WELLINGTON

Adgo Builders - Richard Adgo
M: 027 452 6700 E: richard.adgo@gmail.com

C J Ryan Ltd - Chris Ryan
M: 027 433 3093 E: cjryanbuilderltd@gmail.com

D Rutter Builders Ltd - Daryl Rutter
M: 027 230 2899 E: djrutterbuilders@gmail.com

DRD Builders Ltd - Hadleigh De Reus
M: 021 862 014 E: info@drdbuilders.co.nz
W: www.drdbuilders.co.nz

Jonesy Construction Ltd - Ben Jones
M: 027 784 2938 E: ben@jonesyconstruction.com
W: www.jonesyconstruction.com

Lester Martin Builders Ltd - Lester Martin
M: 027 445 3379 P: 04 526 2472
E: lester.martin@xtra.co.nz

Made Construction Limited - Jayden Hodson
M: 027 918 8822 E: jayden@madeconstruction.co.nz
W: www.madeconstruction.co.nz

MC Builders Ltd - Mike Campbell
M: 021 922 252 E: mcbuildersltd@xtra.co.nz

Namloc Build Ltd - Jamee Colman
M: 027 740 1903 E: namlocbuild@gmail.com

Redefine Renovations & Construction Ltd - Paul Waterreus
M: 021 259 8450 E: redefinerenovations@gmail.com

RSL Building Services Limited - Ray Lister
M: 027 433 7769 E: rslbuildingservicesltd@gmail.com

Seccor Construction Group Ltd - Frans Steenkamp
M: 027 504 9796 P: 04 238 9200
E: info@seccor.co.nz W: www.seccor.co.nz

SLC Builders - Nicky Carroll
M: 027 462 9022 E: nicky@slcbuilders.co.nz
W: www.slcbuilders.co.nz

Villa Builders Ltd - Graeme Savage
M: 027 442 4754 E: info@villabuilders.nz

WELLINGTON & KAPITI COAST

C H B Ltd - Chris Hargreaves
M: 021 511 878 P: 04 299 7147
E: chrishargreavesbuilders@gmail.com
W: www.chbuilders.co.nz

The Meek Group Ltd - Grant Meek
M: 021 542 689 P: 04 237 5558
E: meekgroupconstruction@gmail.com W: www.themeekgroup.co.nz

WELLINGTON & WAIRARAPA

Johnson Bros Featherston 2002 Ltd - Wayne Johnson
M: 027 458 1729 P: 06 308 9049
E: admin@johnsonbrothers.co.nz W: www.johnsonbrothers.co.nz

WELLINGTON SOUTH

Island Bay Builders Ltd - Jason Greco
M: 021 399 224 E: islandbaybuildersltd@gmail.com
W: www.islandbaybuilders.co.nz

LBP : Architectural Designers

HAWKE'S BAY

SS Homes Ltd - Jason Sullivan
P: 06 875 1127 E: jason@sshomes.co.nz
W: www.sshomes.co.nz

WELLINGTON

Keith Webby Architectural Designer Ltd - Keith Webby
M: 027 492 4244 P: 06 355 0777
E: keith@keithwebbydesign.co.nz
W: www.keithwebbydesign.co.nz

N & Co Architecture Ltd - Nathan Billings
M: 027 4821 391 P: 04 476 6237
E: nathan@nandco.co.nz W: www.nandco.co.nz

Plan Drawing & Design (2015) Ltd - Brent Windelburn
P: 04 589 0305 E: info@plandrawing.co.nz
W: www.plandrawing.co.nz

WAIRARAPA

CKC Design Ltd - Clint Radersma
M: 027 652 7333 P: 06 3723373
E: clint@ckcdesign.co.nz
W: www.ckcdesignltd.com

WELLINGTON CITY & LOWER HUTT

Holmes Architecture - Mike Holmes
M: 027 440 7544 E: mike@holmesarchitecture.co.nz
W: www.holmesarchitecture.co.nz

Terra Firma Construct Ltd - Ian Wilson
M: 027 607 2434 E: ianterrafirma@gmail.com

LBP : Professional Asbestos Removal

WELLINGTON

Enviro Solutions Ltd - Zac Puddick
M: 022 266 4787 P: 04 499 7234
E: zac.p@envirosolutions.net.nz W: www.envirosolutions.net.nz

LBP : External Plasterers

MASTERTON

Wilkin Plasterers Ltd - Chris Wilkin
M: 027 296 3270 E: wilkinfamily@infogen.net.nz

LBP : Roofing

WELLINGTON

All Seasons Roofing Limited - Paul Murphy
M: 027 555 4081 / 027 555 4081
E: demossroofing@live.com

These listings may not include all Licensed Building Practitioners in the region.
If you want to find more go to **www.business.govt.nz/lbp**

NOTES

KEY CONTACTS

NAME	EMAIL	PHONE
DESIGNER		
BUILDER		
ELECTRICIAN		
PLUMBER		
DRAINLAYER		
CONCRETER		
LANDSCAPER		
PROJECT MANAGER		
INTERIOR DESIGNER		
LIGHTING DESIGNER		
OTHER		

PRESCRIBED CHECKLIST

About this checklist

A building contractor is required to provide you with this checklist and other prescribed information under the Building Act 2004 before you sign a contract for the building work if –

(a) you request this checklist and the prescribed disclosure information; or

(b) the building work is going to cost $30,000 or more (including GST).

The building contractor is the person or company you have asked to do building work for you.

The building contractor may not be an actual builder. The building contractor could be a plumber, an electrician, or any other tradesperson who is doing some building work for you and whom you are dealing with directly.

Steps *(See notes below)*	**Completed** *(Tick when completed)*
1 Become informed	☐
2 Agree on project structure and management	☐
3 Hire competent building contractors	☐
4 Agree on price and payments	☐
5 Have a written contract	☐
6 Take control	☐
7 Resolving disputes	☐

Notes

Step 1 – Become informed

All building work must comply with the provisions of the Building Act 2004. You can find a copy of the Building Act 2004 on the New Zealand Legislation website: www.legislation.govt.nz

Building work is any work done in relation to the construction or alteration of a building. This includes any work done on your home or other structure, such as a garage, retaining walls, and fences. It also includes work like painting, decorating, and landscaping if it is part of the construction or alteration of a building.

However, if the only work you are getting done is redecorating and there is no construction or alteration work involved, it is not building work. If landscaping work does not include any structures (eg, pergolas or retaining walls), it is also not building work.

All building work requires a building consent unless it is exempt under the Building Act 2004.

Generally, only simple or low-risk work is exempt from the requirement to have a building consent. Certain gas and electrical work is also exempt. For more information, go to www.mbie.govt.nz

Building work that is significant or of higher risk (such as structural alterations) requires a building consent and must be carried out or supervised by a licensed building practitioner. For more information on these requirements, go to www.mbie.govt.nz

Step 2 – Agree on project structure and management

Building projects do not run themselves. Decide how you want to manage the building project.

A few different roles are needed on a building project. You need someone to –

- manage timelines and costs:
- manage subcontractors:
- liaise with the local council:
- make decisions about the design of the work.

You can do some of this yourself, but if you are not knowledgeable about the building work process, you should get help from an architect, an independent project manager, a building company, or a licensed building practitioner who is licensed to co-ordinate the building work involved.

You should be really clear about the scope and size of the project and get detailed plans up front.

Be clear with your building contractor about who is doing the building work and who is responsible for making design and change decisions during the project.

Step 3 – Hire competent building contractors

Ensure that your building contractor has the skills and resources to carry out the project.

You should –

- ask around about the building contractor and get references for other work that the building contractor has done:
- find out if the building contractor is a licensed building practitioner or has other appropriate qualifications. For more information about licensed building practitioners, go to www.mbie.govt.nz
- determine whether the building contractor has sufficient insurance to cover the work while it is being carried out:
- ask about the building contractor's employees and what subcontractors the building contractor will use on the project:
- if the building contractor is a company, look up its company records on the Companies Office's Internet site. If your search raises concerns, ask the building contractor to explain.

Step 4– Agree on price and payments

The contract should clearly state what payments are required and when. Where possible, a fixed price is preferable. The lowest price is not always the best price.

You should –

- get detailed quotes (not estimates) for the building work:
- when comparing quotes, ensure that the scope of the building work and the materials and fixtures that you are comparing are the same across quotes so that you are "comparing apples with apples":
- make sure you have the funds to pay for the project before the work begins and that you understand the payment terms agreed with the building contractor:
- think carefully before agreeing to pay more than the cost of the work that has been completed and the costs of any materials that have been supplied at the time you make the payment.

Step 5 – Have a written contract

You should have a written contract. The contract should include items such as –

- a description of the building work:
- the start and completion dates for the building work:
- how variations to the building work will be agreed:
- the payment process, including dates or stages for payment and how payments will be invoiced, made and receipted:
- the dispute resolution processes to be followed.

You should obtain legal advice to ensure that you understand your rights and obligations and that the contract complies with all legal requirements.

Note: The Building Act 2004 requires that there must be a written contract for residential building work with a value of $30,000 or more (including GST), and the Building (Residential Consumer Rights and Remedies) Regulations 2014 prescribe matters that must be included in every contract for residential building work with a value of $30,000 or more. You can find a copy of the Building Act 2004 and the Building (Residential Consumer Rights and Remedies) Regulations 2014 on the New Zealand Legislation website: www.legislation.govt.nz

Step 6 – Take control

All residential building work is covered by implied warranties prescribed by the Building Act 2004 that address matters such as workmanship and building work being fit for purpose. For more information, go to www.mbie.govt.nz

You should –

- make sure there is a clear line of communication with the building contractor through the site foreman, the project manager, or any other person who has authority to speak on behalf of the building contractor. (This person should be identified as the "key contact person" in the prescribed disclosure information that the building contractor has provided along with this checklist):
- when you are making decisions along the way, be clear as to whether those decisions will affect your contract and costs. If you do decide to make a change, keep track of the effect of that change.

Step 7 – Resolving disputes

It is in both your interests and the building contractor's interests to keep the building project running smoothly and to deal with any disputes as they arise.

If you have concerns about the building project, raise them with the building contractor (or the key contact person) as soon as possible.

Raise your concerns in good faith and use the dispute resolution processes agreed to in your contract. For information on your options, go to www.mbie.govt.nz

If you have received an invoice that you have concerns about, clearly outline your concerns to the building contractor in writing.

If you fail to make a payment when it is due, the building contractor might start dispute resolution proceedings before you have a chance to explain why you have not paid. (Simply withholding payment when there is a dispute will often make the situation worse.)

Further information

For more information, go to www.mbie.govt.nz or call the Ministry of Business, Innovation, and Employment on 0800 242 243.

BUDGET SHEET

GENERAL	BUDGET	ACTUAL
Preliminaries and General		
Consulting Engineers		
Legal		
Design		
Consents		
Insurance		
Other		

SITE/STRUCTURE	BUDGET	ACTUAL
Preparation and Groundwork		
Retaining Walls		
Concrete		
Steel Reinforcement		
Concrete Masonry		
Framing: Steel / Timber		
Carpentry		

DRAINAGE / PLUMBING	BUDGET	ACTUAL
Exterior Drainage		
Sanitary Plumbing		
Septic Tanks & On-site Waste Water Systems		

EXTERIOR ENVELOPE	BUDGET	ACTUAL
Tanking and Damp-proofing		
Brick and Block-laying		
Concrete Slab		
Timber Joists and Piles		
Building Wrap		
Wall Cladding		
Wall Cladding: Masonry Veneer		
Roofing Membrane		
Roofing		
Downpipes and Guttering		
Rainwater Systems		
Fascia		
Soffits		
Capping and Flashings		
Windows & Doors: Timber / Aluminium / Composite		
Skylights		
Front Door		
Glazing		

BEHIND THE WALLS	BUDGET	ACTUAL
Insulation		
Pre-wiring		
Plumbing		
Hot Water Heating		

INTERIOR FITOUT & FLOORING	BUDGET	ACTUAL
Lining - Plasterboard / Other		
Interior Doors and Windows		
Interior Joinery		
Fixture: Bathroom / Kitchen		
Door Hardware		
Solid Plaster		
Tiling		
Carpeting		
Timber Flooring		
Flooring - Other		
Painting and Paperhanging		
Furniture		
Window Dressing		
Lighting		
Home Automation		
Telecommunications and Internet		
Stairs		

KITCHENS & BATHROOMS	BUDGET	ACTUAL
Kitchen Joinery		
Benchtops		
Kitchen Fixtures		
Appliances		
Bathroom Tiling		
Bathroom Fixtures		
Wardrobes		
Storage		
Laundry		

UTILITIES	BUDGET	ACTUAL
Water		
Gas		
Electrical		
Solar		
Security		

HEATING & COOLING	BUDGET	ACTUAL
Heating		
Cooling		
Ventilation		

LANDSCAPING & RUBBISH	BUDGET	ACTUAL
Swimming Pool / Spa		
Decking		
Paving		
Landscaping		
Garaging		
Rubbish Removal		
TOTAL		

New Zealand Certified Builders Association

NZCB

This is our vision —

Leading by example

New Zealand Certified Builders' goal is to be recognised and respected as the premier association of qualified building professionals in New Zealand.

Our vision is to be seen as the industry leader, providing confidence to customers through superior workmanship and business practices.

TO FIND A NZCB MEMBER CALL

0800 CERTIFIED
(0800 237 843)

OR VISIT OUR WEBSITE

nzcb.nz