

Building consent booklet



This booklet, any specialist reports, (e.g. fire report) and all approved plans must be printed out and be available onsite in hard copy format for all inspections.

The consent specifications and manufacturers literature must be also available onsite, but these can be in digital format.

Included in this booklet is:

- Information about next steps
- Information about Restricted Building Work
- Typical order of notifiable Inspections: Residential/Commercial
- Information about Erosion and Sediment Control
- On site documentation review
- Appendix 1: Form 5 Building Consent
- Appendix 2: Building Consent conditions, Advice notes and Notifiable inspections

Defintions:

BCA - Building Consents Authority

LBP - Licenced Building Practitioner

RBW - Restricted Building Work

CCC - Code Compliance Certificate

Information about next steps

1. Expiry date:

A building consent lapses and is of no effect if the building work to which it relates does not commence within:

- 12 months after the date of issue of the building consent; or
- any further period that the building consent authority may allow. Amendments to a building consent do not extend the time to start or complete the building work; an amendment is merely a change to the approved design of the original consent’.

2. Booking Inspections and protocols:

To book inspections, please do so online at aucklandcouncil.govt.nz/bookinspection

- Please ensure that a pre-construction meeting is booked for all reclads and complex commercial construction before commencing work.
- If we arrive to carry out an inspection and the inspection is not ready, the inspection will be charged at full price.
- If a cancellation is requested after 12pm the day before the inspection is requested, a cancellation fee will apply.
- Prior to final inspection (where applicable), you must have obtained producer statements and include them with the inspection records documents. Refer to the building advice notes enclosed.

3. Restricted building work:

If your consent involves restricted building work, you must ensure that you notify the names of every Licensed Building Practitioner (LBP) that will be involved in the project. To notify your LBP, you can complete this form online at: aucklandcouncil.govt.nz/lbp

4. Code Compliance Certificate (CCC):

You can apply for your CCC online at: aucklandcouncil.govt.nz/applyforccc

You should also upload any outstanding documentation or certificates at the same time.

Amendments and minor variations

Under section 40 of the Building Act 2004, a person must not carry out any building work except in accordance with a building consent.

You must ensure the following:

- any changes during construction are reassessed before they are implemented and do not impact on compliance with the Building Code
- the consented plans reflect what has been built; and
- work can proceed without undue delay.

Minor variations (Section. 45A)

A minor variation is work that does not materially affect compliance with the Building Code.

Examples of minor variations include but are not limited to:

- minor wall bracing changes
- minor construction changes e.g. changing the framing method around a window
- changing a room layout
- changing one brand of insulation for another
- changing one brand of wall lining for another
- changing membranes to wet areas (internal only).

Inspections may only proceed if the variation has been documented and approved refer to next section.

Amendments to building consents (Section. 45(4))

Amendments apply to additional work, footprint changes, design changes, layout changes etc. The owner or agent is responsible to submit the amendment application and must be submitted and approved before the work can proceed on site.

In making your application for amendments,

- complete the application form for amendment of building consent
- supply the memorandum of design work (if your building includes restricted building work) from your licensed building practitioner
- include the revised documentation and drawings, clearly indicating the changes.

You can find further information on amendments here: aucklandcouncil.govt.nz/changebc

Owner's responsibilities – restricted building work (RBW)

Statutory requirements

Section 87 of the Act states that before RBW commences under a building consent, the owner must give the Building Consent Authority (BCA) (the council) written notice of the name of every LBP who:

- is engaged to carry out, or supervise, the RBW under the building consent, and;
- the name of any LBP not stated in the application for the building consent.

Section 87 also states that, after RBW commences, the owner must provide the BCA written notice as soon as practicable if:

- an LBP ceases to be engaged to carry out or supervise RBW; or
- another LBP is engaged to carry out or supervise the RBW.

Section 88 provides that each LBP who carried out or supervises RBW must, on completion of that RBW:

- provide the owner, and the territorial authority for the district in which the RBW is situated, with a Memorandum (Record of Building Work) stating what RBW the LBP carried out or supervised.

Photo identification

Please have your LBP licence available onsite for any inspection relating to restricted building work. If a copy of the licence is produced the inspector will need to call and validate the LBP, before the inspection will continue.

If a party requests the LBP to produce their photo identification card outlining the licence held, they must do so, on demand. A trade LBP who fails to do this, when requested by any party, could be prosecuted and face a court fine of up to \$5,000.

If a trade LBP has failed to provide identification within a reasonable timeframe then the matter will be referred to the Ministry of Building, Innovation and Employment, who will consider what action to take.

Offence

Undertaking or supervising RBW by a non-LBP is considered a serious offence in that critical building work is being done (without supervision) by practitioners who have not demonstrated their competence.

The holder of the building consent or their agent could be prosecuted and face a Court fine of up to \$20,000 if they knowingly engaged an unlicensed person to carry out or supervise RBW.

Similarly, the unlicensed person who supervises RBW or carries out RBW without being supervised by an appropriately licensed trade LBP, could be prosecuted and face a Court fine of up to \$20,000.

Working within licence class scope

A trade LBP can only carry out or supervise RBW if they hold a licence with scope, covering the particular RBW. The LBP Rules outline the scope of each licence. The Ministry has developed a guide for each licence which sets out what work is within the scope of that licence. It is an offence for a trade LBP to carry out (without supervision) or supervise RBW if they don't hold the appropriate licence for that work.

The Ministry has also issued a Practice Note on Supervision, setting out the standards, types and limitations for LBPs supervising unlicensed people. This can be found at:

lbp.govt.nz/lbp/im-an-lbp/practice-notes

A trade LBP may also face the same disciplinary action if they have held themselves out as having the appropriate licence when not actually having this licence.

The LBP must provide record of work on conclusion of work.

Record of work (ROWS)

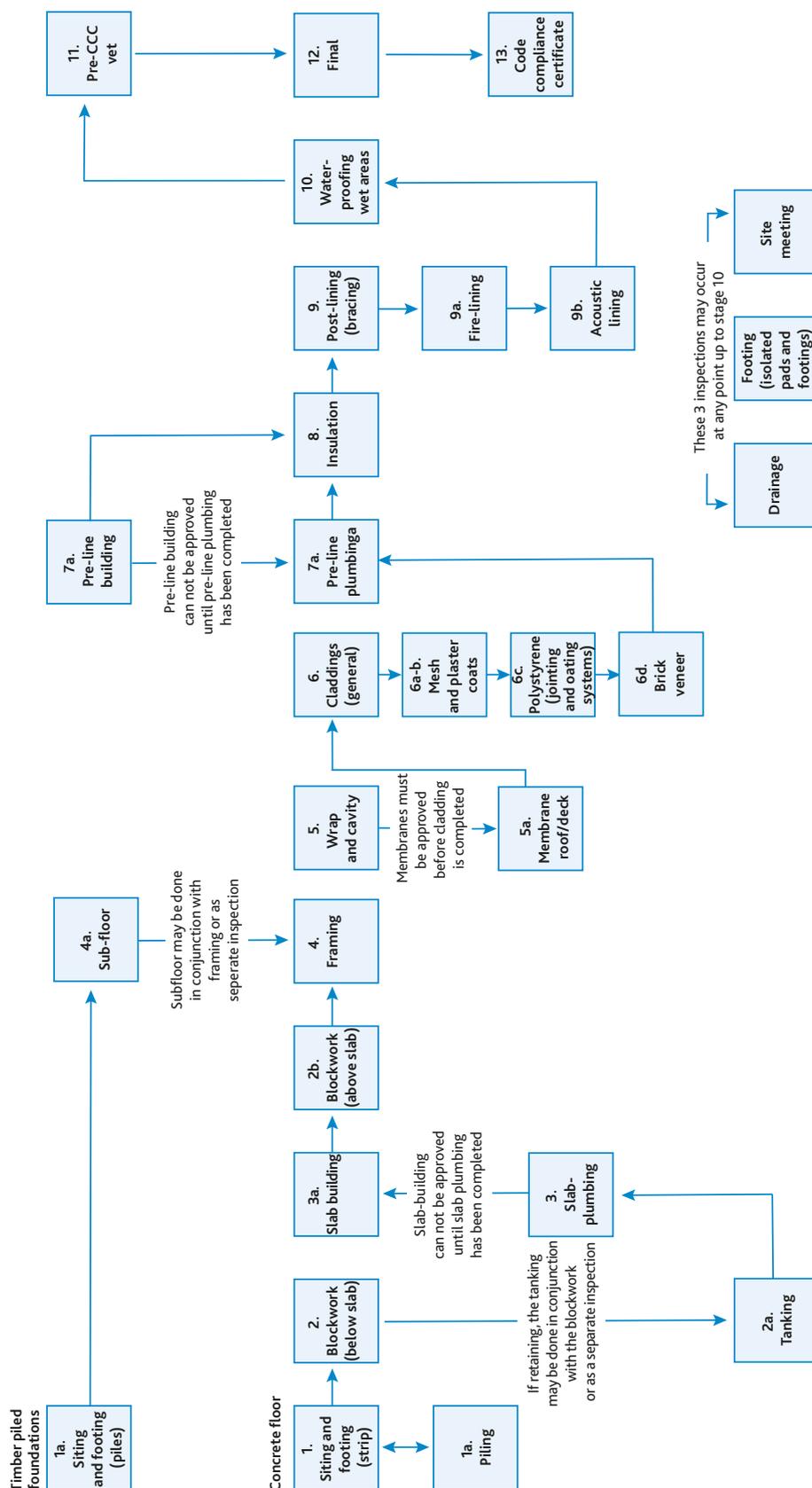
The ROW provisions in the Act are designed to ensure there is a record of who completed what restricted building work or supervised its completion.

Things to remember:

- if you cannot complete/or are unable to finish the RBW then you must complete a ROW for the work that you have completed
- you must submit your ROW to the council as soon as you have finished the RBW not necessarily when the whole project is complete.

For further information on RBW or LBPs refer to the Ministry's website mbie.govt.nz

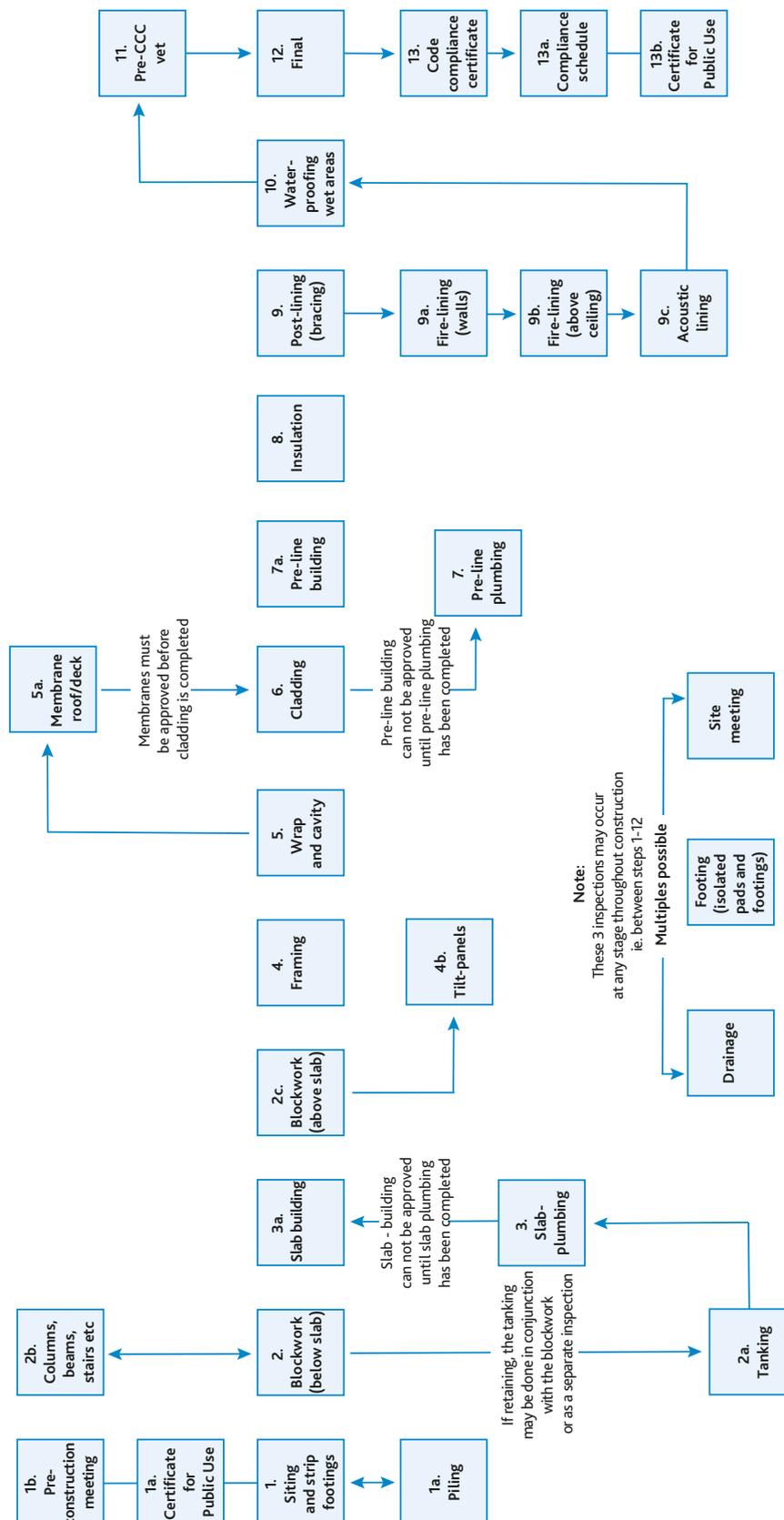
Typical order of notifiable inspections – residential



Any of the above inspections may occur more than once, for example there may be two or more blockwork or slab inspections. When there is a slab plumbing, this should occur before slab building, similarly when there is a pre-line plumbing this should occur before the pre-line building it is also possible for some inspections to occur at the same time.

Inspection records. Please Note: Reclad inspection regimes may differ to those shown in the standard flowchart.

Typical order of notifiable inspections – commercial and industrial



Any of the above inspections may occur more than once, for example there may be multiple inspections of any type. When there is a slab plumbing, this should occur before slab building, similarly when there is a pre-line plumbing this should occur before the pre-line building it is also possible for some inspections to occur at the same time.

Inspection records. Please note: Reclad inspection regimes may differ to those shown in the standard flowchart.

Erosion and sediment control on small sites

Badly managed small construction sites generate sediment run-off. Multiply by this by the number of construction sites in the Auckland region and it becomes a major problem. Auckland Council recognises this issue as a major contributing factor in damage to streams and our waterways.



To combat this, Auckland Council will be making additional visits to sites to ensure that adequate erosion control is present from the moment the initial cut is made on your site. Poor erosion control will result in failed building inspections. We ask that you consider the environment and adequately control sediment run off during your build. Failure to do so will result in enforcement action consisting of fines or prosecution



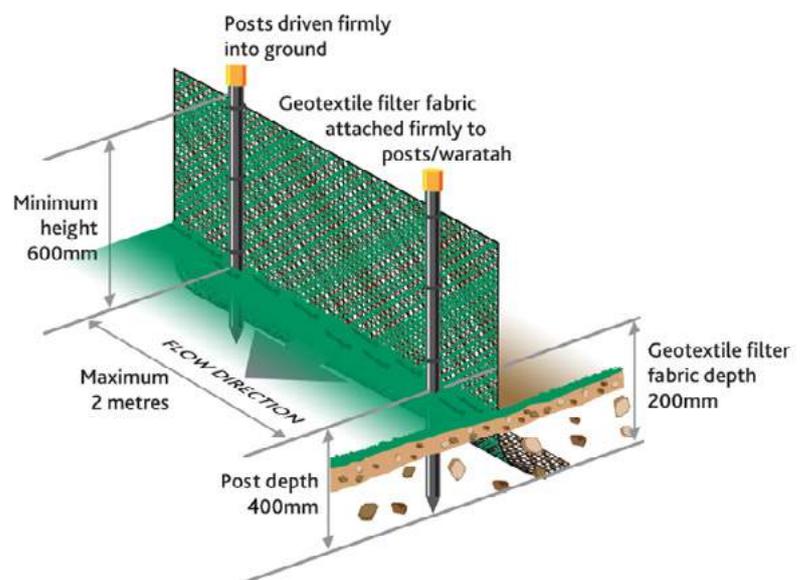
Unfortunately, images such as the one above are not uncommon.

At the start of your project:

- install silt fence
- stabilise entranceway to site
- protect drains/catchpits.

Proper silt fence installation is critical to its performance. It needs to:

- be installed in a trench 200mm deep by 100m wide
- have waratahs or posts hammer-staked at least 400mm deep on the downhill side of the fabric, no more than 2m apart
- be 600mm high above ground, with an additional 200mm of cloth below ground in the trench
- have each end of the fence return up the slope roughly 2m to prevent water going around the edges
- be anchored by backfilling the trench and placing soil on top of the fabric.



The above multilingual Building on Small Site guide is available on Auckland Council's website aucklandcouncil.govt.nz/buildingsites



There are five handy "How-to" videos on YouTube that show simple methods for successfully managing a small site and reducing impact on the environment. You can use the following link <http://bit.ly/aklcbuilding>

On site documentation review

DOCUMENTATION REVIEW <i>NOTE FOR INSPECTORS: This sheet is not required to be updated if all documents are recorded in the tablet inspection checklist.</i>	TICK (REQUIRED)	INITIALS/ DATE RECEIVED	APPROVED INITIALS/ DATE RECEIVED
Application for Code Compliance Certificate			
Minor variation approvals			
Energy works certificate – electrical / electrical safety certificate (high risk) (circle)			
Energy works certificate – gas			
Record of building work – carpentry / roofing / brick / blockwork / foundations / plastering (circle)			
Surveyors cert for siting / HIRB / FFL (circle) other _____			
ENGINEERING			
Geotechnical engineers (PS4) cert for ground conditions / hardfill compaction (circle)			
Structural engineers (PS4) cert for foundations / slab / masonry / suspended slab / concrete (circle)			
Engineers (PS4) cert for structural steel / framing / precast installation / welding (circle)			
Engineers (PS4) cert for pile driving / screw piles / drain bridging / other (circle)			
Engineers site observation notes			
Manufacturers precast concrete PS3 / PS4 (B1/B2)			
Others: weld test cert / structural steel fabrication PS3 / corrosion protection B2 / pallet racking PS4			
WATERPROOF MEMBRANES			
Applicator PS3 cert – internal water proofing membrane to _____ (area)			
Applicator PS3 cert – external water proofing membrane to _____ (area)			
Waterproofing membrane manufacturer's warranty			
TIMBER AND CLADDING			
Suppliers cert. for timber treatment and grading			
Suppliers certificate – roof trusses			
Manufacturer's warranty for cladding			
Cladding systems substrate installation PS3 (E2, B2)			
Façade / cladding systems installation PS3 (E2, B2) description _____			
Producer Statement Construction Review (PS4) (External envelope)			

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PLUMBING AND DRAINAGE			
As-built drainage plan			
As-built drainage under-slab			
Producer statement construction (PS3) plumbing			
Producer statement construction (PS3) drainage			
Onsite waste-water installation – engineer PS4 / installer PS3 / maintenance agreement (circle)			
Solar heating installer PS3			
Internal hydrant PS3 and test certificate (SS1)			
Automatic backflow installation PS3 (SS7, G12) and location plan (if applicable)			
Independent backflow test certificate (SS7, G12)			
Stormwater management device (detention / retention) engineer PS4 cert			

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ACCESS (D1)			
Electromagnetic hold open device installer PS3 (SS3) includes interface			
Automatic doors installer – PS3 (SS3) include override or interface			
Access control (door) installer PS3 (SS3) include interface			
FIRE			
Fire – accredited inspection body certification – alarms and sprinklers (F7, C Docs)			
Fire – alarm system installer PS3 – automatic or manual emergency warning (SS2)			
Fire – automatic systems for fire suppression e.g. sprinklers (SS1)			
Fire – fire protection system (fire alarm system) as-built plan			
Fire – intumescent fire rated applicator PS3 (F7)			
Fire – passive fire stopping installation PS3 (C1 to C4)			
Fire – smoke control Systems (mechanical or natural ventilation for smoke) (SS13)			
Fire and smoke separations PS3 (e.g. intertenancy wall / floor construction) (SS15)			
Fire / smoke door installation PS3 (SS15) and tag schedule			
MECHANICAL VENTILATION / HEATING / AIR CONDITIONING			
Mechanical Ventilation Commissioning Results Certificate (MANA / HANA)			
Mechanical heating / ventilation PS4 construction review / air conditioning systems certificate and / or commissioning results (G4, SS9) includes interface for smoke handling and pressure systems			
Mechanical ventilation system as-built plan			
Mechanical heating / ventilation installation PS3 (G4, SS9)			
Laboratory fume cupboard installer PS3 (SS11)			
EMERGENCY LIGHTING			
Emergency lighting installation PS3 / test cert (SS4, F6) and as-builts (if applicable)			
Emergency power systems installer PS3 (SS14)			

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LIFTS / ESCALATORS / TRAVELATORS			
Escalators / travelators installation PS3 (SS8)			
Independent escalator / travelator / lift test cert (SS5) (SS8)			
Lift construction PS3 certificate (SS8)			
Lift construction independent review certificate (SS8)			
OTHER SPECIFIED SYSTEMS			
Building maintenance units installation PS3 (SS10)			
Cable car installation PS3 (SS16)			
Audio loop installation PS3 (SS12)			
Acoustic test report (G6)			
OTHER			
Safety glazing certificate (NZS4233) – shower / barrier / windows / fire rated / other			
Manufacturer joinery certificate (e.g. NZS4211 cannot be verified)			
Installers PS3 certificate for barrier installation			
Installers PS3 certificate for solid fuel/gas heaters			
Roofing installer PS3			
Pile driving / screw piling PS3			
EPA location test certificate (hazardous substances storage)			
Other _____			

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Find out more: phone 09 301 0101
or visit aucklandcouncil.govt.nz