



Applying for a Building Consent

A guide to assist people wanting to undertake building work or who are considering a building

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IF YOU HAVE A BUILDING PROJECT YOU NEED A BUILDING CONSENT BEFORE YOU START WORK

A building consent is the permission from Council for building work to commence. This brochure is to help people with their application for building consent. It also covers other subjects of interest to applicants.

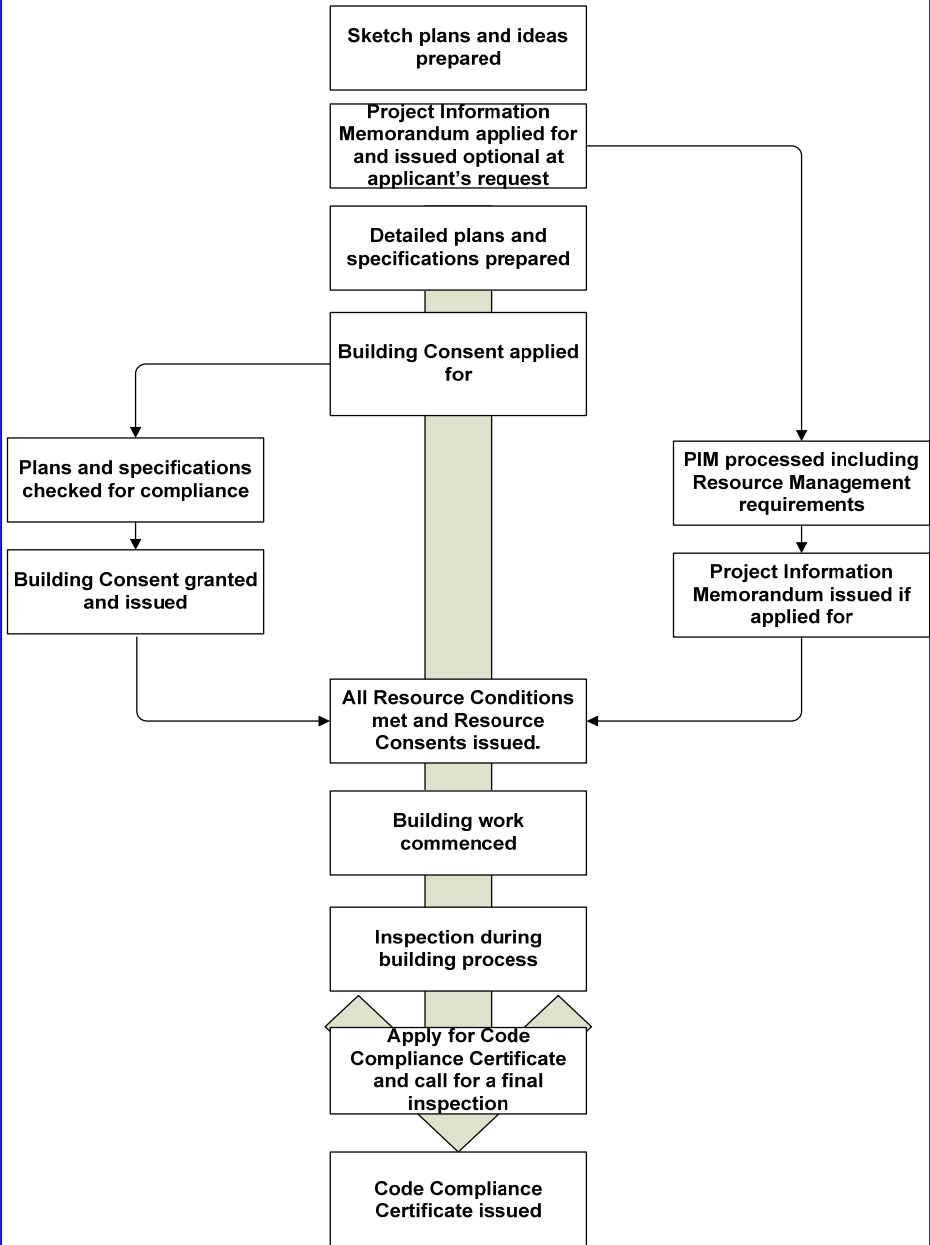
Nearly all building work has to have a building consent before the work starts. There are a few items that no consent is required for but even so the work still has to comply with the New Zealand Building Code. A separate brochure is available that has more detail about which buildings do not need building consent.

ALL OF THESE PROJECTS NEED A BUILDING CONSENT:

- New buildings
- Alterations to existing buildings
- Solid fuel heaters, wood burners and log fires
- Change of use of an existing building (including shop fittings)
- Relocation of an existing building to a new site
- Plumbing work
- Drainage work
- Swimming pools and pool fences
- Pergolas with roofs or attached to another building bigger than 15m²
- Any shed or other buildings bigger than 10m²
- Any building closer than its own height to any residential building or to any legal boundary
- Decks higher than 1.5 metres from the ground
- Retaining walls higher than 1.5 metres
- Dams

Other building work will also need consent. Please call if you need help determining the need for a building consent. Alternatively go onto our web site: www.marlborough.govt.nz. - “Building work that does not require a building consent”. It is always best to be certain.

Building Consent and Project Information Memorandum Approval Process - the main steps



THE PROCESS IN BRIEF

Obtaining a building consent is a process of many steps. Each step is important and each step needs to be completed thoroughly. This brochure is intended to help applicants understand all of the steps in the process. The following are the main steps:

1. Decide exactly what it is you are to build.
2. Determine what materials are to be used in the building.
3. Have detailed working drawings and specifications drawn.
4. Fully detailed plans and specifications are the key to the whole process.
5. Obtain a Project Information Memorandum (PIM) (refer page 9).
This is optional and is the applicant's decision if one is required.
6. Apply for resource consent where this applies.
7. Complete the building consent application and checklist forms in full. Ensure you include the names and registration numbers of all Licensed Building Practitioner (LBP) who will undertake work on the project.
Include also the memorandum from the LBP: "Certificate of Design". This confirms that the drawing provided by him/her comply with the New Zealand Building Code for all restricted work.
8. Lodge the application for building consent.
9. The application is checked on receipt for documentation required.
10. The application is checked again shortly after receipt for technical content.
11. **IMPORTANT NOTE:** Incomplete applications may be returned unprocessed at any stage.
12. The Building Consent Authority checks the application for compliance with the New Zealand Building Code.

THE PROCESS IN BRIEF (CONT'D)

13. If the application is incomplete, incorrect, or more information is needed then this will be asked for before the consent is approved.
Note: Additional fees may be applied if more than two requests are made.
Once Compliance with the Building Code is accepted the building consent can be issued.
14. The building consent:
 - (i) may contain conditions that must be followed when present.
 - (ii) will include a list of inspections that must be undertaken.
 - (iii) will include important information in brochure form that should be read and followed.
15. Once the building consent is issued work may commence if there are no Resource Management issues outstanding either historical or identified by the PIM.
16. Call for inspections when the work progresses to the point where they are needed.
Note: Council will not book any inspections unless we know who the LBP's are that are undertaking all of the restricted the work (see Item 7).
17. The inspector will check all work for compliance with the approved plans and documents and the New Zealand Building Code on site.
18. Detailed records are made of all inspections.
19. When the project is complete then apply for a Code Compliance certification using form 6, which will be provided, then call for a final inspection.
20. When the Building Officer is satisfied that the entire project complies with approved plans and documents, and the New Zealand Building Code, then the project will be signed off.
21. A Code Compliance Certificate is issued.
22. The process ends and the owner is fully responsible for the maintenance and ongoing safety of the building.

DECIDING WHAT TO BUILD

Deciding exactly what you want to build is a vital step to getting a building consent. The drawings and specifications must be fully detailed and cover the entire project. Only when the owner knows exactly what is to be built and what materials are to be used can accurate documents be produced.

It is possible to make changes to the project after the building consent has been issued but these changes will require additional plans and specifications and if the changes are significant may even need a completely new consent.

Your discussion with your designer should include details about exactly what products and materials you expect to be used and these need to be confirmed before plans are lodged for a building consent.

You must also decide who will undertake the construction for the project. All work that is described as “Restricted Work” must be carried out by an LBP.

See [Http://www.lbp.dbh.govt.nz](http://www.lbp.dbh.govt.nz) for information on restricted work.



LODGING YOUR APPLICATION

Your application must include detailed plans and the relevant specifications

The application should be lodged at the Marlborough District Council Office, Blenheim. Consent application checklists are available for most projects. The checklists set out the documents Council needs with the application. The number of copies of each document required to be submitted with the application is set out in the checklist. The application will be verified against the checklist at the time the application is made and if all documentation is present then the application will be received. If the application is not complete, the application will be returned unprocessed. Applications can be lodged by mail, but must be complete and include the PIM fee (if a PIM is required) or they will be returned.

Electronic applications are preferred. Applications can be lodged on disk.
Do not email applications.

Single paper copies may still be lodged but these will be scanned at the Council before being accepted and processed.

Do not mix and match electronic applications with hard copy applications

Your application will then be assessed for compliance with the New Zealand Building Code. If you have supplied all of the required information, you will be advised within 20 working days of the Council's decision on your



GUIDE TO ELECTRONIC APPLICATIONS

Document Format

- 1 For preference lodge the documents electronically on disk.
- 2 Do not lodge on memory sticks and do not lodge by email.
- 3 Paper applications can be provided but will be delayed for scanning.
- 4 Only one copy of the documents is required for paper applications.
- 5 Applications should be completely in paper or electronic form. Not a mix.
- 6 Save documents in PDF format or Word or Excel.
- 7 Make sure PDF files are unlocked are not password protected.
- 8 Bookmark all plans and other PDF documents.
- 9 Ensure plans are the right way up for reading.
- 10 Fully complete application form.
- 11 Fully complete the application checklist.
- 12 A3 size originals sheets for drawings are preferred.
- 13 Use colour on documents carefully. Colours used must be able to be scanned and printed.
- 14 Save documents in groups as follows.
- 15 Do not include full copies of manufacturers' manuals. Provide applicable pages.
- 16 Ask for the consent to be issued electronically if time is an issue.

<p>Application Application Form Application Checklist Certificate of title Letter accompanying applications</p>	<p>Plans All plans Truss and Frame design Services plans and wastewater systems</p>
<p>Specifications Specifications saved as a single pdf Manufacturers literature Bracing calculations if not on plans H1 Calculations Details usually attached to specifications Site Report</p>	<p>Structural documents Calculations Producer statements Design Reports Monitoring Schedule if applicable Geotechnical report Structural drawings not included in main plans (preferred in the main set of drawings)</p>

Building Consent

Please advise us how you would like your consent documents returned. You have two options:

- On disk, in PDF format
- In printed paper form. Paper copies will be charge at our standard photo copying rate. See www.marlborough.govt.nz for charges.

PLANS AND SPECIFICATIONS INFORMATION REQUIREMENTS

The Council will be looking for fully detailed drawings which show how all components of the building are to be constructed. The requirements are extensive and it is very difficult for a non building professional to understand exactly what the requirements are and why they are needed.

If the checklists are confusing to you or you do not understand the New Zealand Building Code then we would strongly recommend that you use the services of a professional building designer such as an Architect, Architectural Designer or Chartered Professional Engineer.

The building consent application process can be frustrating for people who do not understand the New Zealand Building Code or the building law. The Council will not design the building for you or give any technical advice regarding any project. That is the role of professional designers.

Specifications must be specific to the proposed building work. Standard specification containing general statements are not acceptable. A brief but detailed specification is usually best.

The plans and specifications are very important because the building must be built to the approved documents.

Please refer to the application check list for detailed information requirements. The processing of your application depends on the provision of all the information the Council requires.

SPECIAL AND UNUSUAL STRUCTURES

Some structures such as dams, jetties, conservatories, solar water heating systems, marquees and similar less common building types will have requirements for different application documentation than other structures.

The requirements for information with each of these are set out in the application checklists. If there is any doubt about what information is to be provided then as a general rule make sure that all components are drawn and specified including the fixing of components, grade and finish or treatment of components and a full range of details. Where structural work is involved provide the calculations and producer statements from the Chartered Professional Engineer.



PRODUCER STATEMENTS

Producer statements are formal written statements provided by Engineers, Designers or other trades to state that the work they have done will comply or does comply with the New Zealand Building Code. These statements may or may not be accepted by the Building Consent Authority. Statements cannot be insisted on by the Building Consent Authority either.

Producer statements are a common tool especially for structural building components whereby the Chartered Professional Engineer issues a statement to indicate that he has designed the building in accordance with the Building Code. If the statement is accepted then the Building Consent Authority may decide to rely on the statement and undertake a lower level of checking on the relevant part of the project.

The format for producer statements is very important and needs to include very clear indications of the following:

- who the project is for
- what the building project is
- where the project is located
- what sections of the Building Code are covered
- what components of the building are included
- whether the statement covers design, inspections or other matters
- references to documents that may have been used in making conclusions
- who is the statement written by
- what is her/his qualifications to be making such statements
- what professional organisations does the author belong to
- what level of professional indemnity insurance does the author hold
- whether there are any limitations of the statement
- the date of the statement

PROJECT INFORMATION MEMORANDUM

As part of the building consent process, the Council can issue a Project Information Memorandum (PIM) if the applicant has applied for one.

Note: PIM applications are optional only as PIMs are no longer compulsory for building consents.

The PIM can be applied for with the building consent application but a better option is to apply for the PIM before the building design is completed. That is because the PIM may contain essential information about resource consents, drainage connections and the presence of any potential hazards such as flooding. Apply for a PIM on the same form as the building consent application form.

The PIM can take up to 20 working days to be issued so lodging an application at an early stage can be important. Once plans have reached the stage when a good site plan, floor layout, elevations and cross section are available then a PIM can be applied for.

When lodging an application for a PIM the fees for it need to be paid with the application. We recommend that a PIM be obtained for all except minor building work.

FEES

Building consent fees are based on the value of the project. The exact cost of your application will not be known until the application has been assessed and we know how many inspections are needed. A schedule of approximate fees is available on Marlborough District Council's website www.marlborough.govt.nz.

The building consent fees will be invoiced when the consent is issued.

The PIM fees will be payable separately and must be paid at the time of the PIM application being made.



RESOURCE CONSENT

Sometimes a resource consent, under the Resource Management Act 1991, will also be required. For example if the height of your proposed building exceeds prescribed limits or if the use of the building is non complying for the zone the building is to be located in. There is a separate process and forms for applying for a resource consent. A separate brochure is available called Guidelines for Applying for a Resource Consent.

It is important to understand that the project will not be allowed to commence if a resource consent is required. The PIM will carry details of any resource consents needed and if so may include a certificate to state that no work can proceed until the resource consent is obtained.

COMPLETING THE APPLICATION FORM

Either you or a designated “agent”, normally a builder or designer, can complete the application form. Having appointed someone to act on your behalf as an agent, the Council will refer any correspondence or enquiries to that agent. The agent or the applicant will also be sent the invoice for the building consent fees. If the agent signs the application form, he or she agrees to become jointly and severally liable with the owner/applicant for the fees. However, if the agent wishes to avoid personal liability for the fees, he or she should include a letter signed by the owner/applicant agreeing to be solely liable for all fees and charges associated with the application.

The application will need to include the application form which must be fully completed. The section regarding how the building complies with the New Zealand Building Code must be fully completed. In many cases the building designer will need to complete this section. The basis for the building design is important and must be accurately completed because the plans will be assessed on what is stated on the form.



An application checklist will need to be included with every application and must also be fully completed. It is essential that all items mentioned in the checklist are provided. Do not lodge any applications that do not include all of the information asked for. The entire application may be returned unprocessed if there is missing information.

Licensed Building Practitioners: Names and registration numbers must be provided for all of the LBPs that are to carry out the Restricted Building Work on this project.

RECEIVING THE APPLICATION

On receipt, the application will be checked by a Building Control Officer who will work through the checklist to make sure all of the required documentation has been provided. This is not a technical review, but simply a check that documentation is present. The application will not be accepted if any essential information is missing. Only when the application and documentation is found to be acceptable will the application be entered in to our system and the application will be given a consent number.

Ensure that a current copy (less than three months old) of the Certificate of Title accompanies the application. The Building Control Officer will check the legal description and the property information.

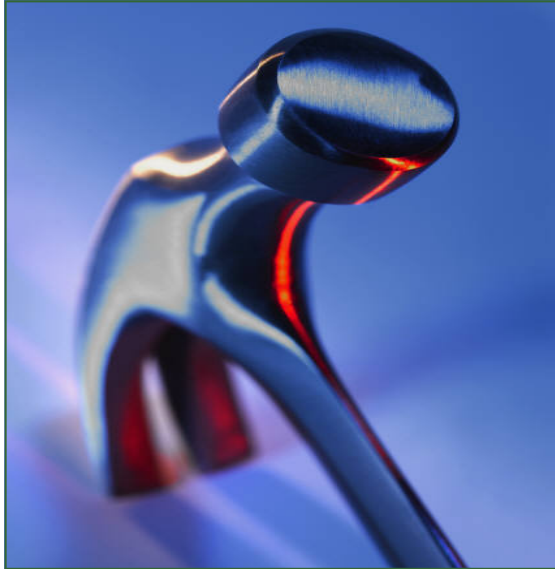
If the application does not provide sufficient information to allow us to accept the application, a letter / email outlining the information required will be sent to the applicant or his/her agent. The processing clock will not start until the application is accepted in full.

CHECK FOR TECHNICAL CONTENT

Once the application is received it will be forwarded to the Building Control section and entered into Council computer systems. At this time the 20 working day processing clock commences. Shortly after lodgement a Building Control Officer will check the application for technical content. This is to make sure that the designer has covered all of the building and that all information asked for is provided. The application will not proceed past this point if there is missing information. Incomplete applications will be returned unprocessed at this stage and will have to be resubmitted.

The importance of providing full and detailed information cannot be overstated. It is unreasonable to expect deficient applications to be processed. The designers role is therefore critical to the whole consenting process. It is unwise to take shortcuts as this will delay your project.

CHECKING FOR COMPLIANCE WITH THE NEW ZEALAND BUILDING CODE



Applications are generally processed in order of receipt. We endeavour to issue all building consents within 20 working days of receipt but if the application is incomplete, or we have to seek more information, then the clock will stop until the application is fully complete.

The Building Control Officer will check the application in detail for compliance with the New Zealand Building Code and will use the information in the application form, the plans, the specifications, and other supporting data, to do that. This is the key process for gaining approval of the project. Building Code compliance is essential and is where the focus will be.

If compliance with the Building Code is not shown or is not clear then further information may be asked for or the application returned.

The Building Control Officer will also check the PIM at this stage, if there is one, and make sure that all PIM requirements are included in the application.

ISSUING THE BUILDING CONSENT

The building consent is issued once New Zealand Building Code compliance is demonstrated in the application and all other requirements are met. The consent will be posted out to the applicant or the applicant's agent immediately after it is signed off. This can be as a hard copy or as a CD. Make sure you identify on the application how you wish to receive your consent documents.

Note: Printed hard copies will be charge for.

The consent will include several important pieces of information and it is therefore important that all of the consent be read and understood before work commences. The consent will have conditions attached to it and these must be followed. A list of inspections will be included in the consent and the applicant must make sure that the Council is called for all of the inspections. On some projects some of the inspections will be undertaken by a Chartered Professional Engineer with the approval of the Council. It is also the applicant's responsibility to ensure that these inspections are called for. The invoice for the project will be included with the consent and is payable immediately.

Once the consent is issued work can commence at any time provided that there are no outstanding resource consent matters. A copy of the consented plans and specifications will be included with the consent and these will be stamped to indicate that they are the approved documents. A copy of the approved documents should be kept on site at all times and must be available at the time of inspections. The consent is despatched in a large envelope which is suitable for keeping the documents together on site. If the documents are not on site then the inspection may not be undertaken.

BUILDING WORK AND PROGRESS

Provided there are no outstanding resource management issues the building work can commence as soon as the building consent is issued, but not before. The work must commence within 12 months of issue of the consent and reasonable progress must be made. Council must decide whether to issue the Code Compliance Certificate within two years of the date of the consent being issued. If the work does not commence then there is a risk of the consent lapsing. If delays are anticipated then write to Council and request an extension of time.

BUILDING INSPECTIONS

A Council Building Control Officer will inspect your project at stages whilst construction is underway. A schedule to advise when the inspections are required will be provided with your building consent when it has been issued. For the average house you should expect between 8 and 11 inspections depending on the method of construction being used. It is very important that no work is closed in, concrete poured or drains filled, before the work is inspected. The inspector will check for the work to comply with the New Zealand Building Code and with the approved plans and documentation. It is therefore important that the project not be changed without prior approval. If changes are needed then discuss on site with the Building Control Officer who will advise if a new consent is needed for the changes. The Building Control Officer will make detailed records of the inspections and will take photographs of key components. Please call Council to book the inspection which will be arranged for a time and day to suit all parties. The number to call is always on the consent. Please give us as much notice as possible as we cannot always fit in inspections when everyone wants them. We recommend at least three days notice for inspections.

An application for Code Compliance Certificate and a final inspection is required when your project is completed. After that inspection has been made, if all of the work has been completed and it complies with the New Zealand Building Code, a Code Compliance Certificate will be issued.

THE CODE COMPLIANCE CERTIFICATE



The Code Compliance Certificate is a very important document which confirms that your project is legally constructed and complies with the New Zealand Building Code. It is therefore a milestone in the project which also signifies the end of Council's involvement in the project. It is important to understand that the building consent and Code Compliance Certificate are about compliance with the New Zealand Building Code only. In some cases owners may want to have more than the Code requires and can achieve that through the contract with the builder. Council will not enforce anything in excess of the Building Code because the Building Act 2004 prevents it from doing so. In that case the owner must make their own arrangement to ensure that their contracts are met. All applicants must apply for a Code Compliance Certificate in writing. A form to make the application on is provided with every building consent. The form is referred to as form 6.

HOW MUCH WILL MY CONSENT COST

The fees for building consents are based on many different things, the value of the work, the location of the project, how many inspections are needed. It is not possible to estimate fees for any specific project because of the variables, but as a guide an average building consent for a new dwelling in Blenheim will cost between \$2,660.00 and \$3,7080.00 (15% GST included) not including the PIM, travel or services connections.

Any project valued at \$20,000.00 or more will attract levies from The Department of Building and Housing and BRANZ. These are not Council charges but must be collected with consents by Council. An invoice for payment of the fees will be issued with the building consent and should be paid immediately.

The PIM fees are payable on lodgement of the application if the applicants want a PIM and will depend on the type and size of the project. The PIM fees are set out in the Council web pages. If there are development levies, drainage connections and/or water connections payable,



PRIVACY OF INFORMATION

Building consent application information is public information and is released by Council to any party who requests it. This is a legal obligation that Council has. The Building Act 2004, Sections 44A and 217 of the Local Government Official Information and Meetings Act 1987 are the legal references. We have no option but to release this information.

Some businesses obtain the information from us on a regular basis and may then forward sales brochures to building consent applicants based on information obtained from applications.

This is an issue that some people find annoying but in the long run it is a matter between the applicant and the company making contact as the Council is simply fulfilling its legal obligations to release information, however copyrighted plans may not be copied without permission from the author.

WHEN CAN BUILDINGS BE USED

It is important that no building be used when it is still incomplete and potentially insanitary or dangerous. That means that sanitary facilities should be completed and safety items such as safety barriers completed before occupation takes place. It is always best to fully complete buildings and get the Code Compliance Certificate before occupying any building.

Single Residential Buildings can be occupied before the Code Compliance Certificate is issued but it is unlawful for a dwelling built by a developer or specifically for sale to be sold unless the Code Compliance Certificate is issued.

Multi Residential/Commercial/Public Use Buildings - The public cannot be allowed to enter any building that does not have a Code Compliance Certificate. Neither is it lawful to allow the public to enter any building that does not have a current Building Warrant of Fitness when one is required. That can create problems for commercial building work done in stages but a Certificate for

COMPLIANCE SCHEDULES AND BUILDING WARRANTS OF FITNESS

These apply only to commercial, industrial and multi-residential buildings and some other types of structures like schools and hospitals. Where these buildings have certain features such as fire warning systems, backflow prevention devices, alarms, accessible facilities and several other items, then they will have a Compliance Schedule.

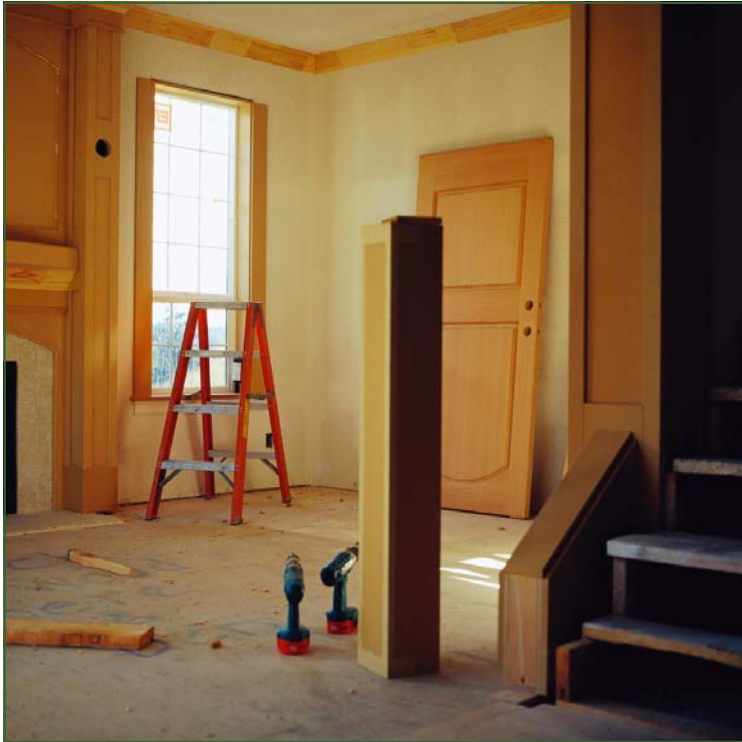
The Compliance Schedule will list all of the features and what maintenance is needed on them, how often and by whom. The building owner is then responsible to make sure that these things occur. The owner issues a Building Warrant of Fitness every year on the anniversary of the Compliance Schedule being issued and displays it in the building where the occupants can view it. A copy is also forwarded to the Council.

If your building needs a Compliance Schedule, information about the items will be required with the building consent application. A draft Compliance Schedule will be sent out with the building consents and the final copy with the Code Compliance Certificate.

It is important to understand that it is unlawful for the public to enter any building that does not have a current Building Warrant of Fitness.

WHAT IS A CERTIFICATE FOR PUBLIC USE

A Certificate for Public Use (CPU) may apply to building work where the public can enter. For a public building the public cannot be permitted to enter until the Code Compliance Certificate is issued. The only way a portion of the building can be used is to obtain a Certificate for Public Use.



This is a document issued by Council to allow parts of a building to be used by the public before the Code Compliance Certificate is issued. The CPU will only be issued if the portions of the building involved are safe and sanitary and safety features, such as fire warning systems, are in place and operational. CPUs are intended to allow significant development to be built and occupied in stages.

QUESTIONS WE OFTEN GET ASKED

Do I need a building consent?

Most building and demolition work requires a building consent. This includes alterations, additions and new work. To confirm if you need a building consent check on our web site:

www.marlborough.govt.nz - “Building work that does not require a building consent”.

But what if my building is very small?

If the building is an outbuilding, less than 10 square metres in size, it has no services in it, and is located at least the height of the building away from any boundary and any other residential structure, a consent may not be required. If in doubt ask the Duty Building Control Officer. Minor pergolas and small marquees do not need consent either. All other projects will need consent before the work is started. Refer also to separate brochure titled “Work that does not need a Building Consent”.

Do I need a building consent for plumbing and drainage?

Yes. All plumbing and drainage work requires a building consent.

What about other services?

Electrical and gas work does not normally need a building consent except for commercial and industrial buildings. Air conditioning systems in commercial and industrial buildings do need building consents.

Do I need consent to install fire alarms?

Yes. Commercial and industrial fire alarm and detection systems all need building consents. So too do sprinklers and similar first aid fire fighting systems. You will need to provide smoke detectors throughout your house if you do any building work, even installing a solid fuel heater. Domestic smoke alarms do not need consent to install.

I want to resite a building, what consents are needed?

You should get two building consents. One for the removal of the building from the original site, the second to cover its placement on the new site. You may also need a resource consent.

Do I need a consent for a log fire or solid fuel heater?

Yes.

Do swimming pools and pool fencing need building consents

Yes.

How do I apply for a building consent?

Fill out the form “Application for Building Consent and PIM”, complete the application checklist, attach the plans and specifications and lodge them at the Council office. Good plans and specifications detailing all of the work will be required. It is important that fully detailed plans are provided. Your project will be delayed if that is not the case. We recommend that you get a PIM first (a copy of the PIM can then accompany your building consent application). Note: Consent application and documentation can be provided on a CD or as a hard copy, but not a mixture of both.

How much will it cost for a building consent?

The fees vary depending on how big the project is, how much the work is valued at, where it is located and how many inspections are needed. The fee schedule is listed in full on the Council web pages www.marlborough.govt.nz. PIM fees need to be paid at the time of application if a PIM is required. Building consent fees will be invoiced later.

How long does it take to get a building consent?

Usually less than 20 working days. That time will be extended if the information supplied with the application does not cover the entire job or is incorrect. It is very important to lodge good plans and specifications. Delays will occur if poor plans and specifications are provided.

Incomplete applications may be returned unprocessed at any stage.

Does that mean I need to employ an architect or architectural designer?

The New Zealand Building Code is a lengthy and complex document which contains things that a non-professional may not understand. Unless you know what you are doing it can be quicker to have the plans prepared by an architect, architectural designer or engineer. You can draw your own but they must show all information needed. Thorough investigation of the site and level taking are all part of the process. Non professionals who attempt to draw their own plans often become frustrated with the amount of extra information asked for by Council.

Note: All work that is prescribed as “Restricted Building Work” must be designed by an LBP. For Restricted Building Work go to <http://www.dbh.govt.nz/lbp>.

What information is needed then?

Too many items to list here but there is an Application Checklist available which has to be lodged with each application. A copy is available online in the forms section at www.marlborough.govt.nz.

Is my building consent information private?

No, this information must be available under the Building Act 2004 and Sections 44A and 217 of the Local Government Official Information and Meetings Act 1987. If you are building a new house or making significant alterations to your existing house you must apply for a building consent. Building consents contain information such as the applicant's name, address, and the type of building work being undertaken plus plans and specifications. All of this information must be released to any person on request.

When can I start building?

Not until the building consent has been issued. Even then you may not be able to start if there are still outstanding resource management issues.

Can you tell me the name of a good designer or builder?

Sorry, no we cannot, Council must remain impartial. Check the yellow pages and make your own choice.

I am drawing my own plans and need some technical advice - can the Council help me?

The Council does not offer a design service and neither does it give technical advice. If you need this type of advice/service you should talk to an architect, architectural designer, engineer or the product manufacturer.

What is a Code Compliance Certificate?

This is a very important document issued by the Council when the building is completed and when the Council is satisfied that the work complies with the New Zealand Building Code and the approved plans and documentation.

IMPORTANT NOTE: If you decide to sell your property many buyers will not purchase if there is work that has no Code Compliance Certificate.

What happens if I do building work without a consent?

Any person undertaking building work and the owner of the property involved have committed a breach of the Building Act 2004. It is possible that you will be asked to demolish the work or prove that the building is safe and sanitary. Notice will be issued and prosecution may follow. It is very difficult to sell any building with unconsented work. The only mechanism to legalise the work is for a Certificate of Acceptance to be applied for.

Can I build a garage and live in it?

No. A building for a garage use is constructed to different standards from dwellings. You need to decide what the use of the building is then build to the standards required. So, if you intend living in a building, it must be built to dwelling standards.

Do I need fire walls on my buildings?

Your designer should work through the Building Code to determine this. For most single dwellings no fire wall is needed if all of the building is one metre or more from the boundary and the eaves are more than 650mm from the boundary.

Can I place a shipping container on my property?

A shipping container is a “building” in accordance with the Building Act 2004 and a building consent is required to place one on your property on a temporary or permanent basis. In some cases, depending upon location and/or site coverage, a resource consent may also be required.

However - if the container is purely for the loading or unloading of furniture etc during the moving process, then a consent will not normally be required. This period of time would not be expected to be more than a week.

Where can I purchase or see a copy of the Building Code and/or Building Standards?

The New Zealand Building Code and compliance documents are available free on line at the Department of Building and Housing website:

<http://www.dbh.govt.nz/blc-compliance-documents>

New Zealand Standards are available from Standards New Zealand at

<http://www.standards.co.nz>

Where do I go to get a Certificate of Title for a property?

A Certificate of Title can be obtained from Land Information New Zealand, or their local agents. You can access copies of these and other records through a variety of methods. These are explained on their website www.linz.govt.nz. Titles can also be obtained from Council.

My house does not have a Code Compliance Certificate so how do I get one?

Code Compliance Certificates are only issued for buildings which have a building consent., then only if the Council has inspected everything it needs to. They are not issued for any building permit issued prior to 1 July 1992. If you have a building consent but no Code Compliance Certificate then contact the Council and book a final inspection if the work is fully completed. An inspection will be made before the Code Compliance Certificate will be issued.

FURTHER INFORMATION

**For further information on any building consent matter, please call the Council's Customer Service Centre
(03) 520 7400**

APPLICATION FORMS

Building consent application forms are available online at www.marlborough.govt.nz and from Council's Customer Service staff. There are several different application forms for different projects. A Customer Services Officer will help you determine which is the correct form for your project.

Please forward your application with all supporting documents to:

**Marlborough District Council
Seymour Square
PO Box 443
Blenheim 7240**

www.marlborough.govt.nz

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