



Building Consent Application

What Happens Next

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**MARLBOROUGH
DISTRICT COUNCIL**

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What Happens Next

You have been given this information because you have just lodged an application for a building consent. This is intended to inform you about what happens with the application from now on. If you are not the applicant then we request that you forward this to the applicant.

A lot of work will go into your application and many people will handle it over the time it is in for processing. Our objective is to make sure that the project will comply with the New Zealand Building Code and with the Council Resource Management Plans.

Project Information Memorandum

If an application for Project Information Memorandum is included, the application will be divided into two sections. One goes for processing of the Project Information Memorandum and the other goes for processing of the building consent. The target time for processing of the whole project is 20 working days or sooner. At times when workloads are high this time may be exceeded, but most applications are issued on time.

The Project Information Memorandum is processed in order of receipt and if further information is needed then the applicant or agent will be contacted for that. When completed the Project Information Memorandum will be posted out. It is an important document and it may contain information that is vital to the building design. If that is the case then prepare amended plans and forward one copy to the building consent processing officer.

Note: Where a Project Information Memorandum is not applied for, there will be a separate services and planning confirmation procedure. This procedure will be charged for.

Building Consent Number

You have received a letter acknowledging the application and this will contain the number for the project. The number will start with BC and an example is BC123456. Please quote the number given every time you make contact with Council about the application. The same number will apply until the building is completed and the project finished.

Consent Applicant Information and Privacy

Please note that building consent application information is public information and is released by Council to any party who requests it. This is a legal obligation Council has. We have no option but to release this information. Some businesses will forward sales brochures to applicants based on information obtained from applications.

Requests for Further Information

At any time the applicant or the agent may be asked to provide more information for the application. The first occasion this may happen is within a few days of the application being received. At this time the application is assessed for technical content and if some is missing the application will be returned prior to being allocated a building consent number and before being entered into our system.

If the application is acceptable then you will receive an acceptance letter which will identify the consent number. The application will then be placed in the processing queue until it comes up for processing. In general we process applications in order of receipt but we do send some out to consultants for processing in which case the order may get changed. We do not view applications until they are next in the queue.

Consent Processing and Issuing

The building consent is processed by a technically trained Building Control Officer who checks the application for compliance with the Building Code. If that is not shown, or something is incorrect, or more information is required, then a letter or email will be forwarded to the applicant or the agent. Only one copy of the new information is required. You can send the new information in by mail, CD, memory stick or email direct to the processing officer who sent you the request for further information. If we have to ask for information twice then extra charges will apply. If the application shows compliance with the Building Code then the building consent is granted.

Once granted the consent will be posted to the applicant or agent and it includes conditions of consent, inspection requirements, and the invoice for the building fees. The consent is an important document and should be read thoroughly and kept on site for all inspections.

Commencing Work and Inspections

Work can commence as soon as the building consent is received provided that there are no outstanding resource management issues (section 37). Make sure that all inspections listed are called for. This is most important and will cause significant problems if work is closed in that has not been inspected. Please give as much notice as possible and a minimum of three working days is recommended to ensure that we can inspect when we are needed. The number to call for inspections is 03 520 7405 and this is a direct line to Jenny Eising who handles most bookings, but you may also talk to Dawn Murrin or someone else. If you get an answer phone please leave a message and we will get back to you. Do not forget to have the building consent number handy.

Note: We must have the Licensed Building Practitioner's name and registration number for all the restricted work before we can accept a booking for inspections.



Project Completion

When the project is completed then apply for a Code Compliance Certificate and call the Council to book a final inspection. Once this is completed then the Building Control Officer will issue a Code Compliance Certificate. This is the date at which the Council's role is completed. The owner is always responsible for the health and safety of the building and its users.

The project records are held on Council files for the life of the building and possibly longer in some cases.

If you need further information then please contact the Council on the numbers provided and please remember that BC number when making enquiries.

The project will be inspected by several different people and detailed records are kept of the inspections. The inspector is allocated from the office and we do not book individual inspectors for specific projects.



**For further information on any building consent matter, please call the Council's Customer Service Centre (03 520 7400)
Remember to quote your Building Consent Number**