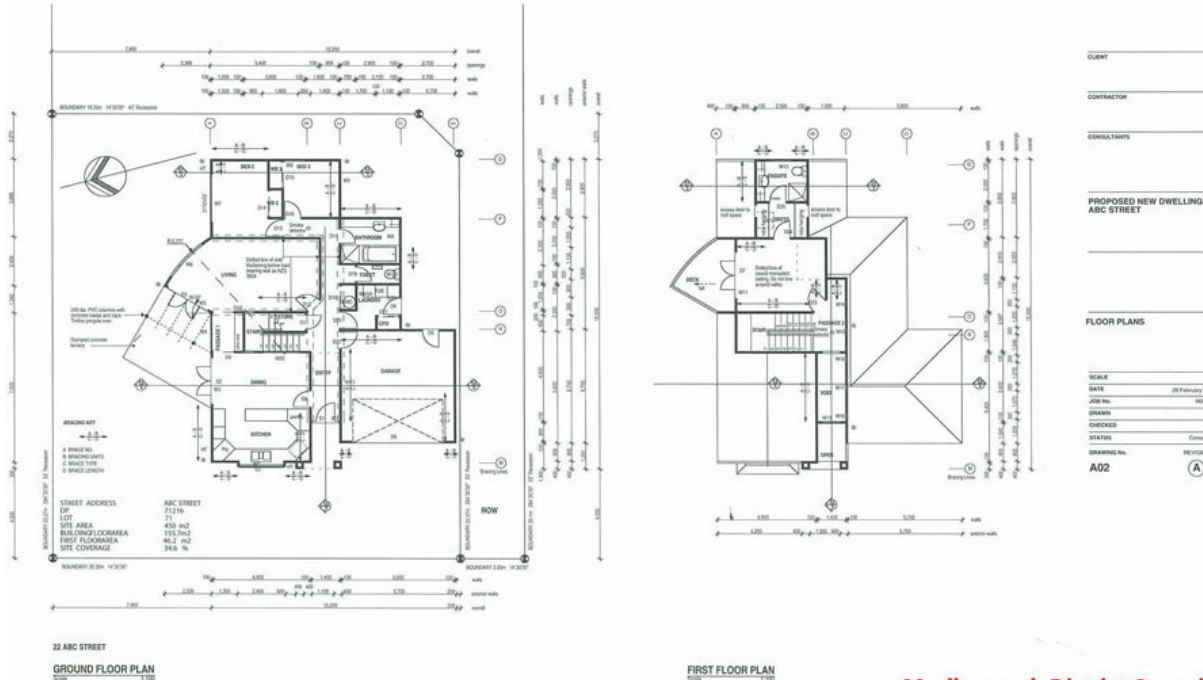


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APPROVED DOCUMENTS
Date Approved: 29/07/2013
MARLBOROUGH DISTRICT COUNCIL

Sample only



Marlborough District Council
Date Received: XXXXXX

Now You Have Your Building Consent

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MARLBOROUGH DISTRICT COUNCIL

ISO 9001
Form BIB0006-CI2045

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Please Read This Brochure Carefully It Contains Important Information

Introduction

Now that you have your building consent you will be keen to get the work underway. There are some very important things you need to know and this brochure is intended to help you with the building process. There are things in this brochure that can affect your project and you should read it right through. Please take particular note of items that may have an impact on your project.

Conditions

If your consent contains conditions then those conditions must be followed. The conditions are a legal requirement for the project.

Technical Advice

If you need technical advice during the course of the project we recommend that you refer to the designer who undertook the original design. Council does not give technical advice but remember that if the project changes from that approved then an amendment is required.

Can the Work Start

Although you have a building consent you may not be able to commence work immediately. If a Section 37 certificate has been issued then that will set out if any work can commence. In many cases, where there is a Section 37 certificate, no work can start until an outstanding resource consent or similar authorisation is obtained, otherwise the work can commence immediately.



Important Information

The following items will apply to your consent and you need to be aware of the following matters.

1. **Licensed Building Practitioner (LBP):** In your application you were asked to provide the names and registration numbers for the LBP involved in the project. Building Control can not undertake inspections if they do not have this information. Ensure that Building Control has all names prior to commencing work to avoid hold ups while Building Control awaits the required information. It is also very important to advise Building Control if the name of the LBP changes during the course of the project.

Note: You can undertake work on your project without being a LBP, but this work must be supervised by the applicable LBP.

2. All work is to be built as shown on the approved plans and documents issued with the building consent. Do not make changes from the drawings or specifications as what has been approved is what must be built. Amendments can be made but must receive prior approval before the work is undertaken. If the changes are substantial or affect critical elements then a new consent may be needed for the amendment.
3. All building work is to comply with the New Zealand Building Code. Nothing in the consent gives approval for work that fails to meet the minimum New Zealand Building Code standards.
4. The provisions of the Marlborough District Council Resource Management plans and any applicable resource consent conditions must be complied with.
5. Building work must commence within 12 months of the consent issue date. It is important that the owner contact the Council Building Control Group if the work cannot commence within 12 months to avoid having the building consent lapse.
6. Reasonable progress should be maintained on the project until all work is completed. Council must decide whether to issue the Code Compliance Certificate within two years of the date of the consent being issued. If work cannot be completed by this time then you will need to apply for an extension in writing setting out the reasons for delay.

7. The owner must identify property boundaries and the position of any easements or other encumbrances which may affect the building or its position. The issue of the building consent does not give people the right to build outside their own property. It is the owner's obligation to ensure that the building work does not intrude into any area for which it is excluded by virtue of any easement or other restriction to which the property may be subject. The Council does not check such matters at the time of issue of building consents as they generally relate to private rights enforceable between landowners. Care must be taken to identify all boundaries correctly. Property owners may be asked to prove the boundary locations and this may mean that a registered surveyor will have to be employed by the owner. The Council will not accept any liability arising from incorrect siting of buildings irrespective of any inspections it does on the site, or for its approval to issue the building consent.
8. The approved site copy of the plans and specifications must be on site during construction. Inspections may be refused if the site copy is not on site at the time of inspection.
9. The consent fees (Flat Fee) include all of the inspections that the Council expects to do on the project. If excessive extra inspections are made, for any reason, then additional fees will be invoiced and must be paid before the Code Compliance Certificate will be issued.
10. A list of the inspections required is included with the building consent. The applicant or applicant's agent is responsible for advising the Council when work is ready for inspection. Make sure that no work or drains are closed in until inspected, and that substrate is inspected before application of plaster or texture finish. Please give the Council as much notice as possible but a bare minimum of 48 hours notice for all inspections. To book inspections telephone the Building Administration Officer on 03 520 7405. The right of entry to the building project for the purpose of inspections by Council staff and its consultants is empowered by the Building Act 2004.
11. On some consents a producer statement has been issued which requires inspections by the person or company that issued the statement. It is the applicant's responsibility to make sure these inspections take place and that the record of the inspection is forwarded to the Council. In the case of inspections by structural engineers a completed producer statement will be required to cover all inspections made by the engineer. All inspections undertaken by people from outside of Council must have the prior approval of the Council.
12. In some cases the building consent is issued on the basis that the building is not for human habitation. If the building is to be later used for habitation then a new building consent will be required for the change of use and the building will have to be upgraded. Habitable buildings are constructed to different standards than non-habitable buildings.

13. If the project contains an on site wastewater treatment system then the effluent dispersal system must be a minimum of 30 metres away from any waterway and a minimum of 30 metres away from any water supply or bore.

If an existing wastewater treatment and disposal system is later shown to be unable to cope with additional loading then the existing system will need to be upgraded. A new building consent will be required for the upgrade work and the new system will need to comply with AS/NZS 1547 or be specifically engineer designed. The site will have to be evaluated by a Council approved accredited soil assessor and Council Resource Management Plans must be complied with.
14. All plumbing and drainage work is to be carried out by licensed or craftsman trades people who shall be on site at the time of any drainage or plumbing inspection.
15. Building owners have responsibility to ensure that domestic water supplies are potable. This means the water should be free of contamination and healthy to use and drink. Owners of buildings not on a Council water supply are advised to have their water supply tested. Tests should take place before the water is used and at regular intervals afterwards to ensure that a safe supply is maintained. It would be helpful if test results, or copies of them, were forwarded to the Council for lodgment on the property file.
16. Some buildings have a limited life on the consent. At the end of this time a new building consent will be required to show how the building is to be altered, removed or demolished.
17. All fire warning systems of Type 2 or higher must be signed off and certified by an independent certification authority such as Fire Protection & Inspection Services (FPIS). The Code Compliance Certificate cannot be issued nor the building occupied until this is provided.
18. **Changes to Design on Site:** A Code Compliance Certificate can only be issued when all work on site meets the New Zealand Building Code and has been completed as per the consented documents. This means that any changes undertaken on site must be approved by the Building Consent Authority (Council's Building Control Group). There are three options available depending on what changes have been made. Where only very minor changes have occurred, the Building Control Officer can agree to issue a "Minor Amendment". Any other change from the consented documents will require a "Full Amendment".

Minor Amendment: Document confirming what minor changes have occurred may be required. The Building Control Officer will complete a minor amendment form and attach to the existing consent.

Full Amendment: Where any other changes (other than minor) have taken place, a new building consent will be required. This consent will be linked to the original consent as a full amendment. These amendments need to be applied for as soon as the changes are proposed. In some cases the work on site will have to cease until the amendment is issued. You should contact Building Control to avoid time delays.

Building Inspections

When you have obtained a building consent and have started building work, inspections will be carried out during various stages. The Building Control Officer carrying out the inspection will assess the work carried for that stage of construction against the New Zealand Building Code and the consented (stamped) documents. These documents must be on site for all inspections. The Building Control Officer will assess the work against a standard inspection check sheet and will record the results on his inspection device. Notes and photos from the inspection will be able to be viewed online within 24 hours of the inspection. Most inspections will be carried out by a Building Control Officer from the Marlborough District Council.

New Building Work

You will need to arrange for an inspection of the work at some or all of the following stages. The inspection requirements are listed with the building consent.

Multi Unit Developments

If you are constructing a multi unit or multi apartment development Council will require to undertake inspections on each unit. The inspections required are set out in the building consent documents.

Foundations

All foundations will require an inspection prior to the pouring of any concrete. At this stage we will check for low ground bearing and check the reinforcing and foundation dimensions. For pile inspections we will view the holes prior to them being filled with concrete.

Concrete Slabs

All concrete slabs will require an inspection prior to the pouring of any concrete. Any drainage work laid under the slab will need to be tested. Some of the other items we check are the damp proofing, slab reinforcing, shrinkage control and sealing of service pipes.

Concrete Block Work

If the construction of your building involves concrete block work, an inspection will be required prior to the pouring of the concrete to enable a check of the steel placement, control joints and washouts.

Cladding

This inspection deals with the claddings systems proposed for the project. These type of inspections can include pre-plaster, plaster, veneer half height, flashing systems, cavity systems and texture substrate inspection. The inspector will be expecting to see the specific cladding details identified on the consent plans. Refer to “Inspection Schedule” set attached to the building consent.

Drainage

An inspection is required when the foul water and stormwater systems have been installed. This inspection is carried out when the drainage work is under test and prior to backfilling. Note: Where drainage systems are connected to a designed effluent systems (septic tank) a further effluent system inspection may be required. This inspection looks at the installation of the tank/s and effluent field. Refer to “Inspection Schedule” set attached to the building consent.

Pre-wrap

At this stage the framing will have been erected and the building is fully framed. This is prior to any cladding (including the roof cladding) and wrap being installed. The inspector will be checking for bracing, framing, point loading, mechanical fixings and many other items. For a dwelling this is an important inspection.

Post-wrap

At this stage the framing will have been erected and the building is wrapped with the building wrap. Usually the building paper is on the walls and roof, and the roof is on. The inspector will be checking for correct wrap type and fixing including hold back tape and the correct flexible window tape. This inspection is carried out prior to any of the internal linings going on.

Pre-line

At this stage the framing will have been erected and the building is weathertight, i.e. roof is complete, window and door joinery (including all flashing and air seal systems) insulation and cladding have been installed. The inspector will be checking for bracing, framing, point loading, mechanical fixing, etc (if this work was completed at the “pre Wrap”). Moisture of frame work will also be checked. This inspection is carried out prior to any of the internal linings going on.

Important Note: If the external system is not fully weathertight, the insulation and internal linings must not be installed.

Pre-line Plumbing

All plumbing work must be under test when this inspection is undertaken. It can be carried out at the same time as the pre-line building inspection. Plumbers pressure test needs to be on and to be sighted for the water pipework. It is also preferable that the plumber is on site for the inspection.

Shower Base and Wall Sealing

This is a critical inspection if the project is using a tanking system to provide a water proof base for a wet floor area, typically a shower or bathroom floor. The inspection should be timed to allow the inspector to confirm that the water proofing system has been carried out as per the installation instruction. The applicator of the system will be expected to provide a signed certificate once the work is completed. This should be supplied to the Council as supporting documentation at the completion of the project.

Post-line

This is a check on the type of lining and the nailing patterns used. Any fire rating lining requirements are also checked at this stage.

Pool Fence

This inspection looks at the specific requirements of F9, the Building Code and any requirements set out where a modification/waiver from F9 applies. It is preferable that the pool remains empty until this inspection has been completed and full compliance is shown, however it is understood with some type of pool structures this is not practical. If leaving the pool empty is not practical you should erect a temporary barrier until all fencing has been completed.

Other Inspections

There are other inspections which may be needed for your project. They will be listed in the consent. The Building Control Officer will provide information about what is checked at these inspections if requested to do so during any inspection. Please make sure that all inspections listed are called for.

Final Inspection

When your building project has been completed you need to book a final inspection. You will be advised in advance of what is required to be supplied on site on the day of the inspection, for example:

- Application for a Code Compliance Certificate (Form 6) supplied with building consent documents.
- Producer Statements - as required on this project.
- Copies of the memorandum from Licensed Building Practitioner's "Record of Building Work".
- Energy works certificates for electrical and gas installations.

You will need to apply for a Code Compliance Certificate using Form 6. Council is required to issue the Code Compliance Certificate within 20 working days of receiving this application provided all work is complete, all work complies with the consented documents, all work complies with the New Zealand Building Code and all outstanding fees are paid.

If you need additional or replacement application forms please contact the Building Administration Officer on 03 520 7405.

Engineer's Inspections

Building consent documentation often includes designs for work that is outside the normal scope of construction. In these cases design and calculations are provided by a Chartered Professional Engineer (CPEng) at the time of application. These designs will often require particular inspections to be undertaken by the engineer or his/her agent. These inspections are by agreement with the Council. Any additional inspections not previously agreed to by Council must be agreed to prior to taking place. This can be done by contacting the Duty Building Control Officer prior to the proposed inspection.

The engineer's inspections are identified on the right hand side of the building consent document. These are clearly listed and described. If you do not understand the type of inspection required please contact the Duty Building Control Officer at Council.

At the time that the building consent is issued a letter will be sent (by the Building Administration Team) to the engineer confirming the engineer's inspections.

At the completion of the project the engineer must provide a PS4 (construction review certificate) along with copies of his/her site notes and, if applicable, photos. These will be required prior to the issuing of the Code Compliance Certificate.

Issue of Code Compliance Certificate

The Code Compliance Certificate (CCC) is released at the end of the building consent process, once the final inspection of the consented work has been passed and any other requirements have been satisfied.

You must apply for the CCC for these consented works. An application form (Form 6) is included in the original building consent.

Please Note: Delays in receiving information, or money owed, or the failing of the final inspection, will delay the issuing of the CCC.

The CCC will be issued within 20 working days from date of receiving the application for a CCC provided:

- The application for a CCC is received (Form 6).
- The final inspection passed.
- All outstanding fees paid and paperwork are received.

IMPORTANT NOTE:

Inspection Failed

If at any stage an inspection has failed the building inspector will advise the builder why it has failed. It is your responsibility to arrange for a re-inspection once the problem has been rectified. There will only be an additional cost for re-checks if the failures reoccur. The flat fee system allows for some rechecks, however any continuous non compliance will be charged out at our advertised rate plus travel time and mileage.

Fees

When your building consent is issued Marlborough District Council will determine the number of inspections required based on the planned work. The inspections and the Code Compliance Certificate fee will be included in the cost of the building consent.

Other Land and Legal Road information

This building consent does not imply approval to use any public land, legal road, esplanade strip, marginal land, or such like. Any works within such land will require separate approval. With respect to legal road, Council through its arrangement with Marlborough Roads will consider Corridor Access Request (CAR) applications to undertake works in legal road.

In some instances Council will consider applications for the issue of a licence to occupy legal road.

Inspection Bookings

Final Inspection

You will need to book a final inspection in advance of the date you wish the inspection to occur. This is to allow Marlborough District Council to ensure that the time requested for the inspection can be met.

All Other Inspections

An inspection needs to be booked well in advance and it is preferable to give as much notice as possible. An early request will help us ensure you get the time and date of inspection you wish.

Bookings

To book an inspection contact the Building Administration Officer on 03 520 7405.



Lapsing of Building Consent

If for any reason prior to starting work you decide not to go ahead with the consented project please notify Building Control immediately.

Note: Building Control can not cancel the consent however if work does not commence work within 12 months of the anniversary of issuing, the consent automatically lapses as per the Building Act 2004.

On lapsing a credit can be raised. This credit will only include that portion of the consent fee that covers inspections, inspection travel and the issuing of the Code Compliance Certificate. The cost of administrating, processing and issuing of the consent will not be credited.

Note: A lapsing fee will apply. Refer fees and charges booklet or the Council website (fees).

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 and 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.



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 lodge your application with ALL supporting documents

**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**