



Guidance Notes

Application for Project Information Memorandum (PIM) Building Consent (BC) Certificate of Acceptance (COA) Amendments

Introduction

These notes of guidance have been compiled to help you understand the process of applying for a PIM, BC (including MultiProofs) (including amendments) or COA, the information that Council needs to make an informed decision about your application and to ensure that your application can be assessed without delay.

A major cause of delay in processing applications for PIMs, BCs or COAs is the lack, or poor quality, of necessary information. Help us to assist you by reading these guidance notes thoroughly and refer to them as you complete each section of the application form. When you have completed the form, remember to complete the **check list**. This will ensure that all requirements are in place, that a complete application is received by Council and assessment can proceed without delay.

The PIM / BC / COA application process

Under the Building Act 2004, Council is required to work within the following timeframes:

Application for PIM only	20 working days to issue
Application for BC only (S45 Building Act 2004)	20 working days to grant
Application for BC only (MultiProof)	10 working days to grant
Application for PIM and BC together (S45 Building Act 2004)	20 working days to issue the PIM and grant the BC
Application for BC and PIM (MultiProof)	10 working days to issue the PIM and grant the BC
Application for COA	20 working days to issue or refuse

Council is able to refuse to accept or suspend applications that do not contain sufficient information. When applications are suspended, the "clock" is stopped and not restarted until the further information has been provided.

Government has introduced changes to the Building Act 2004 in connection with the way in which PIMs are used. These changes come into effect on 1 February 2010 and make application for a PIM voluntary.

Although the option of not applying for a PIM may appear attractive, you are advised to consider this carefully, as the PIM may contain information that is significant to your project. Council has issued a guidance note based on information received from the Department of Building and Housing and you are advised to read this before making a decision.

The information requirements for an application for a PIM are less detailed than those for an application for BC. If you decide to apply for a PIM, please ensure that you complete the appropriate check list at the rear of the application form and ensure that the required information is included.

If this is a joint application for a PIM and BC, please ensure that both check lists are fully completed.

If applying for a COA, please note that Council may not be able to issue a certificate, or any certificate that is issued, may be subject to conditions or exclusions. A COA is not a replacement for a BC and a Code Compliance Certificate will not be issued.

Submitting the application

Your application will, initially, be checked by one of our Customer Services staff. This is not a technical check. The purpose of this check is to ensure that the application form has been fully completed, the necessary information is there and that it meets the basic requirements for the purpose. He/she will also check that sufficient copies of plans and specifications have been supplied. If this is not the case, the application will not be accepted and you will be advised of the reasons why.

If the application is accepted, initial fees will be calculated and charged and the "assessment clock" will be started. Please note that payment of the initial fee is required at the time the application is accepted.

The initial payment is an estimate only and is based on the type of project, the likely time required to assess the plans and specifications required, and an estimate of the number of inspections required. If additional time is required to process the plans and specifications, this will be charged and must be paid before the Building Consent is issued. If additional inspections are required, these charges will be made and must be paid before the Code Compliance Certificate is issued.

Charges for processing, inspections and certifications are on a pro forma invoice base and are fixed on rates for year ending June but subject to time taken for processing and final number of inspections required. Each year charges are subject to revision and customers are charged for the current rates for the year in which the service is rendered.

Next stages

Your application will be assessed by our Project Planning Assessment team who will consider whether there is any District Plan or other concerns to be addressed, whether any notifications are required or there are Development Contributions to pay. If you have applied for a PIM, this will be issued along with copies of any engineering reports or other documentation held by Council that may affect your project. If you have not applied for a PIM, you will receive a letter only advising of any such issues or concerns. A fee will be charged for this service.

Next the application will be forwarded to our Application Consent Processors for the technical details of the project to be checked. At this stage, the Consent Processors will be looking to ensure that the project, as submitted, will meet the necessary requirements of the NZ Building Code. It may be necessary for them to request further information and, if so, your application will be suspended while you obtain and submit this. In the case of a COA application, a site inspection will be undertaken at this stage.

If your application is for a MultiProof Consent under the Building Amendment Act 2009, the Application Consent Processors will assess compliance with the NZ Building Code only for those items not covered by the MultiProof Certificate. Typically, these will be site specific items such as foundations, plumbing, drainage, etc. For items covered by the MultiProof Certificate, the Consent Processors will confirm that the project is generally in accordance with the current certificate and no further assessment will be undertaken.

Once the Consent Processor is satisfied that the project will meet the requirements of the Building Code, the application will be granted.

The application will then go to our Administrative team who will prepare the final paperwork for the consent, calculate and charge any outstanding fees and issue the Building Consent. There will be a few days delay between the granting of the consent and the actual issue. Building work cannot start until the consent is actually issued and you are in possession of it.

Upon receipt of your consent, please check the details thoroughly and notify us at once if anything appears to be amiss. Under the provisions of the Building Act 2004, you are required to commence work on your project within 12 months of the consent being granted. The Building Consent will include an inspection schedule.

Ordinarily, inspection will be undertaken by Council's Building Officers. These may, however, on occasion, have to be undertaken by other professionals (e.g. ground conditions - required by applicant's engineer). It is important that inspections are booked in accordance with the inspection schedule. Please note that the cost of all inspections and re-inspections are chargeable to the applicant at the inspection fee applicable at the time when the inspection is undertaken.

Completing the application form

Please indicate whether your application is for a **PIM, BC, (S45 Building Act 2004 or MultiProof Building Amendment Act 2009) Combined application or COA.**

If your application is for a MultiProof Consent, please ensure that you enter the certificate number on the front of the form and enclose a copy of the certificate

The following notes of guidance relate to questions on the application form. Please make sure you refer to these as you complete the form.

1 Location of proposed building work

Give the street or road address, including rapid number if rural (if one has been allocated). If a vehicle crossing/access to the road is required as part of the project, it is advisable to apply for this immediately to avoid possible delays later.

Legal description

The legal description of the land is usually the Lot and Deposited Plan (DP) number of the land but can also be described as an Allotment, Parish or Maori land block. You can get this information from your rates assessment notice or Certificate of Title. The valuation roll number can also be found on your rates assessment. If you cannot obtain the information from these sources, a member of Council's Customer Services team may be able to assist you. The area of the site can also be found on the Certificate of Title.

If your application involves a subdivision that has not been completed, please supply a copy of the proposed subdivision plan with the proposed lot clearly indicated.

2 Owner

For the purposes of the Building Act, the owner of the land may be:

- the owner of the fee simple of the land; **or**
- any person who has agreed in writing, either conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or take out a lease of the land, while the agreement remains in force

Proof of ownership

The following proof of ownership will be required:

- **where you are the owner of the fee simple of the land a copy of the Certificate of Title. This must be current and no more than six months old.** You can obtain a copy of your Certificate of Title from a solicitor, a surveyor, or direct from Land Information New Zealand, PO Box 92016, Auckland. You can also visit the Land Information New Zealand website www.landonline.govt.nz. A charge will be made for this service. This will be set by the individual provider
- **cross lease: where the land is subject to a cross lease agreement.** You will need to supply signed permission by all other lessees/lessors (cross lease parties) relating to that lease. You must supply a copy of your Certificate of Title. This must be current and no more than six months old. You can obtain a copy of your Certificate of Title from a solicitor, a surveyor, or direct from Land Information New Zealand, P O Box 92016, Auckland. You can also visit the Land Information New Zealand website www.landonline.govt.nz. A charge will be made for this service. This will be set by the individual provider
- **where you are the lessee of the land** a copy of your current lease agreement, a letter from the owner confirming that there are no objections to the project as detailed on the application for Building Consent being undertaken and a copy of the Certificate of Title. This must be current and no more than six months old. You can obtain a copy of your Certificate of Title from a solicitor, a surveyor, or direct from Land Information New Zealand, PO Box 92016, Auckland. You can also visit the land Information New Zealand website www.landonline.govt.nz. A charge will be made for this service. This will be set by the individual provider

- **where you have agreed to purchase the land but not yet completed the purchase or have only recently completed the purchase**, a copy of the Sale and Purchase agreement and a copy of the Certificate of Title. You can obtain a copy of your Certificate of Title from a solicitor, a surveyor, or direct from Land Information New Zealand, PO Box 92016, Auckland. You can also visit the Land Information New Zealand website www.landonline.govt.nz. A charge will be made for this service. This will be set by the individual provider
- **where the land is held in a Family Trust or other legal body**, the application form will need to be signed by somebody who carries that authority from the Trust or body. You will need to submit a letter from the Trust or body solicitor confirming this. You may also need to supply a copy of the decision from the Maori Land Court if this is relevant to the property. You will also need to submit a copy of your Certificate of Title and this can be obtained from a solicitor, a surveyor, or direct from Land Information New Zealand, PO Box 92016, Auckland. You can also visit the Land Information New Zealand website www.landonline.govt.nz. A charge will be made for this service. This will be set by the individual provider.

3 Agent

This section should be completed only if an agent is being used. The agent may be your builder or other contact person. Provide the agent's name, address and other particulars. Please note that if you nominate an agent, all correspondence pertaining to your application will be sent to them. This will include suspension letters (although copies of these will be forwarded to owners as well), invoices for amounts owing to Council and any correspondence affecting the title of your property including Development Contributions. It is important that you discuss this with your proposed agent and ensure that you have established systems to ensure that any such correspondence is forwarded to you promptly. Also, the person you nominate will remain as your agent for the duration of the project (until the Code Compliance is issued) unless you notify us in writing to the contrary.

If the owner cannot sign the actual form, a letter with the same declaration statement can be presented.

Please note that the Building Act 2004 requires that we have a contact person with an address in New Zealand.

4 The project

4.1 Description of work

Describe the work, e.g. 3 bedroom dwelling and attached garage, bedroom or en suite addition etc. Intended use describes the use, i.e. private or communal housing, or a particular commercial, industrial, service or farming use. Please give as much information as possible and be specific about the intended use. If a change of use is intended, you may need to apply for resource consent as well as Building Consent. Giving as much information as you can will help us assess whether that will be necessary and advise you accordingly.

4.2 Intended life

This is the intended life of the building. If an intended life of less than 50 years is specified then a condition of the Building Consent, when issued, will be that the building be altered, removed or demolished on or before the end of the specified life. Application will need to be made for a Building Consent at that time for whichever option is taken, and Council is establishing procedures to monitor such buildings. The standard intended life for domestic buildings and alterations is 'not less than 50 years'.

4.3 Floor areas should be given in m². The information requested in this section is also required for information we are required to supply to Statistics New Zealand.

Market Value (incl. GST) is required for assessing any levies payable and is defined in Section 10 of the Goods and Services Tax Act 1985. This will be the contract price of the project if that includes all work or, if not contracted, the rate as publicised on the Department of Building and Housing (DBH) website current at the time of application. You can go to the DBH website to view these rates www.building.dbh.govt.nz/e/publish/industry/estimated_building_costs.shtm

4.4 Please identify the category of your project. This will help us to understand what you intend to do. Please indicate whether your project is domestic, commercial, industrial etc.

4.5 Nature of Consent

Please indicate the nature of your project.

4.6 Staged Project

Applications may be made to undertake projects in stages. The application should state clearly which stage is being applied for and how many stages are involved. It is important that the project is staged in such a way that each stage is able to be issued with a Code Compliance Certificate independent of the other stages. Further applications for Building Consent will be required for additional stages.

4.7 If your project is a commercial activity, the following information is also required:

Hours of operation - what hours and days will the activity be operating?

Signage – will there be new signs erected as part this project?

If yes, please give dimensions and height of sign, show location on site plan and indicate whether illuminated or painted etc.

Hazardous substances – does this project involve the storage or handling of any hazardous substances?

If yes, please supply details and indicate on floor plan where the substances will be located.

Employees – if this project is for a home based activity, how many employees will there be who do not live on site?

Parking - to aid in the calculation of parking spaces required for this project, clearly indicate the floor area for all existing and proposed spaces for all buildings on the site, e.g. office, retail, industrial. *(Not applicable in all cases e.g. some areas in the city centre are exempt from parking regulations.)*

Traffic movements – what is the maximum number of traffic movements expected to and from the site in a 24 hour period?

Landscaping – it would be helpful if a site plan is included showing the location and height of any boundary fencing or planting *(e.g. trees, hedges or gardens)*. *(Not applicable in all cases.)*

Please make sure the intended use of your project is clearly stated on the application form.

Please put this information on the sheet supplied at the end of this document.

5 Utility connection required

In order to issue a Building Consent, Council must be satisfied that potable (drinkable) water, stormwater and sewage disposal to a recognised disposal system are all provided for and approved. Should there be no indication in Council's records that these already exist; the consent will not be granted until the applicant can show how they will be supplied. If you require any of these connections that are controlled by Council, it is advisable to apply for these immediately to avoid possible delays at a later stage.

6 Specific fire design

Section 47 of the Building Act 2004 requires projects with a specific fire design to be forwarded to the New Zealand Fire Service for consideration. This usually relates to commercial buildings but will also relate to some larger, multi-storey residential buildings. The New Zealand Fire Service (NZFS) will issue a memorandum providing advice on issues such as “means of escape from fire”, “water supply for fire fighting” and “the needs of persons who are authorised by law to enter the building to undertake fire fighting”. The NZFS will make a charge for this and you will be required to confirm to Council that you will meet any and all costs incurred by Council in this connection. This confirmation will be required before the application is forwarded to the NZFS and you should ensure that you have completed and signed the declaration on the application form if this is appropriate to your application.

7 Code clauses

Please complete this section showing how compliance with the relevant clauses of the New Zealand Building Code will be achieved. This information will help our Consent Processors to decide whether to grant or refuse your application and supplying detailed information may well help to avoid an application being suspended, thereby saving you time and the risk of additional charges for assessment. Please take some time to fully complete this section in advance of submitting your application.

8 Compliance Schedule

This relates primarily to commercial and industrial developments and is unlikely to affect residential projects. Please detail any Compliance Schedule items that will be incorporated into the building, or removed, if this is appropriate to your application.

9 Key personnel

It is important that you give details of the key personnel who will be undertaking the building work (*have undertaken in the case of COA*). It is also important that you ensure they are appropriately qualified to undertake the works for which they have been nominated.

If you are unable to supply the information at this stage, then you must advise Council before works commence.

10 Development Contributions

The requirement for Development Contributions is assessed at the time the planning assessment is undertaken or, if you have applied for a PIM, when a PIM application is processed. You may pay these at any time following this assessment. An invoice will be issued for any contributions payable when work on your project has commenced (after the first inspection). All Development Contributions must be paid prior to the issue of the Code Compliance Certificate. For further information, please contact the Development Contributions team or see the Development Contributions policy.

11 Amendments

Please supply only those plans and specifications that are subject of the amendments and ensure that the amended items are clearly marked, e.g. identified with “clouds”, bold print, etc. Council will not accept full copies of plans and specifications when they have not been amended. The Government has recently issued guidance to Building Consent Authorities on categorisation of minor variations and formal amendments. Further information is available from the Department of Building and Housing website (www.dbh.govt.nz) or you can contact either one of our Building Officers on site or the Duty Building Officer before making a formal application for an amendment as this may not be required.

Requirements for plans and specifications

The following is the minimum requirements for plans, specifications and other supporting information. Please note the following:

- all plans submitted must show the legal description of the property to which they relate and be signed by the engineer/designer who has prepared them
- all specifications must relate specifically to the project for which application for Building Consent or COA is being made. Generic specifications are not acceptable
- it will be necessary for you to identify the relevant clause of the Building Code and how the submitted documents will satisfy them
- if you require a waiver or modification of the Building Code, please state this

For a BC, (S45, Building Act 2004), MultiProof (Building Amendment Act 2009), PIM/BC, COA and Joint Application

Document type	No. of copies required	Required scale	Details Required
Certificate of Title (See Guidance note 2)	1	N/A	<i>Must be current and no more than six months old</i>
MultiProof Certificate	2	N/A	Must be current and consistent with information held on the Department of Building and Housing website
Site Plan	Residential – 3 Commercial – 3 One copy to be A3 size maximum in each case	Minimum 1:100 or such other suitable metric scale	Show details of the proposed and existing buildings including: floor area (m ²), distance from all legal boundaries (nearest part of building) Easements The location and layout of existing private drainage, stormwater and sewerage connections. The source of the water supply The location of the vehicle entrance and distance from a legal side boundary
Foundation Plan	Residential – 2 Commercial – 3	Minimum 1:100	For timber floors: dimensions, pile details, footing size, bracing, joists and bearers For concrete floors: dimensions, mesh size, plumbing layout (unless provided separately) Sub floor bracing calculations
Floor Plan	Residential – 3 Commercial – 4 One copy to be A3 size in each case	Minimum 1:100	Floor layout, designated use of each room with dimensions, locations of fixtures and fittings, e.g. kitchen cupboards, cooking facilities, bath and sanitary ware, solid fuel heater, waste and vent pipes
Elevations	Residential – 3 Commercial – 4 One copy to be A3 size in each case	Minimum 1:100	Diagram for each elevation: location of wall and roof bracing, height from ground level to top of roof line, opening windows and roof pitch
Roof Framing Plan	Residential – 2 Commercial – 3	Minimum 1:100	Pitched Roof: ridge beam, rafters, purlins, building paper, insulation, eaves Trussed Roof: truss type, point loads identified, roof bracing, insulation In both cases, plans must be signed by the designer or Chartered Professional Engineer and a signed Producer Statement must be provided along with a copy of the engineer's current practicing certificate
Geotechnical Reports	Residential – 2 Commercial – 3	N/A	
E2 Risk Matrix	Residential – 2 Commercial – 3	N/A	
Cross sections	Minimum of one along the width and one along the length Residential – 2 Commercial – 3		Footing size, sub floor ventilation and insulation, size and centres of foundation steel, wall insulation, wall framing – sizes, centres, treatment, height, masonry and slab, cladding, cavity and battens, stairs – tread, rise, pitch and height, decks and balconies, linings and finishes, ceiling insulation

**For a BC, (S45, Building Act 2004), MultiProof (Building Amendment Act 2009),
PIM/BC, COA and Joint Application (continued)**

Document type	No. of copies required	Required scale	Details Required
Plumbing layout	Residential – 2 Commercial – 3		Must be drawn to AS/NZ standards and specify the particular standard used, showing pipe sizes, gradients etc
Structural Engineering Report/calculations/ current practicing certificate)	Residential – 2 Commercial – 3		Copy of engineer's current practicing certificate and calculations
Bracing Information	Residential – 2 Commercial – 3		Wall and floor bracing calculations and plans showing the location of bracing elements
Specifications	Residential – 2 Commercial – 3		Written specifications: describing all building work, components, fixings including size and type, demonstrate compliance with the functionality and performance requirements of the Building Code. Specifications must be specific to the project
Other supporting Information	Residential – 2 Commercial – 3		Must be specific to the project

In addition, please also complete the Risk Matrix Assessment form on the following page and attach it to your application if the score is more than six.

For a PIM

Document type	No of copies required	Required scale	Details Required
Certificate of Title (See Guidance note 2)	1	N/A	<i>Must be current and no more than six months old</i>
Site Plan	2	Minimum 1:100 or such other suitable metric scale	Show details of the proposed and existing buildings including: floor area (m ²), distance from all legal boundaries (nearest part of building) Easements The location and layout of existing private drainage, stormwater and sewerage connections (<i>if known</i>) The location of the vehicle entrance and distance from a legal side boundary Distance from water bodies
Floor Plan	2	Minimum 1:100	Floor layout, designated use of each room with dimensions, locations of fixtures and fittings, e.g. kitchen cupboards, cooking facilities, bath and sanitary ware, solid fuel heater
Elevations	2 size in each case	Minimum 1:100	Diagram for each elevation: height from existing ground level to top of roof line, height in relation to boundaries

Risk Matrix Assessment

Wall Number <input type="text"/>	Risk Severity								Subtotals for each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk Factor									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof / wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		

Total risk score

Wall Number <input type="text"/>	Risk Severity								Subtotals for each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof / wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		

Total risk score

Wall Number <input type="text"/>	Risk Severity								Subtotals For each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof / wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		

Total risk score

Wall Number <input type="text"/>	Risk Severity								Subtotals for each risk factor
	Low	Score	Medium	Score	High	Score	Very High	Score	
Risk factor									
Wind zone (per NZS 3604)	0		0		1		2		
Number of storeys	0		1		2		4		
Roof / wall junctions	0		1		3		5		
Eave width	0		1		2		5		
Envelope complexity	0		1		3		6		
Decks	0		2		4		6		

Total risk score

Supplementary information for commercial projects

Hours of operation _____

Signage _____

Hazardous substances _____

Employees _____

Parking _____

Traffic movements _____

Landscaping _____

