

Guide to completing the building consent application form

Strangely enough, one of the biggest problems we have is that the application form is often incomplete. This could be a result of people not knowing or understanding some of the terms used. It is also useful to know that government regulates this form and whilst we can add to it, we are unable to remove certain information required.

The information collected is accessed and utilised by a number of government bodies including Statistics New Zealand, Quotable Value New Zealand, Ministry of Business Innovation and Employment, Building Research Association of New Zealand, Land Information New Zealand, Building Research Association of New Zealand and New Zealand Fire Service too name a few.

Details about the building:	
Street address	Location or physical address of the building or building work proposed.
Legal description	Lot and deposited plan (DP) number which is noted on the certificate of title.
Building name	This section typically relates to large buildings such as business premises, tower blocks or hospitals, known by a name (for example St. James Church or Pak 'n' Save) residential properties do not generally have building names.
Location within site / block	This section typically relates to large rural properties or complexes such as rest homes, shopping centres, schools, etc and does not generally relate to residential properties (for example shop 53; west wing)
Number of levels	If the building contains multiple levels or work is being undertaken on a particular floor or level please identify the floor level
Flat or unit number	If the building is situated on a cross-lease or subdivided section or is in an apartment block or complex and is identified by a unit number / letter.
Floor area	Identify the gross floor area of the building work proposed. If additions and alterations are being carried out as part of this proposal, information pertaining to existing and new floor areas is required.
Lawful established use	<p>There are seven lawful established uses listed in the Building Regulations; buildings are classified according to type; three of these types apply to residential construction. It is important that building consent applications correctly identify the lawful use.</p> <p>A01 Housing Detached, multi-unit (apartments) and group dwellings (includes communes or maraes)</p> <ul style="list-style-type: none"> New dwellings, additions and alterations including a sleep-out <p>A02 Communal residential (2 types are community service or community care) <u>Community service</u></p> <ul style="list-style-type: none"> Hotel, motel, halls of residence, retirement village, camping ground (limited care is provided to users)

	<p><u>Community care</u> – 2 types are restrained or unrestrained</p> <ul style="list-style-type: none"> • Restrained i.e. legally or physically restrained drug rehabilitation, prison, borstal, etc • Unrestrained i.e. hospital, old peoples home or health camp, etc <p>A03 Communal non-residential (2 types are assembly service or assembly care)</p> <p><u>Assembly service</u></p> <ul style="list-style-type: none"> • Church, cinema, museum, public pool, etc <p><u>Assembly care</u></p> <ul style="list-style-type: none"> • Schools, kindergarten, institutions, etc <p>A04 Commercial</p> <ul style="list-style-type: none"> • Banks, café's shops, offices, etc <p>A05 Industrial</p> <ul style="list-style-type: none"> • Factory, aircraft hangar, processing facilities, warehouses, etc <p>A06 Ancillary</p> <ul style="list-style-type: none"> • Buildings not fit for human habitation, jetty, retaining wall, tunnel, outside fire, etc <p>A07 Outbuildings</p> <ul style="list-style-type: none"> • Carport, garage, greenhouse, pool, public toilet, etc
Year first constructed	<p>Applies to existing buildings only</p> <ul style="list-style-type: none"> • If the application is for a brand new building on a vacant lot, leave this section blank • If the application is for a new building on a lot, which already has buildings on it, insert the year that the first building on this site was constructed (approximate age is OK if true age is unknown i.e. circa 1950)
Re-clad	<p>This question has been included to help identify applications, which have failed due to weathertightness issues and ensures that the appropriate people can see the application.</p>
FAP number	<p>These applications have been accepted under the government financial assistance package (FAP) and mean that they are eligible for assistance.</p>
Owners name,	<p>The owner is required to provide all contact details; i.e. name, mobile and after</p>

address and contact details	hours phone numbers, email and postal address.
Agents name, address and contact details	<p>This section only needs to be completed if a person is acting on behalf of the owner. An agent may be the building practitioner, designer or a relative.</p> <p>If an agent is representing the owner, a letter of written authority must accompany the application confirming the agent has the authority to represent the owner.</p>
First point of contact	It is important we know whom to contact in the event that further information is required.
Proof of ownership	<p>The following evidence of ownership is required:</p> <ul style="list-style-type: none"> • Copy of certificate of title (COT must be no older than 90 days), lease agreement, agreement for sale of purchase or document showing full name of legal owner(s) of the building. <p>Please note the requirement to provide a certificate of title is a Council requirement. Under Sect. 33 of the Act, Council may require any information it reasonably requires when accepting an application for building consent. The reason Council require a certificate of title is to check whether there is any information affecting the application such as easements on the land and to check boundaries, lot size, etc.</p>
Full description of building work	<p>It is important to give as full a description as possible when completing this section.</p> <p>Examples:</p> <ul style="list-style-type: none"> • New three bedroom dwelling with attached double garage • Additions and alterations; addition of new master bedroom with ensuite; alterations include refurbishing existing bathroom, installing new bath, shower, hand-basin and WC. <p>If a building is being demolished this should also be noted, although if the building is stand-alone and less than 3 stories in height, a building consent is not required.</p>
Change of use	Change of use - when the lawful established use of a building is changed. An example of a change of use would be a residential dwelling (i.e. housing) converted into a café / bar (i.e. commercial activity).
Intended life	It is important that the building consent application accurately reflect the life of the building. The life of a building can be anything from 7 days through to 50+ years. Typically, most applications will be designed with a 50-year life; however, some like tents and marquees may have a limited life of 7-30 days
Estimated value inc. GST	The value should accurately reflect all building costs associated with the project including labour costs. The value of building work is used for government valuations and determines the amount of levies payable on the project. Government levies are not payable where the value of work is less than \$20,000.
Subdivision	If a subdivision of the property is involved resource consent will be required. Applications will only be received if a 224 certificate has been issued for the subdivision. We recommend that resource consent is obtained first to ensure

	there are no delays with your project
Public utilities	If you are planning to build and connect into Council stormwater or sewer drains, this must be identified on the application.
Disposal of storm water and wastewater	Where connection to the public drainage system is not available, stormwater and wastewater must be disposed of on site. Details of on-site disposal systems will be required at time of building consent.
Vehicle access	If a vehicle crossing is proposed, an application must be made to Council for approval to build on public land. Contact Auckland Transport for further information about vehicle crossings
Earthworks	If significant earthworks are involved in the project the amount of excavation including cuts and fills must be identified on the plans. Significant earthworks may result in resource consent.
Building work over or adjacent to any road or public place	<p>If you are planning to build over or adjacent to any road or public place special permission is required along with safety precautions to protect the public.</p> <p>Safety precautions include barriers, bollards, fences, signage, etc. Council permission is required prior to lodging the application for building consent.</p>
Building over existing drains or sewers or in close proximity to wells or water mains	If you are planning to build over or adjacent to a public drain, permission is required along with precautions to protect the public drain. Applicants must speak to Councils drainage engineers and gain approval before lodging a building consent application. In some situations, a video inspection of the line will be required to verify the integrity of the drain.
Plans and specifications	<p>Two full sets of working drawings containing all relevant information are required. Drawings should be on white paper and drawn to scale in black ink; the minimum plan size is A3 and be suitable for scanning purposes; coloured drawings are not acceptable.</p> <p>Documentation is required to be of a high, professional standard preferably to CAD; each plan must contain:-</p> <ul style="list-style-type: none"> • a drawing number and title • designer's name • owner's name and address; and • be dated for version control <p>Drawings must include sufficient information so as to assess compliance including:-</p> <ul style="list-style-type: none"> • site plan • floor plan • elevations • cross sections • construction details; • any other information required by the relevant lodgement checklist

	<p>Specifications must be project specific and include supporting documentation such as:-</p> <ul style="list-style-type: none"> • bracing calculations • engineering calculations • E2 risk matrix • H1 calculations • manufacturer's technical specifications in respect to products being used
Development contribution notices	<p>The Development Contributions Policy (DCP) is a policy adopted by the Council under the Local Government Act 2002. It allows the Council to require cash contributions when new development occurs. The Council then uses the funds collected to carry out capital works caused by or benefiting that development, for the following services:</p> <ul style="list-style-type: none"> • Transportation • Community infrastructure, such as parks, libraries, public conveniences, harbours and solid waste facilities • Water supply • Wastewater • Stormwater, and • Reserves (for residential development only) <p>If a development contribution is payable, Council will attach a form to the PIM and / or building consent advising details of this charge</p>
Copies of other authorisations	<p>If you have obtained resource consent (planning permission) or require the approval of the New Zealand Historic Places Trust or New Zealand Fire Service a copy of the approval must be attached to the application.</p>
Fire engineering brief (FEB)	<p>If your project involves a fire design using C/VM2 or specific design a copy of the FEB outcome must be attached to the application</p>
Means of compliance	<p>This section of the application form is the most difficult to complete and often skipped because applicants do not understand it; however, it is important and must be completed.</p> <p>It provides information to Council about how compliance with the Building Code has been established. Compliance may be established in several ways; by using the acceptable solutions, alternative solutions, producer statements, product certification, energy works certificates or determinations.</p> <p>Waivers and modification of the Building Code may also be requested and should be noted here. We strongly recommend that applicants seek the advice of design professionals to complete this section.</p>
Acceptable solution	<p>Acceptable solutions are prescriptive methods of construction and are described in the Building Code. Acceptable solutions often reference verification methods (NZ Standards such as NZS3604; NZS4229, etc). Acceptable solutions are methods of construction which have been proven to meet the provisions of the Building Code. The Building Code may be accessed on line at the Ministry of Building Innovation and Employment at www.dbh.govt.nz</p>

Alternative solution	Alternative solutions are methods of construction, which do not fit within the acceptable solutions. In order for an alternative solution to be accepted, the applicant must provide proof that the method will meet the mandatory provisions of the Building Code. Proof includes calculations and test results, expert opinion, etc.
Product certification	Product certification is not yet in place
Producer statements (design or design review)	<p>Producer statements are formal statements issued by a suitably competent person, certifying that the design or construction complies with specific standards, codes or documents in order to comply with the mandatory provisions of the Building Code.</p> <p>The producer statement will be in the form of a certificate or statement signed by the design professional. Producer statements are a tool that Auckland Council chooses to use in order to be satisfied as near as is reasonably practicable that the work covered by the producer statement, complies with the New Zealand Building Code.</p> <p>Before a producer statement can be accepted, Council must be satisfied that the skills, qualifications and experience of the author are appropriate for the scope of work and building code clauses covered.</p> <p>Applicants can check the Approved Author Register on council's website to confirm whether a person has this approval. If the person issuing the producer statement has not demonstrated their competence in this manner, Council will not accept the producer statement.</p> <p>Applicants can choose to use a person on this register, with proven competence to review the design (this is called a peer review), or alternatively Council will arrange to have the design checked.</p>
Producer statements (construction or construction review)	Sometimes the design professional will make assumptions or place limitations around their design; typically this is where the specialist wants the opportunity to verify unknown conditions (such as ground conditions), or supervise / observe critical elements of construction. Where this occurs, Council requires agreement up-front between the owner and specialist agreeing to this work being undertaken. Agreement must be reached before the building consent will be approved.
Energy works certificates	Energy works certificates are certificates issued by registered electricians or gasfitters and are accepted as establishing compliance with the Building Code. These are typically provided on completion of construction.