

IMPORTANT ISSUED BUILDING CONSENT INFORMATION

Building Consent

All work must comply with the Building Act 2004.

The Consent shall lapse if the building work has not commenced within 12 months of issue, or any further period allowed by the Building Consent Authority.

Once a building Consent is lapsed and has no effect a new building consent application must be made in order to carry out the work.

Section 93(2) of the Building Act 2004 states any building consent that is two years old requires the Building Consent Authority to decide if a Code Compliance Certificate can be issued.

The Dunedin City Council will archive all consents over two years old or exceeding any further period allowed by the Building Consent Authority that have not applied for a Code Compliance Certificate. Additional fees will be charged for further site inspections and administration costs incurred.

Further periods are allowed by applying for an extension of time in writing to Building Control PO Box 5045, Moray Place, Dunedin 9058, supplying the following information with your request: -

Building consent application number

Project location

Anticipated completion date

Project Information Memorandum (PIM)

Depending on the complexity of your project you may have a PIM summary report attached to your consent.

PIM summaries identify requirements from specific Council departments that relate to your project. They may stipulate actions required prior to commencing any work. For example:

Planning – under the Resource Management Act 1991 (RMA) Resource Consent may be needed *eg* for building too close to boundaries, height restrictions, yard coverage, heritage/historic conditions, etc which do not meet the requirements of the District Plan.

Engineering – details on land stability. An engineer's report may be required if there are stability issues etc

Drainage – specific requirements in relation to drains in common, watercourses, Council drains, private property drainage etc.

Roading – footpath repairs, crossings etc.

Please read your PIM summary report thoroughly.

If Resource Consent is required or applied for as per PIM summary a further form (Form 4) "Restrictions on Implementing Building Consent", will also be attached stating "Construction not to commence until Resource Consent has been obtained or granted".

Site Inspection Record (*Green paper*)

This explains your responsibilities as an owner/builder/agent.

Note: Owner/Agent to provide access to all areas to be inspected.

The items marked with an 'X' are an **indication** of the inspections needed. These items, when completed, need to be signed by the inspector.

Failure to obtain inspections during construction could result in difficulties obtaining a Code Compliance Certificate and/or selling your property in the future.

Site inspection record is to be retained on site until the final inspection is completed.

A re-inspection fee **may** be charged for the following if the Building Control Officer arrives and:

1. The work is not ready for the inspection or has failed to reach the required standard
2. Owner/agent/plans and consent Documents not on site.
3. Inspection not cancelled in sufficient time to notify inspector.
4. Boundaries not located or proved.

Form 6 - Advice of Completion of Building Work (*Yellow paper*)

When both Building and Drainage completions have been signed by the inspector, complete the Form 6 and return with the Site Inspection Report either to the inspector or to Building Control, 1st Floor, Civic Centre, The Octagon, Dunedin or PO Box 5045, Dunedin.

A Code Compliance Certificate is required as confirmation the project has been completed.

We recommend that you apply for a Code Compliance Certificate at the **end** of your project as it has been our experience that property can be difficult to sell if a Code Compliance Certificate has not been issued.

Heating Appliance Installations

Your heater must be installed as per the Approved Building Consent documents.

We recommend you **do not** light your heater until it has been inspected. For free standing units **the ceiling plate shall be detached** with access provided to the ceiling space. If a wet back is fitted access **must** also be provided to the hotwater cylinder and tempering device.

If you require further information or clarification as to your responsibilities contact:

Duty Inspectors
Building Control Section
Telephone: 477-4000

BUILDING CONTROL
1st Floor, Civic Centre, The Octagon, Dunedin