Project Information Memorandum
Building Amendment Act 2009

A Project Information Memorandum (PIM) provides the consent applicant information about land, building and legislative or regulatory requirements that are likely to be relevant to the proposed building work.

The requirement to obtain a PIM becomes voluntary from 1 February 2010 and consent applicants will be required to nominate if they require a PIM, or not, on the application form.

When processing an application, Building Control is required to consider whether information that was previously contained in a PIM, is relevant to the proposed building work. A Project Consideration fee occurs when applications are referred to Council departments or service providers other than Building Control.

For a large number of simple internal consent applications not requiring input from Council departments other than Building Control, a Building Consent only fee will be apply.

The DCC fees schedule outlines the Project Consideration fees which are in line with PIM fees as the same amount of work will be required to be carried out by Council.

When a PIM is requested a copy of the PIM will be supplied.

When Project Consideration is required, a copy of the Project Consideration Summary is produced and supplied to the applicant.

The DBH have made suggestions regarding when a PIM should or should not be sought. These suggestions are included in their guidance document “Project information memoranda: Guidance on changes from 31 January 2010”
A copy is available for reference from the DCC duty Building Control Officer or available from the DBH website www.dbh.govt.nz