

BUILDING SERVICES

GUIDE TO BUILDING CONSENT CHARGES

This document provides information about the fees we charge for building consent services.

What do we charge for?

- Checking, assessing and processing your application
- Undertaking site and remote inspections (includes conducting live stream video inspections, and assessing evidence for compliance such as photos)
- Certifying the work (code compliance certificates)
- Administrative costs associated with a building consent
- A Building Consent Authority (BCA) levy.

Additional charges may apply for (not limited to):

- The retrieval of records of title from Toitū Te Whenua/Landonline
- Further information requests (consent processing)
- Converting paper to digital
- Photocopying and printing documents
- Filing records
- Non-BCA levies
- Project information memorandum/project consideration
- Connections to DCC services
- Compliance schedule processing
- Certificate for public use applications and associated inspections.
- Any charges resulting from Fire and Emergency NZ assessments.

Visit our website for a comprehensive list of our fees and charges:
www.dunedin.govt.nz/forms-guides-and-fees.

What levies have to be paid?

We collect levies on behalf of:

- Building Research Association of New Zealand (BRANZ) for building projects valued at \$20,000 and over
- Ministry of Business, Innovation and Employment (MBIE) for building projects valued at \$65,000 and over.

A Building Consent Authority (BCA) levy (non-refundable) must also be paid on all projects.

If a consent is amended (and the value of work increases), levies are applied to the total project value and calculated based on the rate at the time the application was granted.

How much will my building consent application cost?

Indicative costs can be found on our website:
www.dunedin.govt.nz/building-services-fees.

If you withdraw your building consent application before it is granted, or if we refuse to issue the building consent, any processing (including further information requests), and administrative costs to date will apply (including the BCA Levy).

How you minimise further consent processing charges

There are some easy ways to minimise processing charges:

- Make sure you fill out the application form and checklist completely and include all the required information

- Provide good quality plans drawn to scale and clearly show existing and proposed work (refer to the application checklist on our website for guidance)
- make sure documents are well organised, relevant, grouped appropriately and duplications removed
- if you are planning a larger project, request a pre-application meeting to discuss the details with our staff.

If you are not familiar with building plans and establishing compliance with the New Zealand Building Code, you may need to engage a design professional to supply the required drawings and information.

What do I need to know about site inspection charges?

When you pay the fees and levies once your building consent is granted we also estimate the number of inspections we think will be needed and take a deposit. The deposit also includes the fee for the future code compliance certificate. If you prefer, you can tell us how many inspections you think will be needed and include this information in your application. If more are needed, additional charges will apply.

When estimating the number of inspections needed, we assume all inspections will be passed first time. If re-inspections are needed due to a failed inspection, further charges will apply.

Site inspections are charged per visit per inspector. For example, if two inspectors are required (due to the type of work being inspected), then two inspection fees will be charged.

Inspections are charged at the rate applicable to the period in which they are made.

Inspections conducted remotely, live stream, or evidence-based assessments that DCC inspectors conduct away from the site incur the same charges as above.

If you do not need all the inspections estimated, a refund will be arranged when the code compliance certificate is issued.

Further information about refunds can be found at
www.dunedin.govt.nz/building-inspections.

Will I have to pay further inspection charges?

Additional charges may be needed where (not limited to):

- the estimated number of inspections did not cover the number of inspections undertaken (due to the nature of the work)
- additional time is required to carry out the inspection (outside the allocated time)
- an assessment of inspection related documentation is needed (includes handling duplicated documents)
- there is an amendment or minor variation to the building consent
- the building consent being issued before 2007 (where the fee paid at that time did not cover the number of inspections required or code compliance certificate)
- an inspection is cancelled at short notice by the owner/agent.

Why do I have to provide the value of the project?

An estimated value of work is necessary for national statistical purposes and is required under the Building Act so building levies can be calculated (if applicable).

The estimated value needs to include:

- materials
- fees charged for design work
- building, plumbing and other contractor charges at normal commercial rates
- owner's labour priced at normal commercial rates
- project manager charges
- GST.

Please estimate to the nearest \$1000. If we believe the estimate is low we will seek further clarification.

What is project consideration?

Project consideration is when the building consent application needs input from other DCC departments or consultants. A project consideration summary is supplied with the issued consent documents and incurs the same costs as a project information memorandum.

Visit www.dunedin.govt.nz/before-you-build for more information.

How are building consent fees and charges set?

Fees and charges are set during the DCC annual plan or 10-year plan process. Members of the public can comment on the proposed fees and charges by making a submission to the draft plan.

Submissions are considered by the Council and when the annual or 10-year plan is adopted, the fees and charges are set for the following financial year.

All fees, charges and levies include GST.

What do I need to know about development contributions?

Development contributions are a fee we charge for new developments to contribute to the costs of building the infrastructure that supports them.

If you are required to pay a development contribution (confirmed during the building consent stage by DCC Planning) this needs to be paid in full before we can issue a code compliance certificate.

For more information call 03 477 4000 or email development.contributions@dcc.govt.nz.

When do I pay?

Payments are required once your consent application has been processed and a decision made to either grant or refuse consent. For granted consents, we need to receive payment before the consent can be issued (unless prior arrangements are made).

You will also be invoiced again (if applicable) when the code compliance certificate (CCC) is ready to be issued. The CCC will be issued once all outstanding fees are paid.

Interim invoicing may occur during the process, where required.

If you wish to discuss your invoice, please contact the DCC's Building Services team.

What are the payment options?

Payment can be made by cash or eftpos (in person at the DCC Customer Services Agency), internet banking (includes direct credit/debit and Account2Account) and credit card.

Paying by internet banking

Bank: Westpac Bank

Account name: Dunedin City Council

Account number: 03 0905 0184000 07

Payments are credited to our account generally within 2 business days. To avoid delays, please make sure the debtor and invoice number is included in the code and reference fields (this information is available on the invoice). You don't need to advise us that payment has been made as we receive notification from the bank.

Paying by credit card

Payments can be made online or in person at the DCC Customer Services Agency. To pay using a credit card you will need your debtor number and invoice number(s). Please note a credit card surcharge will apply.

Visit www.dunedin.govt.nz/paying-dcc-accounts for more information.

For more information

If you have any questions, please:

- Go to www.dunedin.govt.nz/services/building-services
- Email: building@dcc.govt.nz
- Call: 03 477 4000
- Visit the ground floor of the Civic Centre and talk to our staff.