

BUILDING SERVICES

BUILDING CONSENT INFORMATION SHEET

This document provides important information relating to your issued building consent.

1. What do I need to know about my issued building consent?

All building work must comply with the Building Act, Building Code, and the conditions of your issued building consent. In some cases, building work cannot start until any relevant resource consent issues are resolved (these will be clearly shown on your issued building consent).

For building inspector site visits, you need to have the following documents on site:

- all the approved building consent documents
- the building consent certificate (Form 5)
- project information memorandum (PIM)
- any approved amendments
- any attachments (such as the Record of required site inspections).

Please make sure the plans and specifications are of a size suitable for viewing.

It is important to advise us if there is a change to the first point of contact for your project to ensure we send information to the right person.

2. What are project information memorandums (PIMs) and project consideration summaries?

Depending on the complexity of your project, you may have a PIM or project consideration summary attached to your consent. These identify requirements from other DCC departments or external consultants which relate to your project and may set out actions required before you start work.

3. How long is my building consent valid for?

You have 12 months from the date your building consent was issued to start work unless we allow an extension of time.

If you are unable to start within this period, we recommend requesting an extension here:
www.dunedin.govt.nz/extension-of-time

Building consents with no record that building work has begun, and with no extension, lapse automatically 12 months after the date it was issued. If your building consent lapses you will need to apply for a new consent to complete your project.

We will write to you before the 12 months is up, and we encourage you to respond or get in touch if there are any issues.

4. How can I amend my building consent?

You can amend your building consent by applying for:

- a minor variation (if the change is not significantly different to the approved plans)
- an amendment (if the change is significantly different to the approved plans).

An application for an amendment is the same as applying for a new building consent. We are required to process the application within 20 working days.

Fees for minor variation and amendments are at the same hourly rates for processing and administration.

Unless the changes are extensive, we aim to process amended building consents quicker so building works don't need to stop.

Building inspectors can also approve minor variations arising during the course of the building work if they do not affect compliance with the Building Code. Talk to us to see if these can be approved on site.

If building work is completed without our approval you may need to apply for an amendment to remove that building work from the building consent and apply for a certificate of acceptance.

For more information visit: www.dunedin.govt.nz/making-changes-to-a-building-consent, call us on 03 477 4000 or visit the Civic Centre and talk to our staff.

5. What do I need to know about building inspections?

At various stages during construction you will need to arrange inspections to verify that the building work complies with the building consent and Building Code. To avoid delays, make sure you book inspections in advance.

We do not inspect plumbing or drainlaying work if the building owner has chosen to use the self-certifiable option. See section 12 for more details.

A person over the age of 18 must be present at the time of the site visit.

For health and safety reasons, the DCC must be notified if any part of the site is contaminated with potentially hazardous substances. This can include, asbestos or contamination caused by the manufacture of illegal drugs.

If the project involves restricted building work, the details of your licensed building practitioner needs to be advised when booking an inspection. Please refer to the restricted building work section of this document for more information.

When your building consent is granted, we estimate the number of inspections likely to be needed for your project. A list of all the required inspections and other compliance requirements (for example, third party inspections, producer statements, energy works certificates and records of work) is included with your issued building consent.

You need to book all the required inspections for each stage of your project. Please make sure you do this ahead of time to avoid any unnecessary delays.

A building location (siting) certificate may also be required, in which case this will also be included on the inspection list. For more information on building location certificates visit:
www.dunedin.govt.nz/building-inspections

For projects that involve specified systems (such as a fire sprinkler system or an escalator), please send us all the required supporting documents as soon as possible to avoid delays to your code compliance certificate.

Please don't send documentation directly to our building inspectors. You can use our online portal to submit these, which saves time and avoids delays for you. Visit:
<https://secure.dunedin.govt.nz/ePathway/Live/Web/Default.aspx>

We also need access to all areas in need of inspection as part of this process. If ladders are needed, these must comply with relevant New Zealand standards.

For more information visit:
www.dunedin.govt.nz/building-inspections

How many inspections do I need?

In addition to the inspections listed (as described above) it is possible extra inspections may also be required, and if so, these will generally be invoiced separately. All outstanding charges must be paid before we can issue a code compliance certificate. If it turns out we do not need to conduct all of the inspections expected, you will receive a refund once a code compliance certificate is issued.

Inspections are charged for each visit and the number of inspectors involved. For example, if two inspectors are needed for one inspection, because of the type of work being inspected, we will charge two inspection fees for the visit.

For more information visit:
www.dunedin.govt.nz/building-inspections

To book a site inspection

When you book an inspection, please provide phone and email details for both the person booking the inspection and the person who will be on site. Please also let us know what type of inspection is required and whether it's a re-inspection.

An email notification will be sent confirming the booking time.

- Book online: inspection request form:
www.dunedin.govt.nz/inspect
- Call: 03 477 4000 or 0800 DCC INSPECT (322 467).

6. Will I have to pay further charges?

The amount paid for an approved building consent includes processing costs, the estimated number of inspections, a code compliance certificate and other charges (for example, building levies, connection fees, and a record of title).

There may be additional charges if further inspections are required due to:

- the nature of the work (the fee paid did not cover the number of inspections undertaken)
- an amendment or minor variation to the building consent being applied for
- additional time taken during an inspection (or following up)
- re-inspection after a failed inspection
- re-inspection if a CCC has been applied for six months after a passed final inspection
- processing costs associated with refusing a CCC
- the building consent being issued before 2007 (where the fee paid at that time did not cover the number of inspections required)

- assessments associated with code compliance certificate applications for older building consents
- certificate for public use application or renewal requests
- compliance schedule processing costs.

For information visit:
www.dunedin.govt.nz/building-services-fees

7. What do I need to know about certificates for public use (CPU)?

A CPU certifies that premises, or parts of premises, affected by building work are safe for the public to use before a code compliance certificate is issued.

CPUs are issued with an expiry date and it is the responsibility of the building owner to make sure the building is either covered by a current CPU or a code compliance certificate (CCC) has been issued. To encourage owners to seek and obtain a CCC, the fee to renew a CPU is significantly higher than the original application fee.

You can apply online for a new CPU, or to extend the timeframe, or change the use of, an existing CPU.

Don't forget to include all the required supporting information.

For more information visit:
www.dunedin.govt.nz/before-you-build

8. How can I apply for a code compliance certificate?

Once your building work is finished and has been inspected, you need to apply for a code compliance certificate as soon as possible.

Applications can be made online. For more information visit:
www.dunedin.govt.nz/ccc

If not already provided, we need to see the supporting documents listed below (if applicable) as part of your application:

- Records of work (memoranda) from licensed building practitioner(s) for restricted building work they carried out or supervised
- Producer statements – PS4 (construction review)
- Energy work certificates such as gas and electrical (if nominated as part of the consent)
- Current manufacturers certificates (for modular components)
- Certificate(s) of compliance for the self-certifiable plumbing/drainlaying done, assisted with, or supervised
- Any additional documents requested during an inspection
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent.

Please also make sure all the specified system forms have been completed in full and describe each specified system covered by the compliance schedule, including a statement of the type and (if known) make of each specified system.

State the performance standards for the specified system; describe the inspection, maintenance and reporting procedures that are to be followed. For more information visit:
www.dunedin.govt.nz/compliance-schedule

Note – A re-inspection may be required if 6 months has lapsed between a passed final inspection and an application for CCC.

The DCC has a statutory timeframe of 20 working days to process a CCC application. The processing 'clock' is started once all the required information has been provided.

Any outstanding fees must be paid in full before a CCC will be issued. This includes the payment of development contributions (if applicable). Contact planning staff on 03 477 4000 for more information on development contributions or email development.contributions@dcc.govt.nz

If you have not applied for a code compliance certificate (CCC) within two years of the date your building consent was granted (or any further extension granted), we are required to decide whether or not to issue a CCC.

To request an extension of time visit:
www.dunedin.govt.nz/extension-of-time

We monitor consents without a CCC and write to owners reminding them of their obligations. If no response is received, we will decide whether to issue, or refuse the CCC (on the basis that we have not been able to establish compliance with the building consent or Building Code).

If your CCC is refused you can still apply for a CCC at a later date. We will consider factors such as the durability of materials used when assessing any future applications, and additional administration and inspections fees may be charged.

For more information on applying for a CCC visit:
www.dunedin.govt.nz/ccc

9. What do I need to know about restricted building work (RBW)?

This is work which is critical to the integrity of a building, such as making sure the building is structurally sound and weathertight. This type of work should be undertaken or supervised by a licensed building practitioner. When booking an inspection, the name of the licensed building practitioner needs to be provided.

Before a code compliance certificate can be issued the owner must provide the DCC with copies of a memorandum (record of building work) from each of the licensed building practitioners that undertook or supervised the work.

After restricted building work starts, you need to also let us know as soon as possible if:

- a practitioner ceases to be engaged to carry out or supervise RBW
- another practitioner is engaged to carry out or supervise the RBW.

For more information visit:
www.dunedin.govt.nz/before-you-build

Owner-builder exemptions (for RBW)

If you're a homeowner who qualifies for the exemption, you will not need to be or use a licensed building practitioner (LBP) for any restricted building work on your home (building consent is still required).

You need to complete a statutory declaration form and notice to show you meet the owner-builder criteria before you can use the exemption.

Owner-builders are responsible for making sure the restricted building work is carried out under the owner-builder exemption and complies with the building consent and Building Code.

Future buyers will have access to information detailing that the building work was carried out by the owner rather than a licensed building practitioner.

For more information visit:
www.dunedin.govt.nz/before-you-build

10. What do I need to know about installing a heating appliance (solid fuel burner)?

Heaters need to be installed according to the approved building consent.

We recommend you do not light your heater until it has been inspected and passed as it could affect your home insurance. For freestanding units, the ceiling plate should be detached with access provided to the ceiling space. If a wetback is fitted, access must also be provided to the hot water cylinder and tempering device.

11. What do I need to know about my plumber, drainlayer or gasfitter?

By law, we can only accept work undertaken by certifying/licensed plumbers, gasfitters and drainlayers.

Only those who hold a current licence can work on sanitary plumbing, gasfitting and drainlaying (plumbers, gasfitters or drainlayers must hold a licence for the current licensing period, 1 April to 31 March in any year).

People who do not hold a current licence should not be working on any sanitary plumbing, gasfitting or drainlaying. People who hold limited certificates (as specified by the Plumbers, Gasfitters and Drainlayers Act 2006) need to work under the supervision of a certifying plumber, gasfitter or drainlayer.

12. Self-certification by plumbers and drainlayers

If the building owner chooses to use the self-certification option, they must engage a plumber or drainlayer who holds a self-certifying endorsement. If these details were not known at the time of the building consent application, they must be supplied to DCC before the building work begins. The practitioners name and their Plumbers, Gasfitters, and Drainlayers Board registration number, and building consent number can be emailed to building@dcc.govt.nz

We will not inspect self-certifiable plumbing and drainlaying work listed on the building consent.

When the work is completed, the self-certifying practitioner must provide a Certificate of Compliance to us within 10 working days. This certificate confirms that the plumbing and drainlaying work has been completed in accordance with the building consent.

For more information visit: www.building.govt.nz/projects-and-consents/self-certification-schemes

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.