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

All work must comply with the New Zealand Building Act, the Building Code and the conditions of your issued building consent.

All the approved documents must be on site for the building inspector to refer to. This includes the building consent certificate (form 5), project information memorandum, approved amendments and any attachments such as the specified system list and record of required site inspections.

If the building consent is issued electronically, please make sure the plans and specifications are printed in a size suitable for viewing.

To make sure we send information to the right person, it is important to advise us if there is a change to the first point of contact for your project.

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. PIM and project consideration 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?

Work must start on your project within 12 months after the date the building consent was issued. If you are unable to start in this period we recommend applying for an extension of time.

Building consents with no record that building work has begun, or with no extension, will lapse.

Once a building consent has lapsed, it is invalid. You will need to apply for a new building consent if you intend to undertake the project.

We strongly encourage you to respond to any letters we send advising that building consent is nearing the 12 month deadline.

4. How do I apply for an extension to start or complete work?

An extension can be applied for if you are unable to start work 12 months from the issue date of the building consent, or you are unable to request a code compliance certificate two years after the building consent was granted.

One of the following options can be used to request an extension of time:

- Visit www.dunedin.govt.nz/extension-of-time to complete an online request.
- Email building@dcc.govt.nz.
- Write to Building Services, PO Box 5045, Dunedin 9054.

Please include the following details with your request:
- building consent number
- project location
- anticipated start or completion date
- contact person details
- reason why the extension is required.

5. How can I amend my building consent?

You can amend your building consent by applying for:

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

The application form and fee associated with processing a minor variation can be found at www.dunedin.govt.nz/services/building-services.

Please make sure the change is within the definition on the form.

Building inspectors may approve minor variations arising during the course of the building work which do not affect compliance with the Building Code. Talk to us to see if these can be approved on site. Please be aware this approval process may incur a fee.

An application for amendment is the same as applying for a new building consent and is processed in the same way. We are required to process the amended application within 20 working days and processing charges are at the same hourly rates.

Unless the changes are extensive, amended building consent consents can usually be processed quickly.

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

6. 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 conditions of the building consent and the Building Code. To avoid delays on site, make sure you book inspections in advance.

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. Substances may include, but are not limited to, asbestos or contamination caused by the manufacture of illegal drugs.

The licensed building practitioner details will need to be provided when booking an inspection if the project involves restricted building work (refer to the restricted building work section in this document).
Inspections are project specific and identified during the building consent application processing stage. A list of required inspections is included with your issued building consent and you need to book these for each stage of the work. It is possible further inspections may be necessary depending on the nature of the work.

Access must be provided to all areas to be inspected. Ladders provided by the owner must comply with relevant New Zealand Standards.

**How many inspections do I have?**
A summary sheet supplied with your approved building consent lists the number of estimated inspections. Any additional inspections will be invoiced and outstanding charges must be paid before the code compliance certificate will be issued. Alternatively, if you do not need all of the estimated inspections, a refund will be arranged when the code compliance certificate is issued.

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

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

**To book a site inspection:**
When you book an inspection you will need to provide phone and email details for the person booking the inspection and the person who will be on site. You will also need to advise the type of inspection required and whether it’s a re-inspection. An email notification will be sent confirming the booking time, and a text reminder sent an hour before the appointment.

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

**7. Will I have to pay further charges?**
The amount paid for the approved building consent includes processing costs, an estimated number of inspections, provision for a code compliance certificate and other applicable charges (for example, building levies, connection fees, certificate of title).

There may be additional charges if further inspections are required due to:
- the nature of the work (fee paid did not cover the number of inspections undertaken)
- an amendment or minor variation to the building consent being applied for
- re-inspection after a failed inspection
- the building consent being issued before 2007 (where the fee paid at that time did not cover the number of inspections required)
- certificate for public use application or renewal requests.
- compliance schedule processing costs.

Visit www.dunedin.govt.nz/building-services-fees for information about current fees and charges.

**8. What do I need to know about certificates for public use (CPU)?**
A CPU is used to certify that premises or parts of premises affected by building work are safe to be used by members of the public, before a code compliance certificate is issued.

CPUs are issued with an expiry date. It is the responsibility of the building owner to manage the CPU by making sure the building is either covered by a current CPU or a code compliance certificate has been issued. Note the fee to renew a CPU is significantly higher than the original application fee.

CPU applications must be accompanied by all the required supporting information.

**9. How can I apply for a code compliance certificate?**
As soon as practicable once building work and inspections are completed you must apply to the DCC for a code compliance certificate (CCC). You can get a copy of the relevant form at www.dunedin.govt.nz/building-services-forms, from the Civic Centre or from one of our site inspectors.

Please attach supporting documents listed below (if applicable) when applying for a CCC:
- 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 (if nominated as part of the consent), e.g. gas and electrical certificates
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent

Make sure that all the specified system forms have been completed in full and describe each specified system covered by the compliance schedule, including a statements 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
- Any additional documents requested during inspections.

You can give your completed application to the site inspector or deliver it to Building Services, Civic Centre, 50 The Octagon, Dunedin, or post to PO Box 5045, Dunedin, 9054.

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 an application for a CCC has not been made within two years of the date the building consent was granted, or any further period agreed between the owner and the DCC, the DCC must decide whether to issue, or refuse to issue, the CCC.

We monitor consents that do not have a CCC and letters are sent to owners reminding them of their obligations under the Building Act. If there is no response to the letters and an extension of time to complete the building work has not been applied for, we will refuse to issue 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 this does not necessarily restrict you from applying for a CCC at a later date. However, we will take into account factors such as durability of the material used when assessing any future applications. Additional administration and inspections fees may be charged.
10. 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 will need 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 RBW starts the owner must provide the DCC with written notice as soon as practicable if:

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

Owner-builder exemptions

A statutory declaration as to owner-builder status must be submitted to the DCC with the application for building consent or before the construction of any restricted building work starting. If a building consent application was not accompanied by a statutory declaration, the owner must give the DCC notice that the owner-builder is to carry out the restricted building work. The notice must be accompanied by a statutory declaration as to owner-builder status and be submitted to the DCC before the building work begins.

Owner-builders are responsible for making sure that the restricted building work is carried out under the owner-builder exemption and complies with the consent and the approved plans and specifications. Future buyers will have access to information detailing that the building work was carried out by the owner rather than a licensed building practitioner.

Please refer to the Ministry of Business, Innovation and Employment (MBIE) website, www.building.govt.nz for further details on restricted building work, owner-builder status and applicable forms.

11. What do I need to know about installing a heating appliance?

Your heater must be installed as per the approved building consent documents. We recommend you do not turn on your heater until it has been inspected. For free standing 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.

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

The DCC has an obligation in accordance with the Plumbers, Gasfitters and Drainlayers Act 2006 to only accept work undertaken by certifying/licensed plumbers, gasfitters and drainlayers.

Under the Act 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 in terms of the Act must be working under supervision of a certifying plumber, gasfitter or drainlayer.

For more information

If you have any questions please call us on 03 477 4000, visit the ground floor of the Civic Centre and talk to our staff or go to www.dunedin.govt.nz/services/building-services.