

What is a Building Consent?

A Building Consent is the formal approval issued by a Building Consents Authority that the proposed building work meets the requirements of the New Zealand Building Act 2004, Building Regulations and Building Code.

How long does it take to process a Building Consent Application?

The New Zealand Building Act 2004 states that a building consent must be granted or refused within 20 working days from application date. However if information is found to be lacking, the clock is stopped (suspended) and does not restarted until the further information requested is provided to the required standard.

Lapse of Building Consent

A Building Consent lapses and is no effect if the building work to which it relates does not commence within twelve months from the date the building consent was issued.

What do I have to include with my application?

Building Consent applications can be complex. We recommend that you engage a professional to help with the design work and drawings. Applications must include:

- Application form that has been completed correctly signed and dated
- 2 sets of plans
- 2 sets of specifications
- 2 sets of engineering calculations and report (if applicable)
- 2 sets of wall bracing calculations (if applicable)
- 2 sets of other documentation as stated on Application checklist relevant to your project
- Deposit/fee

How will I know when my Building Consent is granted?

You will receive a letter stating that your Consent is ready once the remainder of the fees have been paid and an invoice of outstanding monies. Once you have paid the remainder of the fees your consent can then be issued.

What are Building Consent Conditions?

These are conditions imposed on your building consent which are deemed necessary to ensure compliance. Other conditions may be imposed when specialist inspections are necessary.

It is important that you read and understand all conditions of Building Consent prior to commencing work. If you do not understand any condition imposed please contact your Building Control Officer.

What Inspections do I need?

When your Building Consent application is being processed the Building Control Officer will do an assessment to determine what inspections will be necessary so that they can be satisfied that your building work will achieve compliance with the plans that were approved. A list of inspections along with the requirements for each inspection will be included on your Building Consent.

When can I book my first inspection?

Once your building consent has been issued you may book an inspection by either phoning our call centre on 0800 924 723, at our Te Awamutu Head Office or our Cambridge Service Centre. At least 24 hours notice is required for an inspection, but if the areas Building Control Officer has no available inspection times left, the inspection will have to be booked for his next available time which could be two days later.

When booking your inspection please have the following details available to give the Customer Support Officer:

- Building Consent Number
- Address of site
- Owners surname
- Type of Inspection (eg plumbing, foundation, preline, postline CCC etc)
- Contact phone number of person on site.
- Preferred day/time

Do I have to be there when the inspection takes place?

It is preferable that the owner or agent (eg builder, site manager) is available on site for all inspections.

Do I need a final inspection (CCC Inspection)?

Yes, all building consents require a final inspection. Your consented building work should be completed within two years of the date that the building consent was issued.

If you cannot complete the work within this timeframe it is essential that you contact us to discuss an extension.

When all work has been completed in accordance with the building consent, a Code Compliance Certificate will be issued.