

## 1 PROCESS OVERVIEW

1. Apply for Building Consent (BC)	Links
<ul style="list-style-type: none"> <li>Gain understanding of Building Code and QLDC application requirements</li> <li>Understand what is Restricted Building Work (RBW) and who can do it</li> <li>Some building work does not require consent. It may be exempt</li> <li>Download latest versions of QLDC forms from website</li> <li>Save documents with required file names, in the required format</li> <li>Fill in forms completely and carefully</li> <li>Collate supporting information, including proof of ownership up to three months old</li> <li>BC application can include a Project Information Memorandum (PIM) request</li> <li>Submit correctly named documents using the QLDC Sharefile system</li> </ul>	<ul style="list-style-type: none"> <li>Plan a successful build</li> <li>Building Code</li> <li>RBW</li> <li>Exempt work</li> <li>Latest QLDC forms</li> <li>Upload to QLDC Sharefile</li> </ul>
2. Application initial screening	
<ul style="list-style-type: none"> <li>Initial check that all required documents are present and filled in</li> <li>If not, application is rejected and applicant emailed</li> <li>If acceptable, applicant is emailed with a BC number. Use this for all enquiries and fee payment</li> <li>Plans and specifications are checked separately to ensure acceptability</li> </ul>	<ul style="list-style-type: none"> <li>Online payments</li> </ul>
3. Application processing	
<ul style="list-style-type: none"> <li>Payment of correct fee, with correct BC number as reference, starts the processing clock</li> <li>QLDC has 20 working days for processing. Can take longer during high demand or for complex projects</li> <li>The clock is stopped if further information is requested (RFI). All correspondence is put on QLDC eDocs</li> </ul>	
4. Building Consent grant and issue, or refusal	
<ul style="list-style-type: none"> <li>Conditions and Advice Notes are listed on the Building Consent. These must be satisfied in the build</li> <li>The list of required on-site inspections is in the Building Consent</li> <li>Final plans and specifications are stamped, and available publically, on QLDC eDocs</li> </ul>	<ul style="list-style-type: none"> <li>QLDC eDocs</li> </ul>
5. Building work and required inspections	
<ul style="list-style-type: none"> <li>After Building Consent issue (not grant), building work can start, unless stopped by a s.37 certificate</li> <li>Building work is to start within one year of BC issue</li> <li>Check the website for inspection booking request timescales</li> <li>Requests for inspection bookings are done on the phone or online</li> <li>Have the BC number and correct name of inspection when requesting</li> <li>A pass/fail report is produced, available in QLDC eDocs, one working day later</li> <li>Additional fees may be incurred if reinspections are needed, and are if cancelling inspections on the day</li> </ul>	<ul style="list-style-type: none"> <li>Requests for inspection bookings</li> </ul>
6. Submit completed Code Compliance Certificate (CCC) application	
<ul style="list-style-type: none"> <li>Start preparation early. Read QLDC requirements and guidance</li> <li>Download latest application form. Gather documents, certificates and proof</li> <li>Submit correctly named documents using the QLDC Sharefile system</li> <li>A CCC application should be within two years of BC grant. Contact QLDC in advance to request extension</li> </ul>	<ul style="list-style-type: none"> <li>CCC applications</li> <li>Upload to QLDC Sharefile</li> </ul>
7. Request 'Final Inspection' booking	
<ul style="list-style-type: none"> <li>Completed CCC application must be processed and email from QLDC received, before request</li> <li>All previous failed inspections must be passed before request</li> <li>If failed, rectify all issues completely, then request a reinspection</li> <li>A Notice to Fix may be issued, specifying the remedial work required</li> </ul>	<ul style="list-style-type: none"> <li>Requests for inspection bookings</li> </ul>
8. CCC grant, then issue; or refusal	
<ul style="list-style-type: none"> <li>After passing Final Inspection, documents are reviewed to ensure, with evidence sighted and provided, work is compliant with the Building Consent and NZ Building Code</li> <li>If so, it is initially granted, then if it passes final checks, issued. Then building use is allowed</li> </ul>	<ul style="list-style-type: none"> <li>QLDC eDocs</li> </ul>

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## 1.1 USE CURRENT GUIDANCE AND FORMS

This guidance is correct at the date of update, shown in the bottom right of the document.

If printing or saving this document, always check the Building Consents section of the QLDC website for the most up-to-date version of this document, and associated application forms, checksheets, and information sheets.

On the website, downloadable documents are listed with their code, name, file type and last revised date. For example:

- IS 3.1 Building Consent Process Guidance (PDF) (DD Mmm YY)

The timeframe between application preparation and building work concluding could be many months, through to years, during which any part of the process could be updated.

## 2 WHAT IS A BUILDING CONSENT?

A Building Consent is approval that building work, as it is proposed, complies with the NZ Building Code and the Building Act 2004.

It is a legislated quality control process.

When Building Consent is required for building work, doing building work without a Building Consent is illegal. It could put people or property at risk. It affects the ability to insure, finance and sell property.

Some building work is exempt from needing a Building Consent. However, it still has to be built to the NZ Building Code.

Building Consent applications are submitted to, checked by, processed by, granted and issued by Building Consent Authorities (BCAs). Queenstown Lakes District Council is a BCA.

### 2.1 WHO DO BUILDING CONSENTS BENEFIT?

They benefit current and future property owners, occupants, users, neighbours, visitors and society at large. They ensure proposed building work is, for example, structurally sound, plumbing and drainage is sanitary and minimum fire standards met.

Building Consents benefit those undertaking specific parts of building work, by ensuring that the designs and materials used in previous, concurrent and following stages of construction work together.

Associated building inspections ensure Building Code and legislative requirements are met at certain points in construction, before subsequent work can start. This avoids much of the blame game that could arise between different contractors.

They benefit designers by checking their work meets legislative requirements, associated guidance, NZ standards, materials and installation requirements, current building industry training and practices, etc.

### 2.2 WHEN IS BUILDING CONSENT REQUIRED?

A Building Consent is required for building work such as:

- New residential and commercial buildings
- Alterations/extensions to existing buildings
- Change of use of buildings
- Relocation of buildings
- New swimming pool fencing

- Retaining walls
- Outbuildings, garages and carports
- Plumbing and drainage work
- New, and alterations to, solid fuel heaters (more guidance is on the website)
- Decks over 1.5 m

## 2.3 WHEN IS A BUILDING CONSENT NOT REQUIRED?

More about building work that is, or can be, exempt from requiring a Building Consent is below. One section relates to exempt building work, a later section refers to 'Owner-Builder Exemption'.

For detailed guidance to what is exempt refer to the [MBIE guide \(PDF\)](#).

After reading the guidance, if you are still unsure if your project requires a Building Consent contact a local building design professional in the first instance. If they are then unable to clarify, contact the Building Services team specifying that you have a technical question.

## 2.4 WHEN CAN I START BUILDING WORK?

If Building Consent is required, no physical building work can be started until QLDC has issued a Building Consent (and a Resource Consent, if applicable).

It cannot start if a certificate is issued under Section 37, Building Act 2004. This relates to needing a Resource Consent under the Resource Management 1991. The Resource Consent is required to start building work. All such inquiries should be directed to the Resource Consent Team.

If any site or building work is started before this, it is illegal building work and you are liable for a substantial fine.

Even if someone is acting on the owner's behalf, the owner is still accountable for Building Consent being issued prior to any work commencing.

## 2.5 WHO IS RESPONSIBLE FOR APPLYING?

Applications are done by the property owner or, more commonly, by someone delegated to, by the property owner. This could be an agent, such as an architect, builder, developer or project manager.

The following is required to accompany an application:

- Proof of ownership, and
- A scanned letter, or email, from the owner(s) appointing an agent, if one is to be delegated to by the owner

Without this, applications are rejected at initial screening.

## 2.6 WHAT IS PROOF OF OWNERSHIP

The following is required:

- Record/Certificate of Title,
- Rates account,
- Sale and purchase agreement, or
- Lease agreement

There are certain time limits on validity of these documents. Consult the QLDC website for current requirements.

## 2.7 WHAT KNOWLEDGE IS NEEDED TO BE ABLE TO APPLY?

The person completing the application needs to have an understanding of:

- The NZ Building Code
- What building work is exempt from needing a Building Consent
- What building work is Restricted Building Work (RBW) and must be done, or supervised by, a Licensed Building Practitioner
- QLDC application forms, fees and requirements
- What the realistic timeframes are for completing applications, gathering necessary documentation, processing applications and requesting building inspection bookings

To complete the required documentation and checklists, the means of compliance for all clauses of the NZ Building Code must be specified. So an understanding of [Acceptable Solutions](#), Verification Methods and [Alternate Solutions](#) is needed.

The person applying needs to source the information and evidence - to the required detail for QLDC to accept, and then process the application.

## 2.8 WHY ARE APPLICATIONS REJECTED?

Applications often fail to show NZ Building Code compliance in these three key areas, so ensure the person completing it has the requisite knowledge regarding:

- Structure
- External moisture
- Laundering facilities

If Restricted Building Work is proposed, the Licensed Building Practitioner (LBP) who will do, or supervise it, has to be stated on the application form.

## 3 HOME BUILDING WORK, RENOVATIONS AND REPAIRS

More information is available from MBIE's Consumer Protection website:

- [Planning a renovation](#)
- [Emergency repairs](#)
- [Hiring a builder or tradesperson](#)
- [Building materials, fixtures and fittings](#)
- [Estimates and quotes](#)
- [Building contracts](#)
- [Keeping projects on track](#)
- [Communicate for a smooth job](#)
- [Sign off and certificates](#)
- [Issues after building work has finished](#)

## 4 WHAT IS A PROJECT INFORMATION MEMORANDUM (PIM)?

A Project Information Memorandum (PIM) is a report issued by QLDC before, or with, a Building Consent.

### 4.1 WHY REQUEST A PIM?

A Project Information Memorandum (PIM) may assist in preventing delays, and reducing costs, in the design before the Building Consent stage.

It is recommended for:

- All commercial building work
- All new residential building work

A PIM can assist in deciding whether a planning and building project is possible and practical.

It helps the owner and designer create plans that will work. A PIM can be applied for prior to developing full detailed drawings. The information provided can indicate a project re-design sooner rather than later.

For projects on difficult sites or larger projects, such as new commercial, industrial or mixed use buildings, a PIM helps work out its design and feasibility.

## 4.2 WHAT INFORMATION IS CONTAINED IN A PIM?

The PIM report includes relevant information known to QLDC about the project and land, including the location of underground services.

It specifies any approvals required, under other legislation, known to QLDC.

The application is reviewed by the Resource Consent team at QLDC to ensure the application meets the District Plan rules. Areas of possible non-compliance are identified.

It outlines what authorisations are required, other than the Building Consent, for the project proposed, how to get authorisation and potential effects on design.

Typical authorisations may include:

- Resource Consent, if the proposal does not comply with the District Plan
- Connections to council services (e.g. water, wastewater (sewer), stormwater; or building a driveway over council land)
- Food hygiene licences
- Liquor licences
- Historic Places Trust
- Evacuation scheme for fire safety
- Clean air requirements for fireplaces/burners
- Existing drainage for the site
- Land information for the site, known to QLDC, with an indication of what to do about it- particularly relating to a range of Natural Hazards which may affect the property or building

If any Planning or District Plan issues are identified:

- These are specified on a 'Certificate Attached to Project Information Memorandum'
- It identifies what authorisation is required
- The certificate does not prevent Building Consent processing, granting or issue, but work cannot start until it is resolved
- Building inspections cannot be requested for booking before resolution

A PIM report may identify that a Development Contribution Notice (DCN) is required:

- A DCN is a financial charge levied on new developments
- It is assessed and collected under the Local Government Act 2002
- If required, it must be paid before a Code Compliance Certificate (CCC) can be issued for building use, at the end of a project
- If required, it is attached to the PIM and Building Consent

When a PIM refers to an approval required under the Resource Management Act 1991:

- A certificate is attached to the PIM
- It is issued under Section 37, Building Act 2004
- It is printed on red paper

## 4.3 HOW TO APPLY FOR A PIM

Use the same form as is used to apply for a Building Consent. This is referred to as 'Form 2' in building legislation:

Find the latest version of the 'Form 2 SBCG Building Consent Application' on the QLDC website.

## 4.4 TIMEFRAMES

There is a statutory timeframe of 20 working days for the processing of a PIM.

PIM processing may be suspended, waiting for further information. Once provided, QLDC has to issue the PIM within 10 working days after complete requested information is received.

Once processed and issued, a copy is emailed to the first point of contact nominated on the SBCG Form 2 Building Consent Application.

## 5 RESTRICTED BUILDING WORK AND LICENSED BUILDING PRACTITIONERS

'Restricted Building Work' is work that's critical to make a home structurally sound and weathertight.

Licensed Building Practitioners (LBPs), licensed in the relevant trade class, must be used to:

- Design this building work
- Do, or supervise, this building work

More information is available from MBIE on [Restricted Building Work](#).

Restricted building work is residential design, construction or alteration work that:

- Requires a Building Consent, and
- Involves or affects a home's:
  - Primary structure
  - Weathertightness (external moisture management)
  - Certain fire safety design

[Licensed Building Practitioners \(LBPs\)](#) are assessed before getting a licence. LBPs have to keep their knowledge up to date to keep their licence. They must only work within the scope of their license class. LBPs are all listed on the searchable [national LBP Register](#).

## 5.1 RESTRICTED BUILDING WORK AND APPLYING FOR BUILDING CONSENT

All Restricted Building Work proposed must be clearly shown in the Building Consent application, as required by the Building Act 2004.

Designers and builders doing that work must be specified.

## 5.2 BUILDING WORK DESIGN

From designers, a '[Memorandum from licensed building practitioner: Certificate of design work](#)' is required. This is referred to as 'Form 2A' in building legislation.

New Zealand Registered Architects and Chartered Professional Engineers are automatically treated as LBPs in the design class.

## 5.3 DOING, OR SUPERVISING, BUILDING WORK

Each LBP who carries out, or supervises, any Restricted Building Work must provide a '[Memorandum from licensed building practitioner: Record of building work](#)'. This is referred to as 'Form 6A' in building legislation. It needs to detail all aspects of Restricted Building Work carried out, or supervised, by each LBP.

A LBP cannot contract out of these obligations. There could be disciplinary action and an application penalty if a Record or Certificate of Building work is not provided.

These documents must be submitted to QLDC for an application for Code Compliance Certificate (CCC) at building completion.

If the LBP only has a 'site licence', they cannot supervise or sign off the work. The site licence is a voluntary licence to show the holder has been assessed as competent in site supervision only.

## 5.4 MORE INFORMATION

There is an 'Owner-Builder Exemption' that is possible for Restricted Building Work. Refer to the latter pages of this document for more information.

- Licensed Building Practitioner information is [here](#) [MBIE Building Performance website] and [here](#) [MBIE LBP website]
- Restricted Building work information is [here](#) [MBIE Building Performance website]
- Hiring a building or tradesperson guidance is [here](#) [MBIE Consumer Protection website]

## 6 WHAT BUILDING WORK IS EXEMPT? NO BUILDING CONSENT REQUIRED

Before starting a building project, work out whether it requires a Building Consent or is exempt.

If intending to do repairs or alterations, or intend of having them done without a Building Consent, professional advice is recommended. It is not for QLDC to provide this.

Keep records of the work done, and who carried out the work.

### 6.1 TWO TYPES

With Building Consents, there are two types of future building work:

- Building work that requires a Building Consent (BC)
- Exempt building work

Both types require building work done to the Building Code.

### 6.2 WHAT BUILDING WORK IS EXEMPT?

This is defined in [Schedule 1 of the Building Act 2004](#). It is titled 'Building work for which building consent is not required'.

Common questions arise with bathroom renovations/refurbishment. Generally this building work is exempt, as it falls within exemptions under [Sections 1, 12, 32, 34 and 35](#).

More guidance is on the Ministry of Business, Innovation and Employment (MBIE) Building website [here](#) and in their [detailed guidance document](#). It has examples of exempt and non-exempted work.

## 6.3 IS EXEMPTION AUTOMATIC?

There are two types of building work here:

- Work automatically exempted under Schedule 1 of the Building Act 2004. MBIE provides detailed guidance [here](#)
- Work that QLDC can make a discretionary exemption, under Schedule 1, Exemption 2. More QLDC information is [here](#).

## 6.4 WHO IS RESPONSIBLE?

It is the owner's responsibility to establish whether building work is exempted. It is not the responsibility of QLDC.

The owner is also responsible for making sure any exempt work complies with the Building Code and **all other required legislation**. Hence the recommendation to seek professional advice.

This could include the:

- Plumbers, Gasfitters and Drainlayers Act 2006
- Electricity Act 1992
- Resource Management Act 1991 - consult with QLDC Planning when it is a Heritage or Character building, or there may be an effect on neighbours
- Fire and Emergency New Zealand Act 2017
- Hazardous Substances and New Organisms Act 1996

## 6.5 CAN RECORDS BE SAVED?

Keeping records will assist if selling your home in the future. Purchasers and agents are likely to have questions about building work done.

The 'AF EXOWN Notification of Building Work- Owner Decided Exemption' form can be filled in.

Importantly this information is simply uploaded. It is not checked or assessed by QLDC.

The form, along with required supporting documentation, can be uploaded to QLDC's online property file for the address. This assists record keeping of compliance and may assist with future property sale.

## 6.6 HOW TO APPLY FOR A DISCRETIONARY EXEMPTION

In limited circumstances, QLDC can decide Building Consent is not required. This is called **discretionary exemption**.

It is under Schedule 1, Part 1, Exemption 2 of the Building Act 2004.

QLDC has developed guidance criteria to assist owners with discretionary exemption.

If a project fits one or more criteria, it strengthens the case for exemption, but it does not represent automatic approval.

Each request is judged on its own merits. It is QLDC's right to accept or refuse an application for discretionary exemption.

More QLDC information, guidance criteria and the application form (AF EX Application for Building Consent Exception) are [here](#).

## 6.7 CAN A BUILDING CONSENT BE APPLIED FOR ANYWAY?

Even if exempt, the owner may consider applying for a Building Consent and a Project Information Memorandum (PIM). These ensure legal requirements are identified and provide appropriate documentation on the property file that completed work is compliant.

## 7 HOW TO APPLY FOR BUILDING CONSENT

### 7.1 HOW ARE FORMS CODED?

Forms and documents used by the QLDC Building Consent Authority (BCA) have a number of prefixes that start their names. They can include a combination of letters, usually followed by numbers, and possibly more letters if the number is shared.

- **Form #**, is a form required by legislation
- **SBCG** is a form that is shared by a number of BCAs in the lower South Island. It stands for Southern Building Controls Group. Not all SBCG forms are used by the QLDC BCA
- **IS** is an Information Sheet. It may complement or provide further detail than is on the website.
- **AF** is an Application Form
- **CS** is a Checksheet. Many application forms have a required check sheet to be submitted with it. This helps applicants get applications right first time, reducing unnecessary delays
- **AF PS3** is a Producer Statement form
- **SS** is a Specified System form

### 7.2 WHERE TO FIND THE REQUIRED APPLICATION DOCUMENTS

**Always check for the latest versions** of documents on the QLDC website. They are under [Application Forms & Guides](#).

The type of building project determines the forms required. It could be for:

- Residential building
- Commercial (and mixed use) developments
- Heaters and burners
- Onsite wastewater disposal systems
- Connection to council services such as water, wastewater (sewerage) and/or stormwater
- Buildings that require Compliance Schedules and BWOFs

Check all documents for the project type.

The latest revision date is shown after the document type, in brackets e.g. (05 Jul 17).

Complete all documents required. Provide the required detailed supporting-information.

Failure to provide a required document, or failure to fill it in will mean its return to you. This stops the processing clock until complete requested information is provided, and delays the overall processing. The clock is only restarted once complete requested information is submitted correctly.

## 7.3 WHAT DOCUMENTATION IS REQUIRED?

The required Building Consent application documentation includes the latest versions of:

- **Form 2 SBCG Building Consent Application** form. This is a form that is common to a grouping of BCAs in the South of NZ, the SBCG
- **AF CALC- Building Consent Fee Calculator**. Ensure floor areas of building work, and building work estimated values, **match exactly** on Form 2 and AF CALC. Building work values should be GST inclusive.
- **Proof of ownership, less than three months old**: Record of Title, Rates Account, Sale and Purchase agreement or Lease provided. A Record of Title can be purchased online from Land Information New Zealand (LINZ) [here](#)
- A **letter or email from the owner(s) appointing the agent**, if someone is to act on the owner's behalf (such as a architect, builder, developer or project manager)
- **Full set of building project plans**
- **Specifications**- full specification list for the building project collated into one PDF file
- Select the appropriate **checklists or checksheet**, depending on the type of the project for example;
  - CS 19.3 Residential Processing Checksheet
  - CS 19RW Retaining Wall Checksheet
  - CS 19SFLH Solid Fuel or Liquid Heater Application and Processing Checksheet
- **CS 7.2 Agreement to Provide a Producer Statement** (if Producer Statements are to be provided)
- All **Producer Statements** associated with the design of project e.g. truss design, PS1, PS2, etc.

## 7.4 WHAT ELSE FOR A COMMERCIAL OR MIXED-USE PROJECT?

For a commercial project (or a mixed commercial/residential) (or a residential cable car) then the following **Compliance Schedule documents** may also be required:

- **Form 27/27R Application for Compliance Schedule**
- **Form 11 Application for Amendment to Compliance Schedule**
- **SS forms, from 1 to 16**: All relevant specified systems forms as identified by Form 27/27R or Form 11
- **MBIE Means of escape from fire, Appendix 1: Building Score Sheet**, under Section 112, Building Act 2004 (alterations to commercial buildings only)

These and additional forms and information sheets are listed for download from [Application Forms & Guides](#).

## 7.5 'MULTI-PROOF' DESIGNS

If intending to replicate the same or similar standardised building design many times, consider applying for a 'MultiProof'.

A national multiple-use approval (known as a MultiProof) is a statement by the Ministry of Business, Innovation and Employment (MBIE) that a set of plans and specifications for a building complies with the Building Code.

MultiProofs are beneficial for builders and companies who build standardised designs.

The intention and ability to build an approved MultiProof design at least 10 times over two years is needed. It can cover alternatives to a standard design as long as they have been approved in the MultiProof.

For more information from MBIE on multi-proof scheme [click here](#).

## 7.6 BUILDING CONSENT INITIAL FEES AND OTHER CHARGES

The most efficient way of making payments is online, linked to the application using the **BC number**. The link to online payments is on the QLDC Building Consents page [here](#).

- An easy to use fee calculator, document code '**AF CALC**', is required to be used to work out the initial fees for the Building Consent
- It is submitted with the application
- Ensure building work estimated values, **match exactly** on Form 2 and AF CALC.
- Estimated building work values should be GST inclusive
- A guide to fees is '**IS BCF Building Consent Initial Fees and Other Charges**'
- The **BC number** (e.g. BC180001) **is required for payment**. This links the payment to the specific application
- The BC number is received by email only after the successful initial screening and acceptance of the application documentation
- Once the application is accepted, payment is required to start the processing clock for the application
- Once a day, Building Services receives a finance report with payments taken the day before, or over the weekend

Payment may be processed through your own bank, with all following BNZ and QLDC required details:

- Account number: 02 0948 0002000 000
- Particulars: Payee Name
- Code: Property Address
- Reference: **BC Number**

In all cases, **payments require the BC number**. If this is missed off the bank payment process above, the payment just sits in an extensive pool of other payments to council overall and the application is not progressed.

## 8 SPECIAL BUILDING CONSENT CONSIDERATIONS

### 8.1 BUILDING ON LAND SUBJECT TO NATURAL HAZARDS

Queenstown Lakes District covers challenging terrain where some natural hazards exist.

Under Section 71 of the Building Act 2004, a Building Consent application can be refused if:

- These natural hazards pose a risk to the land the building work is to be carried out on, or
- The building work will accelerate, or worsen, the risk of the natural hazard occurring

A PIM report is strongly recommended to help assess if a project is possible and practical, from a planning and building perspective. It will also assist the owner and designer to create effective plans that mitigate natural hazard risks.

### 8.2 STAGED BUILDING CONSENTS

An applicant may make a series of building consent applications for stages of the proposed building work. This is useful where:

- The scope of the work can be clearly defined in each stage

- Financing is secured or staged upon completion, sale or lease-start of certain parts of a project or development
- Household units may be subject to Section 362V of the Building Act 2004, where it is an offence to a commercial on-seller to transfer a household unit without a Code Compliance Certificate (CCC) at the end of building work

Where an owner wishes to occupy parts of the building/development before overall construction completion (and therefore CCC issue), they can apply to QLDC for a Certificate for Public Use (CPU). Refer to the QLDC website for more information.

## 8.3 ALTERATIONS

All buildings currently constructed and proposed to be altered must be assessed under Section 112 of the Building Act 2004.

This is to evaluate if the building will comply, 'as nearly as is reasonably practicable', with the provisions of the Building Code in relation to:

- Means of escape from fire, and
- Access and facilities for people with disabilities

All buildings have an intended use and during processing this is checked to see if it will remain the same. Buildings must continue to comply with the other provisions of the Building Code to at least the same extent as before the alteration.

## 8.4 CHANGE OF USE

To change the use of a building, the owner must give QLDC written notice. Failure to do so can result in a conviction for the owner and fine of up to \$5000.

This is even if no building work is involved.

Change of use has implications on how the building complies with the Building Code.

The TA has to be 'satisfied, on reasonable grounds' that the building will comply with every provision of the Building Code relating to

- Means of escape from fire,
- Protection of other property,
- Sanitary facilities,
- Structural performance,
- Fire-rating performance, and
- Access and facilities for people with disabilities (if required under Section 118)

The proposed change of use cannot be made until QLDC gives the owner written confirmation that the requirements of the Building Act have been complied with.

For more information see MBIE website: [Change of use](#).

## 8.5 EXTENSION OF SPECIFIED INTENDED LIFE OF A BUILDING

A building with a specified intended life (which means less than 50 years) must not extend that life without written consent of QLDC, under Section 116 of the Building Act 2004.

QLDC has to consider if:

- The application meets the conditions specified in the original Building Consent issued
- The building needs to be altered in accordance with Section 112(1) of the Act
- The proposed life extension period is realistic given the building’s durability

## 8.6 SUBDIVISION OF AN EXISTING BUILDING

Subdivision of buildings, or land that affects buildings, is dealt with in Section 116A of the Building Act 2004.

QLDC cannot issue a certificate under Section 224(f), Resource Management Act 1991 for subdividing a building or part of a building unless satisfied the building will comply, ‘as nearly as is reasonably practicable’, with every provision of the Building Code relating to:

- Means of escape from fire
- Access and facilities provided for people with disabilities, if this is a requirement for the building
- Protection of other property

The building must also continue to comply with the other provisions of the Building Code to at least the same extent as before the subdivision application was made. This often requires a building consent application to undertake any necessary work to upgrade a building.

## 9 SUBMIT APPLICATION DOCUMENTS

Make sure applications are saved with the correct file name, in the correct file format (e.g. PDF, MS Word).

For some applications, files have to be combined into a single PDF document for submission.

### 9.1 BUILDING CONSENT APPLICATION FILE NAMES

When submitting documents by upload to Sharefile, they are required to have the following file names, contents and saved in the following file type.

Only submit one package of BC Application documents at a time.

The size limit per file is 2GB.

A thank you message is emailed after the successful upload of a document. If this is not received, contact the Building Control Support team.

Filename	File contents
"BC App"	<ul style="list-style-type: none"> <li>▪ Form 2 SBCG Building Consent Application</li> <li>▪ AF CALC Building Consent Initial Fee Calculator</li> <li>▪ Proof of ownership (less than three months old)</li> <li>▪ Letter appointing agent, signed by owner(s) or email from owner(s)</li> </ul> All of these documents must be <b>PDF</b> 'ed into <b>ONE file</b> with the filename "BC App"
"Plans"	Full technical plans for the building project If file size exceeds 100Mb, split into separate files labelled "Plans-1", "Plans-2", etc. Attempt to split files into similar sizes. If the total is 140Mb, two files between 60-80Mb would be preferable

"Project Specs"	Full specification list for the building project
"Product Specs"	Any product information supplied as supplemental information
"Supporting Docs"	<p>Can include general supporting documents separate to plans, product specifications, or project specifications, for example:</p> <ul style="list-style-type: none"> <li>• H1 and bracing calculations</li> <li>• Truss documentation</li> <li>• Design report</li> <li>• AF OSW Onsite Wastewater Disposal System application form</li> </ul>
"Engineering Docs"	<p>Can include:</p> <ul style="list-style-type: none"> <li>• Engineering plans,</li> <li>• Engineering calculations</li> <li>• Design features report</li> <li>• PS1 Producer Statements, etc.</li> </ul> <p>Can be received as multiple files for different disciplines e.g. structural, hydraulic, and acoustic (label a, b, c, etc.)</p>
"CODW"	<p>'Certificate of Design Work'/'Form 2A'</p> <p>Official name: 'Memorandum from licensed building practitioner: Certificate of design work'</p>
"Geotech Report"	Geotechnical or soil report
"Fire Report"	Memorandum from FENZ Fire Engineering Unit (FEU)
"Accessibility Report"	Disability accessibility report
"Compliance Schedule"	<p>Contains, in the following order:</p> <ol style="list-style-type: none"> <li>1. Form 11 or Form 27</li> <li>2. Specified System documents ordered numerically (e.g. SS1, SS2, etc.)</li> </ol>
"CS [number]" e.g. CS 19.3 or CS 4.1C	<p>Completed check sheet from the applicant. For example:</p> <ul style="list-style-type: none"> <li>▪ CS19.3 Residential BC Application &amp; Processing Checklist <ul style="list-style-type: none"> <li>▪ <b>Either Word or PDF</b></li> </ul> </li> <li>▪ CS 19SFLH Solid or Liquid Heater Application &amp; Processing Checksheet</li> </ul>
"AF AS"	<p>Application forms to support your application. For example;</p> <ul style="list-style-type: none"> <li>▪ AF AS Application for Alternative Solution</li> <li>▪ AF AM Application for Waiver or Modification</li> </ul>
"CS 7.2"	<p>CS 7.2 Agreement to Provide a Producer Statement (MS Word)</p> <ul style="list-style-type: none"> <li>▪ <b>Must be submitted in MS Word format <u>not</u> PDF</b></li> </ul>

## 9.2 RFI FILE NAMES

Use these filename for submitting complete Request for Information (RFI) responses.

Filename	File contents
“RFI checking [BC Number]”	Any information submitted in response to a <b>checking stage</b> Request for Information (RFI) <ul style="list-style-type: none"> <li>▪ Submit as <b>PDF</b></li> </ul>
“RFI processing [BC Number]”	Any information submitted in response to a <b>processing stage</b> Request for Information (RFI) <ul style="list-style-type: none"> <li>▪ Submit as <b>PDF</b></li> </ul>

### 9.3 OTHER FILE NAMES

Use these filename for submitting other applications and documents for QLDC Building Services on QLDC Sharefile.

This includes applications for Minor Variations, Code Compliance Certificates (CCCs), Certificates of Acceptance (COAs), Compliance Schedules, Certificates for Public Use (CPUs) and for exemption from Building Consent.

Filename	File contents
“MV [BC number]”	AF MV Application for Minor Variation to an Existing Building Consent. <ul style="list-style-type: none"> <li>▪ Add BC number into filename</li> </ul>
“CCC App”	Form 6 Application for Code Compliance Certificate
“COA App”	Form 8 Application for Certificate of Acceptance
“BWOFF”	Form 12 Building Warrant of Fitness (BWOFF) Form 12a Certificate of Compliance with Inspection, Maintenance and Reporting Procedures
“CS App”	Form 27 Compliance Schedule Application, or Form 27R Residential Compliance Schedule Application, or Form 11 Application for Compliance Schedule Amendment
“CPU App”	Form 15 Application for Certificate for Public Use (CPU)
“Ex App”	AF EX Application for Building Consent Exemption

### 9.4 SUBMIT APPLICATION DOCUMENTS ON QLDC SHAREFILE

Upload completed applications, with supporting documentation, through the QLDC [Sharefile](#) system.

This is an easy, online way of submitting electronic documents and receiving an email that the electronic system has them.

The confirmation does not indicate that documents have or have started to be checked. The result of initial checking is emailed too.

## 10 BUILDING CONSENT RECEIVING AND INITIAL CHECKS

After submission, initial checks are done within two working days:

- The Building Control Support team check that all required documentation is present, forms are filled in and fees paid. They have to enter the documents submitted onto QLDC Sharefile into QLDC systems

- The Building Control Processing team does an initial acceptance check that plans/specification are of sufficient quality to start processing. This is done under Section 45, Building Act (2004)

If information is required or correct fees not paid, the application is put on hold until complete resolution. The application contact person is contacted with instructions. This may take the form of a Request for Information (RFI).

Refer above for file name and file type requirements when submitting complete documentation in response to a RFI.

The Building Control Support team sends an email when the application is accepted and the processing clock starts.

## 11 BUILDING CONSENT PROCESSING

At this point, application processing does not automatically start. The application is put in a queue to be processed by the next available Building Control Officer (BCO) for that type of application.

Timeframes for allocating to a Building Control Officer are dependent on demand for services and available resourcing.

Once allocated, the BCO conducts a detailed assessment of the application and supporting documentation.

Their role is to determine whether they are satisfied, on reasonable grounds, that the provisions of the Building Code and Building Act 2004 will be met, if the building work is completed in accordance with the plans and specifications.

Some assessment involves specialist disciplines such as civil or structural engineering, hydraulics, mechanical and fire protection engineering. In some of these cases our technical staff will fully assess these items, or alternatively certain parts of the project may be referred to an external expert for peer review, who will assess the application for compliance with the Building Code.

### 11.1 TIMEFRAMES FOR APPLICATION PROCESSING

There is a statutory timeframe of 20 working days for the processing of a Building Consent.

The QLDC system for processing and tracking applications tracks timeframes.

The clock remains on, but is put on hold:

- If a Request for Information (RFI) is sent out to the applicant, and until the complete information requested has been submitted correctly
- When there are legislative non-working days in the calendar. This is set in the Building Act 2004.

Factor this into project planning. For example, plan for limited processing over the Christmas and New Year period.

The Building Act defines non-working days as:

- The period beginning on 20th December of one year, and ending on 10th January in the following year
- Every Saturday and Sunday
- Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, and Waitangi Day, Otago anniversary day.
- If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday is observed as the non-working day

Completed applications should be submitted in early November, if aiming for consent before Christmas non-working days.

### 11.2 REQUEST FOR INFORMATION (RFI)

If a Building Control Officer (BCO) identifies that further information is necessary to enable the consent to be assessed, granted or issued, the application is placed on hold. This stops the processing clock.

The required information is communicated to contact details on the application form.

Once collated, submit RFI documentation on QLDC Sharefile with the BC number clearly referenced.

If amended plans or specifications are required, provide the **full** updated plans and specifications. Do not just send individual updated pages.

After the BCO judges the information adequate to satisfy the RFI, the processing clock is restarted.

An RFI gives 40 working days to respond with the correct information required by the BCO, or your application can be refused. If looking to do the building work after this point, a new application, along with its fee, will need to be made.

All RFI correspondence between QLDC and the owner or agent can be viewed on the QLDC eDocs system.

## 11.3 VIEWING APPLICATION DOCUMENTATION

All application documentation and correspondence is available on the QLDC eDocs system. This can be accessed from the QLDC Building Services webpage [here](#).

There is a simple registration process for it. Use your email address and create a password for access. Read and agree to the terms and conditions to use the service.

An email is sent to the nominated email address with instructions on how to activate the account.

Users can log in 24 hours a day, all year round, to view building-related documentation.

## 11.4 PRODUCER STATEMENTS

A Producer Statement may assist the Building Control Officer (BCO) processing the application.

Producer Statements have no legal status under the Building Act however they can be accepted and considered as part of the plans or specifications.

There is no obligation for Producer Statements to be accepted.

Complete a 'CS 7.2 Agreement to Provide a Producer Statement' as part of the Building Consent application to identify which Producer Statements will be submitted. Refer to section 7.1 above on what file name and file type to use when submitting to Sharefile.

All referenced Producer Statements must be submitted, and include:

- An accurate reference to all work covered
- The qualifications of the person issuing the statement, to verify that they have the necessary expertise to issue it
- Details of the additional inspections that will be carried out by the external experts
- A design summary explaining the design philosophy, and including details of the design loads imposed on the building or building elements
- Where third-party documents are used to provide evidence of compliance, the author of the document must be approved by the council

## 11.5 FIRE AND EMERGENCY NEW ZEALAND (FENZ)

The BCA must forward certain applications to Fire and Emergency New Zealand (FENZ).

This is to prepare a memorandum on means of escape from fire, and the need for people authorised by law to enter the building for firefighting.

FENZ has 10 working days to provide this memorandum.

## 12 BUILDING CONSENT GRANTING, ISSUING AND TIMEFRAMES

The application is assessed to make sure QLDC can be 'satisfied on reasonable grounds' that the provisions of the NZ Building Code would be met, if the building work were properly completed in accordance with the plans and specifications that accompanied the application.

If so, there is a two-stage process: granting, and then issuing. This involves a range of personnel.

If the QLDC Building Consent Authority (BCA) makes the decision to **grant** a Building Consent, it can do so subject to conditions. More information on conditions are under Application Forms & Guides [here](#), under either residential or commercial forms.

Once granted, the required forms and information are pulled together for the Building Consent. This includes the inspections required, and access for them, as a condition of consent, a Project Information Memorandum (PIM) (if applied for), the Specified Systems required, etc.

Once collated, the Building Consent is formally **issued** using the prescribed 'Form 5' with an email to the nominated contact for the application.

The email has a link to download all the stamped approved consent plans and specifications. There is a letter attached with general information relating the consent, and the types of inspections required.

More information is on the MBIE Building Performance website [here](#).

If you wish to dispute Building Consent decision, a determination can be applied for and fee paid to MBIE. See the end of this document.

### 12.1 WHEN CAN BUILDING WORK BEGIN?

Building work can only start when the email notification of Building Consent **issue** is received, providing **all other authorisations** that are required have been obtained.

The issue of a Building Consent does not relieve the owner from obligations under the Resource Management Act (RMA) 1991 or other legislation.

The **grant** of a Building Consent does **not** allow for building work to start.

### 12.2 12 MONTHS TO START BUILDING WORK

A Building Consent lapses and is of no effect, if the building work is not started within 12 months from date of issue, under Section 52, Building Act 2004.

If QLDC has no record of work starting, it will send a letter to the nominated contact, 11 months after BC issue. In reply, either:

- Advise QLDC building work has started
- Apply to QLDC for an extension to the 12 month period
- Or the Building Consent will lapse on our system

It may require an inspection to assess the start and progress of building work. Then a decision on Building Consent status can be made by QLDC.

Once a BC has lapsed, if building work is to be done, a new building consent must be applied for, granted and issued.

## 13 BUILDING CONSENT AMENDMENTS AND MINOR VARIATIONS

Once Building Consent is issued, any desired changes to the building work, which vary from the Building Consent, need to be carefully considered.

There are two types of changes that can be made to building work under a Building Consent:

- Amendments
- Minor Variations

All proposed changes must comply with the Building Code. All implemented changes must comply with the Building Code.

## 13.1 WHO NEEDS TO BE NOTIFIED?

Designers, builders and project managers should ensure the property owner and QLDC are informed of any proposed variations as soon as identified.

They can seek guidance from QLDC on how the variation can be handled.

Early identification and notification means QLDC can evaluate and make a decision earlier. This means work has a greater chance of staying on schedule.

## 13.2 WHAT IS AN AMENDMENT?

This is a proposed significant or major variation to a Building Consent.

Early spotting of this potential change to building work is very important. Whether it is for designers, builders and/or building owners.

They include, but are not limited to:

- Significant increase in the building footprint
- Significant increase in the building envelope
- Reduction in the number of units that included within a multi-unit development
- Code of Compliance (CCC) application which will not include all units in a multi-unit development
- Change of use proposed
- New PIM requirement (due to for example a significant time lapse, or new hazards identified)
- Significant building work value change, so DBH and BRANZ levies need to be recalculated

## 13.3 HOW TO APPLY FOR AN AMENDMENT

Applications are required on the same form used to apply for new Building Consents, 'Form 2 SBCG Building Consent Application'.

It requires details and supporting documentation justifying the proposed changes. These must show how the changes comply with the Building Code. Examples include calculations, schematics, technical specifications and drawings.

Along with Form 2, a newly filled out 'AF CALC Building Consent Initial Fee Calculator' needs to be supplied.

If there is to be no additional project cost associated with the change, use a nominal value of \$1.

## 13.4 WHAT HAPPENS AFTER SUBMISSION?

Building work must cease on the area of work affected by the amendment until a decision has been made, and the change approval issued and granted, or refused.

The application for the Amendment is reviewed initially. If what is provided is in the correct format and meets minimum requirements for processing, it will be assigned an 'AM' number e.g. AM190001.

## 13.5 WHAT HAPPENS IF APPROVED?

- To be specific, this means the Amendment is granted and issued.
- Building work relating to the Amendment application can restart.
- Stamped approved Amendments must be kept on site with the original building consent and available for the start of all building inspections.
- All Amendments are reviewed for approval and completion when a CCC application is made for the original Building Consent.
- More information is on the MBIE Building Performance website [here](#).

## 13.6 WHAT IS A MINOR VARIATION?

This is a minor modification, addition, or variation to a Building Consent that does not deviate significantly from the Building Consent's plans and specifications.

## 13.7 HOW TO APPLY FOR A MINOR VARIATION

Use the 'AF MV Application for Minor Variation to an Existing Building Consent' form and compile it with relevant plans depicting the work involved.

A fee may be payable. Refer to 'IS BCF Building Consent Initial Fees and Other Charges' for more information.

The Building Control Officer must assess for compliance with the Building Code, including the effect on the compliance of other building work.

## 13.8 WHAT COULD BE EXAMPLES OF MINOR VARIATIONS?

Examples of changes that might be considered as Minor Variations include, but are not limited to:

- Changing a room's layout (for example, changing the position of fixtures in a bathroom or kitchen)
- Substituting comparable products (for example, substituting one internal lining for a similar internal lining)
- Minor wall bracing changes
- Any changes (including structural changes) that do not significantly increase the value of the work
- Changes that do not increase the footprint of the building

## 13.9 WHAT IS CONSIDERED WHEN PROCESSING?

The proposed variation is assessed for compliance with the Building Code, including the effect on compliance of other building work.

Minor changes can sometimes comply with the Building Code, but result in a lesser or greater degree of building performance. So it is important that the owner is aware of, and approves, the variation.

Where a Licensed Building Practitioner (LBP) has provided a Certificate of Design Work, the owner may have to engage the LBP to certify the variation.

QLDC has the discretion to accept/approve a Minor Variation application on site, where it does not affect the scope or compliance of the consented work.

Where a Minor Variation will not comply with the Building Code, the application will be refused and the owner/applicant advised.

## 14 BUILDING INSPECTIONS

All consented building work requires inspections, to verify it is being completed to the consented design and the NZ Building Code.

Work cannot proceed past defined stages, until that stage is inspected and approved by QLDC.

### 14.1 WHAT INSPECTIONS ARE REQUIRED?

The Building Consent lists the inspections required. Use these inspection names when contacting QLDC.

The list is not always exhaustive. Additional inspections may be required. This depends on the specific construction methods used and their scheduling.

- When a Building Consent is issued, it includes a letter titled “General Consent Information and Site Inspection Requirements”. It specifies the process and requirements for inspections.
- A description of the types of building inspections that can be required can be found in the ‘IS SI Site Inspection Descriptions’ document.
- ‘Miscellaneous’ inspections are rarely required. They can only be booked after approval by the head of Building Control Inspections.

### 14.2 INSPECTION RULES AND REQUIREMENTS

- A completed Code Compliance Certificate (CCC) application must be submitted, and email confirmation of processing received from QLDC, before a Final Inspection request for booking.
- Request the correct inspection type using its full name. This sets up a report into our tablet based inspection system for Building Control Officers to use.
- Work cannot proceed past each step until that step has been inspected and approved.
- Only one inspection is done per booking. For two inspections, two booking requests are required.
- QLDC Building Control Officers will identify themselves when on site. They carry tablet computers and a warrant card to formally confirm identity.
- A contact person can be nominated for each building project. They are emailed a copy of the inspection reports. Submit the ‘AF ICN Inspection Contact Nomination Form’ for this.

### 14.3 FAILING BUILDING INSPECTIONS

- A copy of the stamped approved plans and specifications must be available on-site when the Building Control Officer arrives. If not, the inspection is failed.
- If non-compliant building work is identified, the Building Control Officer fails the inspection.
- The Building Control Officer will require either a re-check inspection or will issue a Notice to Fix if warranted.
- All failed inspections must be passed before further building work relating to the failed result can continue.
- An agreement for conditional continuation of work may be agreed for building work not related or impacted by the failed result.
- No further inspections relevant to the failed area can be booked until the identified problems are resolved and the inspection passed.

## 14.4 TIMEFRAMES FOR REQUESTS FOR INSPECTION BOOKINGS

There are record levels of demand in the area, with over 15,000 inspections done per year. This places significant pressure on scheduling.

Certain locations have inspections only on specific days. This is due to travel times, and overall locational demand for Building Control Officers.

**Request inspection bookings at least 5 to 10 working days in advance.**

## 14.5 RECEIVING INSPECTION REPORTS

A record of the inspection is completed on site by the Building Control Officer. They use a tablet computer inspection system. Due to network availability inspection results may sometimes sync with QLDC records at the end of the working day or the next day.

The inspection record provides information on what was inspected and the outcome of that inspection.

Inspection reports are made available on the QLDC eDocs system (details above).

A copy of the inspection record can also be emailed to a nominated person. To nominate an email address complete an 'AF ICN Inspection Contact Nomination Form' and email it to [building@qldc.govt.nz](mailto:building@qldc.govt.nz).

## 14.6 ADDITIONAL INSPECTIONS AND PRODUCER STATEMENTS

In addition to inspections by QLDC, external experts may be required to conduct their own inspections. An example is having structural elements checked by a chartered professional engineer, or specific product installations checked by manufacturers during their installation or application.

In this case, a Producer Statement (PS3 or PS4) is required for an application for Code Compliance Certificate (CCC).

Additional inspections by other specialists may also be required in the Building Consent. With prior written approval from QLDC, general Producer Statements (PS3's) may be accepted as verification of compliance with the Building Code.

Failure to gain prior approval from QLDC for third-party inspections or the use of Producer Statements results in QLDC not being able to issue the CCC.

Check the Conditions and Advice Notes of the Building Consent for more information.

## 14.7 FINAL INSPECTION

The last part of the inspection process, under the Building Consent, is for a practical completion inspection, also known as a Final Inspection.

**Before a Final inspection can be requested for booking, a completed Code Compliance Certificate (CCC) application is required to be submitted and email confirmation of processing from QLDC received.**

A Final Inspection also cannot be requested for booking, until all other outstanding required inspections have been passed.

## 15 BUILDINGS REQUIRING COMPLIANCE SCHEDULES

For more information on Compliance Schedules, Specified Systems (and BWOs) consult the QLDC Building Services webpage [here](#).

## 16 CODE COMPLIANCE CERTIFICATE (CCC)

**If printing or saving this document, always check the Building Consents section of the QLDC website for the most up-to-date version of this document and website guidance.**

**This guidance is correct at the date of update, shown in the bottom right of the document.**

### 16.1 KEY INFORMATION

At the end of consented building work, and before a building is permitted to be used or occupied, a Code Compliance Certificate (CCC) is required by the owner.

Only once a confirmation email of processing from QLDC is received, can a Final Inspection be requested for booking.

The processing clock stops between for a specific period over Christmas and the New Year by legislation.

### 16.2 WHAT IS A CCC?

The issuing of a Code Compliance Certificate (CCC) is the final stage of the building consent process.

It is a quality control measure for the benefit of building owners. It involves a detailed assessment of the overall build.

It is a statement that, at the stages the work was inspected, and with the supporting documents and certificates supplied, QLDC is 'satisfied on reasonable grounds' under Section 94 of the Building Act 2004 the building work complies with:

- The consented designs, and
- The Building Code

It is a legally required document, issued under Section 95, Building Act 2004.

Without one, owners will have great difficulty in financing, insuring and potentially selling the property.

A CCC must be applied for as soon as possible after the building work has been completed.

### 16.3 HOW DO I APPLY FOR A CCC?

Ensure all:

- Inspections (prior to Final Inspection) have been passed
- QLDC fees are fully paid
- All Developer Contribution Notice (DCN) fees are fully paid
- Minor Variations are approved, if applied for
- Amendments are approved, if applied for
- Notices to Fixed have been addressed
- Warning or bans have been adhered to

Collate all:

- Details of the Licensed Building Practitioners (LBPs) who carried out, or supervised, Restricted Building Work, including registration numbers
- Records of Work (ROW) from LBPs. Full document name: Memorandum from licensed building practitioner: Record of building work

- Producer Statements listed as required on the issued Building Consent
- Surveying certificate
- Energy Work Certificate/Electrical certification

For full current details of what to ensure, collate and complete, consult the latest version of the CS 33R or CS 33C checksheet.

Complete/provide:

- **Form 6** Application for Code Compliance Certificate (CCC)
  - **Do not use** the form that may have been supplied with your original Building Consent. This will be out of date. More recent Building Consents no longer have this attached
- For a **residential** building project: CS 33R CCC Residential Issuing Checksheet, or
- For a **commercial** building project: CS 33C CCC Commercial Issuing Checksheet
  - These documents are both available in Word and PDF versions
  - **Save them in their original format** i.e. Word version as a Word document, PDF as a PDF document
  - **Do not** save them as uneditable PDF documents. This is done at QLDC when processing is completed.
- Proof of ownership, less than two years old, such as:
  - Copy of Record/Certificate of Title
  - Rates invoice
  - Copy of leasehold agreement
  - Agreement for sale and purchase
- For a commercial building project:
  - Relevant Compliance Schedule form: Form 27 or Form 11
  - Specified System forms
  - As-Builts

## 16.4 FINAL INSPECTION

Once email confirmation from QLDC received of application processing, a Final Inspection can be requested for booking. See above for more details.

## 16.5 WHAT HAPPENS AFTER SUBMISSION?

QLDC has two working days to do an initial check of completeness. The applicant may be contacted by email with a Request for Information (RFI) to provide completed or supporting information.

Processing is then done of the application documents. This includes the above requirements along with verifying that:

- Building Consent conditions are satisfied
- CS 23.1 B2 Durability Modification/waiver is completed; (Required where BC issued >5 Years ago)
- PS4s are complete
- PS3s are complete
- PS1 (trusses) is provided

A Request for Information (RFI) may be needed for additional or missing information from the applicant. If so, the processing clock is stopped until the required information is fully received. RFI communication will specify the method of submitting the required documentation.

If the application documents are sufficient and processing is done, the applicant will receive an email, at which point a Final Inspection can be requested for booking.

If sufficient evidence is provided to make a decision, and the final inspection is passed, a Code Compliance Certificate is then forwarded to senior personnel.

The Building Control Inspections Team Leader, who officially grants the CCC, conducts final checks. This can take several working days depending on how high demand is at the time. The CCC is issued and communicated out.

If you wish to dispute the decision made on the CCC, a determination can be applied for and fee paid to MBIE. See the end of this document.

## 16.6 WHAT ARE THE TIMEFRAMES FOR QLDC?

### Processing time

From the time of the initial application check being passed, QLDC has 20 working days in which to decide whether it will or will not issue a CCC.

If at anytime during processing, QLDC requires information from the applicant, the processing clock is stopped until all of that information is received.

Sometimes demand for CCCs exceeds resourcing. Intricate or complex projects can also require additional processing time. QLDC and the owner can agree to a longer timeframe for processing, if needed.

### Issuing

After successful processing, a CCC can be issued within several working days of a Final Inspection being passed.

Getting the documentation right first time means the Final Inspection can be requested for booking sooner. This will minimise delays in CCC issue, should it pass all the other required checks.

## 16.7 WHAT ARE TIMEFRAMES FOR OWNERS?

### Five years

If building work is five or more years old, an application for Code Compliance Certificate for historical Building Consents is required.

### Two years

From the date of Building Consent grant, the owner has two years to apply for a CCC. The owner can request additional time, in advance.

After 23 months, if a CCC has not been applied for, QLDC generates a letter requesting an update to the status of building work.

If a reply is received from the owner to this 23-month letter, then QLDC decides the status of the consent. This can include:

- A grant of additional time to apply, with a confirmation letter
- Refusal to issue a Code Compliance Certificate, with an advice letter, under Section 95(a), Building Act 2004. This could also result in a Notice to Fix

If there is no response to the 23-month letter, a decision is made not to issue a CCC at this time. This does not prevent an application for CCC in the future.

See below for more details on extensions.

## 12 months

Building work has to start within 12 months of Building Consent (BC) issue, otherwise it lapses. QLDC may approve a longer timeframe for work to start, if agreed in advance. This is under Section 52, Building Act 2004.

## One to two weeks

When requesting a booking for a Final Inspection, factor in at least one to two weeks' notice. This is due to high demand across the area. With some locations, inspections are only conducted on certain days too.

## Overall

The CCC must be applied for (by the owner or their approved agent) as soon as practicable after the building work has been completed.

## 16.8 EXTENSIONS AND MODIFICATIONS TO DURABILITY

If owners need significantly more than two years to complete building work, an extension of time to issue a CCC can be applied for.

Extension requests are considered on a case-by-case basis.

QLDC must be satisfied the durability-lifespan of products used have not been significantly reduced, due to the extended build.

An 'AF 23.1 B2 Durability Modification Application Form' may be required. This is to modify the original Building Consent to take account of the extended period of construction.

## 16.9 IF IT TAKES TOO LONG, MUST IT COMPLY WITH NEWER BUILDING CODES?

For Building Consents that were granted under the Building Act 1991 (prior to 31 March 2005), the test which must be applied when considering whether to issue a CCC, is whether the building work concerned complies with the Building Code that applied at the time the building consent was granted.

This means if the Building Code has been amended since granted, it is not mandatory to have upgraded to the new requirement in order to obtain a CCC.

For Building Consents issued under the Building Act 2004 (after 31 March 2005) the substantial test is that building work complies with the Building Consent documentation. This also means it applies to the Building Code at the time the work was consented.

## 17 OWNER-BUILDER EXEMPTION FOR RBW

A homeowner who qualifies for the exemption, can build, renovate or repair their own home.

But they still need to notify QLDC, meet the requirements of the Building Code, and apply for any consents.

Owner-builders liability is also 10 years for workmanship.

### 17.1 WHO IS CLASSED AS AN OWNER-BUILDER?

Someone who meets the following four criteria:

1. Lives in, or is to live in, the home (including a holiday home/bach); and

2. Owns it, and is an individual (not a company); and
3. Is to carry out the Restricted Building Work to their own home themselves, or with the help of unpaid friends and family members; and
4. Has not, under this Owner-Builder Exemption, carried out Restricted Building Work to any other home within the previous 3 years.

For specific wording, check the Building Act 2004, Sections 90B and 90C.

## 17.2 WHAT STANDARD OF BUILDING WORK IS REQUIRED?

The standard of the work must be to the same level as if it was carried out by a Licensed Building Practitioners (LBP).

All the building work you do must still comply with the Building Code, and will be inspected as usual during your building process. You are responsible for the quality of work or any defects.

## 17.3 WHO CAN DO THE WORK?

More information from MBIE Building Performance website is [here](#).

Not convinced about your ability, or those of your family/friends?

If you have any doubts about your design and building knowledge/skills, it is strongly advised to employ Licensed Building Practitioners to do the building work.

Any owner considering this approach should check their level of building knowledge with:

- The competencies required of [Licensed Building Practitioners](#) (Build Waikato website)
- [Using Licensed Building Practitioners](#) (MBIE Building Performance website)
- The requirements of the NZ Building Code's [Acceptable Solutions](#) (MBIE Building Performance website)

## 17.4 WHAT ABOUT RESTRICTED BUILDING WORK?

The owner-builder must make sure construction work is compliant with the Building Consent, the approved plans and specifications under it, and the NZ Building Code.

Some building work cannot be done unless the owner-builder is suitably licensed. So specialized licensed practitioners must do the work. This includes the following, along with links to registers to find them:

- Electrical – [EWRB register](#)
- Plumbers, Gasfitters and Drainlayers Board – [PGD register](#)

If the owner-builder chooses to have some Restricted Building Work done by a Licensed Building Practitioner (LBP), they must notify QLDC of the LBP's details prior to building work starting.

Upon completion of their work, the LBP provides the owner with a [Record of Building Work](#).

## 17.5 SELLING AN OWNER-BUILDER BUILT HOUSE

If you decide to sell the home, future buyers will have access to this information showing whether the building work was carried out by the owner or an LBP.

As with other legal documents, the completed Form 2b statutory declaration is kept on the property file. It protects future owners in the event of building failure.

## 17.6 LIABILITY FOR WORKMANSHIP

As with Licensed Building Practitioners (LBPs), owner-builder liability extends to 10 years for workmanship.

LBPs are usually covered to fix defects under warranty from the building organisations they belong to e.g. the Registered Master Builders Federation, and the Certified Builders Association of New Zealand. These organisations have, by mutual agreement, agreed to stand behind the quality of the workmanship of their members.

If an owner-builder does not belong to either of these, it is unlikely that they will be able to obtain insurance and sureties for this work in the current insurance market.

If an owner-builder has retired from the building industry, it would be wise to ask who is providing the unexpired portion of the warranty. For instance, it may have been transferred to another building contractor or to a third-party warranty or surety plan provider.

## 17.7 WHAT FORMS TO USE

Normally when applying for Building Consent, the Licensed Building Practitioners are listed for both the design and construction work.

In this case, a statutory declaration is to be submitted for the Restricted Building Work you will be responsible for. This could be for design and/or construction work.

It is done on 'Form 2B Statutory Declaration as to Owner-Builder Status'.

Form 2B is submitted with the Building Consent application, or **before** the Restricted Building Work on your home starts.

Form 2B, and how to fill it out, is on the MBIE Building Performance [website](#).

## 18 COMPLAINTS

The QLDC Building Services team strives to provide effective customer service in a highly demanding local market environment. We also strive to provide a safe work environment free from abuse. We do not tolerate any disrespect or inappropriate behaviour towards our staff; whether in person at any location, on the phone, or electronically.

We acknowledge that sometimes things do not work as they should. We apologize if you did not get the high standard of service you expected. We encourage you to submit feedback using the QLDC [online form](#). This may be queries, concerns and complaints related to consents, processing, inspections and compliance decisions.

All complaints are evaluated as part of our efforts to continually improve our services to the Queenstown Lakes community and its stakeholders.

## 19 DETERMINATIONS

To dispute a decision (to issue or otherwise), an application, along with its fee, can be made for a determination to the Ministry of Business, Innovation and Employment (MBIE).