IS 25 Building Consent Conditions, Construction Documentation & Advice Notes

QUEENSTOWN LAKES DISTRICT COUNCIL

GENERAL GUIDANCE

1. **Conditions:** The building act has specific sections where conditions may / must be placed on consents including;
    - Section 67 Territorial authority may grant building consent subject to waivers or modifications of the building code
    - Section 73 Conditions on building consents granted under section 72
    - Section 77 Building consent must not be granted until condition is imposed under section 75
    - Section 90 Inspections by building consent authorities (default on all consents)
    - Section 113 Buildings with specified intended lives30
2. **Construction Documentation:** These are issued with the Building Consent where the building control authority requires additional documentation to be 'satisfied on reasonable grounds' for issue of the code compliance certificate. This should reflect the outcomes of the Application and Processing Checksheet (known as the CS19 series) supplied by the applicant and reviewed by the BCO.
3. **Advice Notes:** These are issued with the Building Consent for assistance and clarification to staff, owners, applicants, builders, or sub-contractors.

CONDITIONS

(5) CONDITION: SECTION 67 - WAIVER / MODIFICATION This consent is granted subject to a waiver/modification under Section 67 of the Building Act 2004 to building code clause +. This waiver/modification is subject to the following conditions: [+]

(7) CONDITION: SECTION 73 - HAZARD The Queenstown Lakes District Council shall notify the Registrar General of the land, pursuant to Section 73(1) of the Building Act 2004, that the consent has been issued under Section 72 of the Act as the land is subject to, or likely to be subject to, a hazard as defined by Section 71(3) of the Act. In this case the hazard is erosion, falling debris, subsidence, inundation, slippage [choose hazard].

Use this condition when requirement identified through the CS12.1 checksheet and reference in description of work.

(42) CONDITION: SECTION 75 – BUILDING ACROSS ALOTMENTS A certificate pursuant to Section 77 of the Building Act 2004 is to be registered against the title to each of the allotments over which the building is to be constructed prohibiting any of those allotments from being transferred or leased except in conjunction with each of the others.

Use this condition when requirement identified through the CS13.1 flow chart and reference in description of work.

(35) CONDITION: SECTION 113 - SPECIFIED INTENDED LIFE The building must be altered, removed or demolished on or before the end of [insert number] years from the date of issue of this consent (being the specified intended life of the building).

Advice Note: The owner of the building must give written notice to the territorial authority if the owner proposes to extend the life of the building that has a specified intended life.

Use this condition when an application has been applied for with an intended life of less than 50 years and reference in description of work.

CONSTRUCTION DOCUMENTATION

(PS4) PRODUCER STATEMENT – CONSTRUCTION REVIEW

(26) STRUCTURAL ENGINEER: Structural Engineer: Provide Producer Statement – Construction Review (PS4) and schedule of site monitoring certifying the building work has been built in accordance with the approved design.

Use when the design engineer requires on-site construction monitoring for specifically engineered designs.

Further Guidence – See GD003 Inspection of SED Elements

(37) FIRE ENGINEER: Provide Producer Statement – Construction Review (PS4) and schedule of site monitoring certifying the building work has been built in accordance with the approved design.

Use when the CM level recommended by the design engineer is such that the design requires onsite monitoring.

(10) FAÇADE ENGINEER: Provide Producer Statement – Construction Review (PS4) and schedule of site monitoring certifying the building work has been built in accordance with the approved design.

Use when the Construction Monitoring level recommended by the design engineer is such that the design requires onsite monitoring, Buildings greater than 10m in height and more than 10 household/accommodation units.

(57) MECHANICAL VENTILATION: Producer Statement – Construction Review (PS4) and schedule of site monitoring to be provided certifying the ventilation system has been built in accordance with the approved design

Use when the CM level recommended by the design engineer is such that the design requires onsite monitoring.

(PS3) PRODUCER STATEMENT - CONSTRUCTION

(13) INTUMESCENT COATING: 'Producer Statement – PS3(s) – Construction' shall be provided from the intumescent coating applicator to certify that the coating system applied complies with the approved building consent documentation.

Use when intumescent coatings are specified as required to achieve a surface finish or Fire resistance rating within the consented documentation.

(14) MEMBRANE (RETAINING WALL): 'Producer Statement – PS3(s) – Construction' shall be provided from the membrane installer certifying that the membrane and substrate material has been installed in accordance with the approved building consent documentation.

Use where membrane applied to retaining walls associated with occupied spaces.

(16) MEMBRANE (ROOF / DECK): 'Producer Statement – PS3 – Construction' shall be provided from the installer certifying the roofing material has been installed in accordance with the approved building consent documentation.

Use where the roof has a membrane (e.g. single-ply, built-up/multi-layer and liquid-applied) system(s) consented.

(6) MEMBRANE (SHOWER): 'Producer Statement – PS3 – Construction' certifying the membrane has been installed in accordance with the approved building consent documentation.

Use where membrane used internally e.g. wet area showers.

(15) PLASTER : 'Producer Statement – PS3 – Construction' certifying that the cladding material has been installed in accordance with the approved building consent documentation.

Use where plaster cladding systems consented.

(17) ON-SITE WASTEWATER DISPOSAL SYSTEM: 'Producer Statement – PS3(s) Construction' from the installer and manufacturer certifying the on-site wastewater disposal system has been installed in accordance with the approved building consent documentation.

Use where on-site wastewater disposal system proposed

(18) MECHANICAL VENTILATION: 'Producer Statement – PS3 – SS9' to be provided certifying the ventilation system has been installed and commissioned in accordance with the approved building consent documentation.

Use where the ventilation system is a specified system type SS9

(19) FIRE ALARM: 'Producer Statement – PS3 - SS2' / 'Installer's declaration of completion' and as built plan(s) to be provided declaring the fire detection and alarm system have been designed, installed, and commissioned in accordance with the approved building consent documentation

Use where Type 2 – 7 Alarms System consented (new or altered).

(22) SPRINKLER SYSTEM: 'Producer Statement – PS3 - SS1' / 'Installer's declaration of completion' and as built plan(s) to be provided declaring the sprinkler system has been designed, installed, and commissioned in accordance with the approved building consent documentation.

Use where Type 6 – 7 Alarms System consented

(25) PRINCIPAL CONTRACTOR: shall provide a 'Producer Statement – PS3 – Construction' certifying all construction has been built in accordance with the approved building consent documentation.

Use where a new or altered commercial building is proposed and where a residential building falls outside the scope of "restricted building work" definitions e.g. Apartment buildings greater than 10m high and mixed use or commercial buildings.

(28) LISTENING SYSTEM FOR THE HEARING IMPAIRED: 'Producer Statement – PS3 – SS12' to be provided certifying the system has been installed in accordance with the approved building consent documentation.

Use when specified system SS12 to be installed or modified

(29) LIFT/PEOPLE MOVER (MECHANICAL FIXED): 'Producer Statement – PS3 – SS8' to be provided certifying the system has been installed and commissioned in accordance with the approved building consent documentation.

Use whenever a lift/people mover, specified system SS8 to be installed or modified

(34) EMERGENCY LIGHTING: 'Producer Statement – PS3 – SS4' and as-built plan(s) to be provided certifying the emergency lighting has been installed in accordance with the approved building consent documentation.

Use whenever a specified system SS4 to be installed or modified.

(36) PASSIVE FIRE PROTECTION: 'Producer Statement – PS3(s) – Construction' from the installer of passive fire protection systems. The Producer Statement is to be provided by a passive fire protection specialist.

Use when a consent contains multiple fire separations and multiple services will need to penetrate these separations. Note: QLDC current Passive Fire Protection requirements, a PS3 is required for the work, and that will not be provided by a passive fire protection 'specialist', then a PS3 will be required from the Main Contractor, therefore #25 Principle Contractor is to be used in such instances.

(30) GLASS BARRIERS: 'Producer Statement – PS3(s) – Construction' from the installer certifying the barrier has been installed in accordance with the approved building consent documentation.

Use when glass barrier systems are to be installed.

(54) ELECTROMAGNETIC OR AUTOMATIC DOORS OR WINDOWS: 'Producer Statement – PS3 – SS3' to be provided certifying the doors or windows have been designed, installed, and commissioned in accordance with the approved building consent documentation.

Use whenever a specified system SS3 to be installed or modified.

(56) AUTOMATIC BACKFLOW PREVENTER: 'Producer Statement – PS3 – SS7 ' to be provided certifying the device(s) have been installed and commissioned in accordance with the approved building consent documentation.

Use whenever a specified system SS7 to be installed or modified.

(58) SMOKE CONTROL SYSTEMS: 'Producer Statement - PS3 - SS13' to be provided certifying the system has been installed in accordance with the approved building consent documentation.

Use when specified system SS13 to be installed or modified

CERTIFICATION

(1) TRUSS DESIGN: Fabricator/Design Statement and As-Built Plans' shall be provided at Framing & Bracing - Prewrap inspection in order to record and confirm construction meets the fabricators final plan.

Use whenever a Producer Statement - PS1- Design and "Buildable plan' is received from a truss manufacturer.

(39) ELECTRICAL: Electrical installations are to be compliant with the New Zealand Building Code Clause G9 "Electricity" and an Electrical Safety Certificate provided to QLDC on completion of the work.

Use whenever Electricity is a proposed energy source in a BC application.

(2) GASWORK: Gas installations are to be compliant with the New Zealand Building Code clause G11 "Gas as an Energy Source" and a Gas safety Certificate required to be provided to QLDC on completion of the work.

Use whenever Gas is a proposed energy source in a BC application.

(4) SETOUT, FLOOR LEVEL: A registered surveyor shall provide verification, certifying the building is sited in accordance with, and that the minimum floor level will be achieved as set out in, the approved plans, before foundation inspection.

Use where specific minimum floor levels are required to be achieved to mitigate potential for flooding.

(8) COMPACTION CERTIFICATE: Certification and test results shall be provided from a suitably qualified professional (CPEng/PEngGeol) to certify the compaction and bearing capacity of the underlying soils where any fill material greater than 600mm in depth is required.

Use where NZS3604: 2011 Clause 7.5.3.1 requires SED

(9) GEOTECHNICAL CERTIFICATE: Certification and ground bearing test results, from a suitably qualified professional (CPEng/PEngGeol) is to be provided certifying design assumptions have been satisfied on-site.

Use where site specific geotechnical engineering requirement identified on the PIM/PIC or consent documentation and not covered by report confirming ground conditions.

(20) FIRE ALARM CERTIFICATE: Certificate of Compliance and as built plan(s) for the fire alarm system within the building shall be provided confirming that the fire alarm system has been designed, installed, and commissioned in accordance with the approved building consent.

Use where Type 2 – 7 Alarms System consented and more than minor (over 20 detectors). Use in conjunction with (19).

(21) SPRINKLER SYSTEM: Certificate of Compliance and as-built plan(s) to be provided by an accredited Sprinkler System Certifier (SSC) on completion of the work.

Use where Type 6 or 7 Alarms System consented and more than minor (over 20 sprinkler heads). Use in conjunction with (22)

(23) FIRE AND / OR SMOKE DOORS: A copy of all fire door certificates shall be provided at CCC application.

Use where fire doors are included anywhere within the new building/building work.

(32) SETOUT: A registered surveyor shall provide verification certifying the building is sited in accordance with the approved plans before foundation inspection.

Use when any new commercial building or residential building on a registered building platform is proposed.

(27) ACOUSTIC VERIFICATION OF G6 – Airborne and impact sound: Provide field test verification from a suitably qualified acoustic engineer for all the building elements required to meet a Sound Transmission Class performance and / or required to meet an Impact Insulation Class performance. The performances shall be verified as per field test methods referenced in G6/VM1.

Use where three (or more) occupancies have vertical and horizontal sound separation or complex solutions to G6 require verification to establish compliance.

(46) POTABLE WATER: A certificate of analysis, from a lab accredited under the Water Services Act 2021, confirming the water supply complies with the Water Services (Drinking Water Standards for New Zealand) Regulations 2022 is required before the building is occupied or Code Compliance Certificate issued.

Use for new water supplies not connected to the QLDC network (e.g. wells and bores) and not part of a larger private scheme (e.g. Jacks Point).

(52) MANUFACTURER'S CERTIFICATE (design and manufacture): with a statement that the modular component has been manufactured, stored, transported to site, and installed in accordance with the manufacturer's certificate issued at the building consent application stage (statement to include the certificate number and to describe any variations).

Use where a modular component has been designed and manufactured under MCM certificate.

(53) MANUFACTURER'S CERTIFICATE (manufacture only): with a statement that the modular component has been manufactured, stored, transported to site, and installed in accordance with the consented design and the manufacturer's certificate issued at the building consent application stage (statement to include the certificate number).

Use where a modular component has been manufactured under MCM certificate.

(55) RISER MAINS CERTIFICATE: Certificate of Compliance and as-built plan(s) for the riser mains within the building to be provided by an accredited Hydrant System Certifier (HSC) on completion of the work.

Use where riser main is consented.

(59) CERTIFICATE OF COMPLIANCE - DRAINLAYING: Certificate of Compliance for self-certifying drainlaying work must be provided by the endorsed drainlayer on completion of work.

Note: Details of the endorsed drainlayer undertaking the self-certified work must be provided to the BCA before the relevant work commences. If their details were not submitted with the building consent application or have subsequently changed, notification must be provided by email to **buildingenquiries@qldc.govt.nz** including BC number, practitioner's name and registration number. If the drainlayer undertaking work is not endorsed the work must be inspected by QLDC, please book the appropriate inspection for work undertaken.
For more details on self-certifying drainlaying, please visit Self-certification for plumbing and drainlaying scheme | Building Performance
To check drainlayers' endorsement status please visit Plumbers, Gasfitters and Drainlayers Board

Use when application includes self-certifyiable drainlaying work.

(60) CERTIFICATE OF COMPLIANCE – PLUMBING : Certificate of Compliance for self-certifying plumbing work must be provided by the endorsed plumber on completion of work.

Note: Details of the endorsed plumber undertaking the self-certified work must be provided to the BCA before the relevant work commences. If their details were not submitted with the building consent application or have subsequently changed, notification must be provided by email to **buildingenquiries@qldc.govt.nz** including BC number, practitioner's name and registration number. If the plumber undertaking work is not endorsed the work must be inspected by QLDC, please book the appropriate inspection for work undertaken.
For more details on self-certifying plumbing, please visit Self-certification for plumbing and drainlaying scheme | Building Performance
To check plumbers' endorsement status please visit Plumbers, Gasfitters and Drainlayers Board

Use when application includes self-certifyiable plumbing work.

RESTRICTED BUILDING WORK

(11) RESTRICTED BUILDING WORK: This building consent involves building work that is "Restricted Building Work". This will require the licensed building practitioners undertaking or supervising this restricted building work or part of this restricted building work within their trade class to complete a "Record of Building Work " on regulated form 6A for work relating to brick and block laying, carpentry, foundation, external plastering and roofing.

Owner builders: If you do not give us notice with your consent application, you will need to provide us with a notice that you, as an owner-builder, are going to carry out restricted building work on your home using Form 2C Notice of owner-builder.

Use when consenting restricted building work.

ADVICE NOTES

OCCUPATION

(41) CERTIFICATE FOR PUBLIC USE (CPU): **Buildings to which the public are admitted:** Your project may be affected by Section 363 of the Building Act 2004, which specifies that it is an offence to permit the public use of any building for which no code compliance certificate or certificate for public use has been issued.

For new buildings, a CPU application is required if the building is to be used by members of the public prior to the code compliance certificate being issued. For existing buildings, a CPU application is required prior to construction commencing if the public will continue using the building during the construction phase or at any stage during construction prior to the public being approved to use the building. If a CPU application is required for your project, the form and further information can be found on our website here.

Use where the public (not employees) could use the building before issue of CCC

OTHER APPROVALS MAY BE REQUIRED

(45) NEW RELOCATABLE BUILDING: Code Compliance Certificate (CCC) issued by the certifying Building Consent Authority to be provided for the new relocatable building, prior to CCC being issued by QLDC for this building consent.

Use when a proposed new building is being constructed outside of the district.

(38) HERITAGE NEW ZEALAND POUHERE TAONGA: This site is listed with Heritage New Zealand . Under the Heritage New Zealand Pouhere Taonga Act 2014 the permission of the Heritage New Zealand must be sought prior to the modification, damage or destruction of any historic place, historic area, wāhi tapu, or wāhi tapu area, or archaeological site whether the site is unrecorded or has been previously listed. These provisions apply regardless of whether a Resource Consent or Building Consent has been granted by Council. To obtain the correct permissions please contact Heritage New Zealand Pouhere Taonga https://www.heritage.org.nz. As per section 39 of the Building Act 2004 QLDC has advised Heritage New Zealand of the works proposed under this Building Consent.

Use when PIM/PIC identifies a site on the Heritage New Zealand list and Heritage New Zealand has been notified.

(33) DOMESTIC HEATING APPLIANCES – Plan Change 2 Regional Plan: Air for Otago.

Rules and Air Zone Areas under the ORC Air Plan provide for controls on emission rates permissible throughout the region for domestic heating appliances. Contact ORC Ph 0800 474082 or email www.orc.govt.nz.

QLDC advises the consent holder that it is not party to private covenants registered on any Certificate of Title, the consent holder is advised that by undertaking the building work they may breach those covenants.

Use when consenting a solid fuel burner.

(48) First fit-out: As this consent relies on compliance of the base build we require Code Compliance Certification (CCC) to be issued for BC [#] before we are able to issue CCC for this building consent.

Use when the base building does not have CCC (including operating under a CPU)

(49) Staged Consent: As this consent relies on compliance of a previous stage require Code Compliance Certification (CCC) to be issued for BC [#] before we are able to issue CCC for this building consent.

Use after stage one where CCC has not been issued for an earlier stage.

(50) Specified System Plan: As built plan to be provided showing the location of the specified systems throughout the building.

Use when consenting single firecells over 750m2, two firecells over 500m2, and any buildings with 3 or more firecells.

OTHER

(47) 3rd PARTY VERIFICATION: With prior approval, 3rd party verification maybe acceptable in lieu of an inspection by the council (BCA). An application (AF 3P Application for 3rd Party Verification) must be submitted and approved before undertaking the building work. The 3rd party verification documents (e.g. engineer site reports) are to be supplied to QLDC within 24 hours of inspection or available on site at the next inspection.

Use where some elements could be verified by others for example foundations, structural walls, and fire walls

(12) FUTURE PROOFING: A building consent application that when granted includes *future-proofing, does not in itself approve another 'Use' of the building or part of the building.

I.e. A building consent for a Detached Dwelling that also contains details that might be required to demonstrate compliance as a Multi-Unit Dwelling does not automatically approve that second use.

Note: Building Act 2004 Section 114 requires (2): an owner of a building must give written notice to the territorial authority if the owner proposes-

(a) To change the use of a building

Use when an application contains building work above the minimum requirements of the code

**future-proofing definition; Work 'over and above' the minimum requirements for demonstrating compliance with the building code for the Current lawfully established use identified on the Form 2*