

Purpose

The Dunedin City Council is an accredited Building Consent Authority (BCA). A BCA issues building consents, inspects building work for which it has granted a building consent, issues notices to fix, compliance schedules and code compliance certificates.

Dunedin City Council Building Services staff are committed to providing quality customer service and will help you obtain your consent as fast as possible while ensuring your project meets all the legislative and Building Code requirements.

The purpose of this document is to provide information on how to apply for a building consent and how an application for building consent is processed, inspected and certified.

What is a building consent?

A building consent is formal approval for proposed building work certifying that the project as documented, complies with the New Zealand Building Code, Building Act and Building Regulations. Essentially, building consent is permission to carry out the building work in accordance with the plans and specifications for which you have obtained consent.

Building work includes work in connection with the construction, alteration, demolition or removal of a building.

When do I need building consent?

You need to apply for building consent before building; a new house, commercial building, or before doing any building work such as structural work, plumbing and drainage work and alterations, or before relocating an existing building to a new section. Basically most building, plumbing and drainage work requires building consent.

Some examples of work that will require building consent (not limited to):

- Structural building - additions, alterations, re-piling, demolition.
- Installing or altering plumbing and drainage work (*some work which is of a minor nature is exempt*).
- Relocating a building.
- Installing a woodburner.
- Installing or altering a specified system (lifesaving feature).
- Retaining walls higher than 1.5 metres.
- Fences or walls higher than 2.5 metres, and all swimming pool fences.
- Installing or altering a swimming or spa pool.
- Decks, platforms or bridges more than 1.5 metre above ground level.
- Sheds greater than 10 square metres in floor area.
- Erecting marquees over 100 square metres.

If in doubt please contact Building Services staff. If you build without building consent you may be liable for a fine, have difficulty selling in the future or getting insurance.

Building work that does not require building consent

There are certain types of building work that are exempt from requiring a building consent and these are listed under Schedule 1 of the Building Act 2004.

All building work whether or not it requires a building consent must still comply with the Building Code and other relevant legislation. If the building work is exempt you can still choose to apply for a building consent.

Council is prepared to accept records from owners relating to exempt building work and place a copy of the information on the property file. Owners should be aware that Council does not take any responsibility for checking that the information provided about exempt building work is in accordance with the requirements of the Building Code. There is an administrative fee for placing this information on file. This fee covers the cost of handling and storing the information. Please use the [Application to file Exempt Building Work form](#).

Schedule 1 also contains a provision which provides an applicant with an opportunity to seek an exemption when building consent must otherwise be required. Applicants must apply to Council for this type of exemption using the [Application for Exempt Building Work under Schedule 1, Part 1\(2\) form](#). There is a processing fee associated with this exemption.

You should always check with a building professional and seek their advice before deciding whether building work is exempt. The Building Act is quite clear that it is the owner's responsibility to ensure that they obtain a building consent when one is required.

Further guidance and details of the type of work that does not require a building consent can be found on the [Ministry of Business, Innovation and Employment](#) website.

Applying for a building consent

You will need to complete the [prescribed application form](#) and provide information relevant to the building project.

Application packs, forms and checklists for your specific project are available online from the [Dunedin City Council](#) website or obtained from any of [Council's Service Centres](#). Staff are available to assist you with any enquires you may have about your application.

Providing a high standard of documentation is the best way to get approval for your consent. Two complete sets of drawings / reports / specifications/ plans and other supporting documents are required for applications dropped off or submitted by post. A 3rd set is required if the application is required to be reviewed by the [New Zealand Fire Service](#). Only one set of all the required documentation is required to be uploaded for applications submitted using [Council Online Services](#).

If your building project includes plumbing and drainage work, detailed plans and specifications for this work will be required to be provided with the building consent application.

If you are not familiar with building plans and compliance with the Building Code, we recommend you engage an experienced professional to supply the required drawings and information, and to apply for a building consent on your behalf. It is important that your application is as detailed as possible to enable the Building Consent Authority (BCA) to be satisfied the proposed building work when constructed meets the requirements of the Building Act and Building Code.

You can find useful information and publications about applying for building consent by visiting [Consumer Build](#) and the [Ministry of Business, Innovation & Employment](#).

Resource consents

Depending on the nature of your project i.e. it could impact on the environment or affect other people, you may need to apply for resource consent as well as building consent. If resource consent is required, a certificate issued under section 37 of the Building Act is attached to your project information memorandum or building consent. A section 37 certificate precludes any work commencing until the resource consent has been granted. We strongly

advise you obtain resource consent before seeking a building consent to avoid expensive changes to your proposal. Contact the [DCC Planning Department](#) for further information.

Restricted building work (RBW) and licensed building practitioners (LBP's)

[Restricted building work](#) is work which is critical to the integrity of a building i.e. ensures the building is structurally sound and weathertight and should be undertaken or supervised by a [licensed building practitioner](#). RBW must be identified in your building consent application and be accompanied by a certificate of design.

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

If the work to your home does not include work to the primary structure or its weathertightness, then it is unlikely to be restricted building work.

Visit the [Ministry of Business, Innovation & Employment](#) website for more information about restricted building work.

Restricted building work - Owner-builder exemptions

Owner-builders are able to carry out restricted building work on their own home if they meet the owner-builder criteria. A statutory declaration is required to be completed and witnessed by a Justice of the Peace or someone else authorised by law to do so and submitted with the building consent application before the construction of restricted building work on your home starts. An owner-builder is responsible for ensuring the restricted building work carried out under the owner-builder exemption complies with the building consent and relevant plans and specifications.

Future buyers will have access to information that shows the restricted building work was carried out by the owner rather than an LBP.

Visit the [Ministry of Business, Innovation & Employment](#) website for more information on owner-builder exemptions.

Alterations to existing buildings

If your application is for an alteration to an existing building under section 112 of the Building Act 2004 and the Building Code, you need to provide analysis of:

- How the building provides for means of escape from fire;
- How the building provides access and facilities for people with disabilities;
- How the building will continue to comply with the other provisions of the Building Code to at least the same extent as before the alteration; and
- Proposal(s) for upgrade of the building including a list of benefits and sacrifices (e.g. pros and cons) involved in the proposals.

Commercial projects

If your application is for a commercial project, you need to include a list of all specified systems in the building and provide their inspection, maintenance and reporting requirements. Specified systems are features which are designed to save lives such as emergency warning systems, fire alarms, sprinklers, smoke detectors, etc. Specified systems are not usually installed in residential situations; they are unique to a building and complex in nature, for this reason it is strongly recommended that the designer completes this section of the form.

New Zealand Fire Service

Some applications, generally commercial property developments, are required by law to be sent to the New Zealand Fire Service (NZFS) Engineering unit for checking. Applications required to be checked by the NZFS are ([refer to the New Zealand Fire Service Checklist](#)):

- Alternative solution fire designs.
- Applications that involve a modifications or waiver of clauses C1-6, D1, F6 or F8 of the Building Code.
- Applications that involve an alteration, change of use, or subdivision and affects the fire safety systems.

If your application needs to go to the NZFS for review, the BCA will action this on your behalf. The NZFS charge for the review which will be passed on to you.

General guide to the building consent process

Building consent application form

The application form ([Form 2 Application for Building Consent and/or Project Information memorandum](#)) is designed in accordance with the requirements of the Building Act 2004 and the Building (Infringement Offences, Fees and Forms) Regulations 2007. The Building Act requires that all sections be completed in full including information given on how the work will comply with the Building Code. Information collected in this form is utilised by government departments such as the Ministry of Business, Innovation and Business (MBIE - Building & Housing).

Clearly state what type of application you are applying for e.g. building consent only, project information memorandum (PIM) only or PIM and building consent.

Please note, the same information is required to be completed on the application form regardless of whether it is a hard copy, editable or online form. If the item is not applicable, place N/A in the appropriate field.

The following is guidance on how to complete the application form (Form 2):

Details about the building -	
Street address:	Full street address/location or physical address of the building or building work proposed.
Legal description:	Lot and deposited plan (DP) or section and block along with the valuation number which can be found on your rates and/or certificate of title.
Building name:	This section typically relates to large buildings such as business premises or tower blocks or hospitals. If not applicable, place N/A in this section.
Location within site/block:	This section typically relates to large rural properties or complexes such as rest homes, school campuses etc.
Number of levels:	This section should be completed if the building contains multiple levels or work is being undertaken on a particular floor level.
Level/unit number:	This section should be completed if your building is situated on a cross lease or subdivided section or is in an apartment block or complex and is identified by a unit number / letter.
Floor area:	This section requires you to identify the gross floor area of the building or building work proposed.
Current lawfully established use:	There are seven classified uses identified in the Building Code; a building may have one or more intended uses. It is important that building consent applications correctly identify the use of the building.
Year first constructed:	This section applies to existing buildings and requires you to identify the age of the building i.e. you are carrying out additions or alterations to an existing building.
Application -	
Type of application:	Select the applicable application type. Name of owner or owner's agent, signature and date is required. Note any existing project information memorandum (PIM) numbers.
The project -	
Description of building work:	It is important to give as full a description as possible when completing this section. For example: Erect three bedroom dwelling with attached double garage. Additions and alterations - addition of new master bedroom with ensuite. Alterations - include refurbishing existing bathroom, installing new bath, shower, hand-basin and WC. If a building is being demolished this should also be noted. Please include the solid fuel burner make and model, whether solar and a septic tank are to be included and any earthquake strengthening work alluded to.
Current use of building:	State the current classified use of the building i.e. residential dwelling, commercial building.
Change of use:	A change of use is when the classified use of a building is changed. An example of a change of use would be a residential dwelling (e.g. housing) converted into a café / bar (e.g. commercial activity).

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Intended life of the building:	It is important that the building consent application accurately reflects the life of the building. The life of a building can be anything from 2 days through to 50+ years. Typically most applications will be designed with a 50-year life.
	2 days Temporary structures such as marquees, tents, stages, etc
	5 – 15 years Solid fuel heating, solar heating, soft-sided swimming pools, spa pools, etc
	50 years New buildings e.g. dwellings, garages, factories, warehouses, shopping centres, concrete swimming pools etc
List of previously issued building consents:	Building consents previously issued for the project if applicable.
Estimated value including GST:	The value should accurately reflect all building costs associated with the project including labour costs. The value of building work is used for government valuations and also determines the amount of levies payable on the project. Government levies are not payable where the value of work is less than \$20,000.
Prescribed energy work:	Energy works certificates are certificates issued by registered electricians or gasfitters and are automatically accepted as establishing compliance with the Building Code. Note, if selected the code compliance certificate is unable to be issued until we have been provided with copies of the certificates on completion of construction.
Owner -	
Owners name, address and contact details:	Please provide all your contact details.
Evidence of ownership:	One of the following may be required: Certificate of title, lease agreement, agreement for sale and purchase, other document providing evidence of ownership.
Agent -	
Agents name, address and contact details:	This section only needs to be completed if a person is acting on behalf of the owner. An agent may be the building practitioner, designer or a relative. You do not have to have an agent to represent you but it can be useful particularly where the BCA has technical questions about your application.
Debtor -	
The account payer:	It is important to note that unless otherwise advised the debtor will be charged for all additional processing and inspection fees and also any compliance schedule processing costs should they arise. The person prepared to do this should be nominated in this role, any changes to this should be advised as soon as possible.
First point of contact -	
Owner or agent:	It is important we know who to contact in the event of an enquiry. Please notify us if there is a change to the first point of contact to ensure we get building consent related correspondence to the appropriate person.
Restricted building work (RBW) -	
Will the building work include any restricted building work :	RBW is work which is critical to the integrity of the building. A lot of work that requires building consent will include RBW. Provide details of all the licensed building practitioners who will be carrying out or supervising the RBW along with a certificate of design work.

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Project information memorandum (supporting documentation) - select only if applicable

Subdivision:	If a subdivision of the property is involved resource consent will be required.
Alterations to land contours:	e.g. digging out the site for a building platform.
Public utilities:	e.g. If you are planning to build or connect into Council sewer or stormwater drains or water mains.
New or altered locations/external dimensions of buildings:	Resource consent may be required.
Vehicle access:	If a vehicle crossing is being installed or altered, application must be made to Council for approval to build on public land.
Building work over or adjacent to any road or public place:	If you are planning to build over or adjacent to any road or public place special permission is required along with safety precautions to protect the public.
Disposal of stormwater and wastewater:	Where connection to the public drainage system is not available, stormwater and wastewater must be disposed of on-site. Details of disposal will be required.
Building work over existing drains or sewers or in close proximity to wells or water mains:	If you are planning to build over or adjacent to a public drain permission is required along with precautions to protect the public drain. You should speak to Council's drainage engineers before lodging your application.
Other matters:	If known to the applicant, may require authorisation from the Territorial Authority.

Building consent -

Means of compliance:	<p>This section of the application form is the most difficult to complete and often skipped because applicants do not understand it; however, it is important and must be completed.</p> <p>It provides information to the BCA about how compliance with the Building Code has been established. Compliance may be established in several ways; by using the acceptable solutions, alternative solutions, verification methods, producer statements, product certification, energy works certificates or determinations. Waivers and modification of the Building Code may also be requested and should be noted here.</p> <p>We strongly recommend that applicants seek the advice of design professionals to complete this section.</p>
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Compliance schedule -

Specified systems:	If the application involves specified system(s) this section of the form must be completed listing all the systems that are being added, altered or removed. A schedule listing the inspection, maintenance and reporting procedures for each system must be included with the application.
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Attachments - (supporting documentation)

Plans and specifications:	Two full sets of working drawings containing all relevant information are required. Specifications relevant to the project must be provided along with any structural calculations.
Memoranda (certificates of design work):	Certificates of design work from licensed building practitioners who carried out or supervised any design work that is restricted building work.
Project information memorandum (PIM):	If you have already obtained a (PIM), attach a copy with the application.
Development Contribution Notice:	The Development Contributions Policy is a policy adopted by the Council under the Local Government Act 2002. It allows the Council to require cash contributions when new development occurs. The Council then uses the funds collected to carry out capital works caused by or benefiting that development.
Certificate of title:	Current full copy of the certificate of title, including easements if listed.

Contacts - (list of building professionals involved in the project)

A list of all professionals involved in the project shall be provided at the time of lodgement, if known. If the applicant does not know who the tradespeople will be, this information can be provided at a later stage.

Submitting your building consent application

Once you have all the required information and documentation, you can submit your application using one of the following methods:

- Online application by using Dunedin City Council's [Online Services](#).
- Drop off or post your application to the Dunedin City Council - Building Services.

Note – In accordance with the Privacy Act 1993 - the information you provide on a building consent application is required so that the application can be processed under the Building Act 2004. Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. Council stores the information on a public register which must be supplied (as previously determined by the Office of the Ombudsmen) to whosoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information Council holds about you.

How much will my building consent cost?

All the time spent by Council and external contractors in assessing your application, inspecting and certifying the work is charged for. Costs may vary depending on the time a building consent officer spends processing your application. Further information requests will impact on the cost of your application.

Applications submitted in hard copy

A deposit is required at lodgement for building consent applications submitted in hard copy. The deposit is made up of a number of components, including estimated processing costs, an estimated number of inspections and provision for a code compliance certificate upon satisfactory completion of work. Payment for any additional charges e.g. levies, certificate of title, drainage connections will also be required at this stage.

Where the time taken to process a building consent application exceeds the deposit paid additional time will be charged at the current hourly rate. Payment is required before the building consent is granted and issued.

If the deposit paid at the time of application lodgement is not sufficient to cover the number of inspections undertaken, additional fees will be charged and may be interim billed during the project. Inspections will be charged at the rate of the period they are conducted in. Before the code compliance certificate is issued, charges for the total number of inspections will be checked. Any outstanding charges must be paid before the code compliance certificate is issued.

Processing and inspections costs that are less than the deposit paid will be refunded when the code compliance certificate is issued.

Applications submitted online

Building consent applications submitted online once vetted and accepted will have an invoice raised for any levies that may be applicable. Administrative and processing costs associated with the application are calculated once the consent has been granted (or refused).

The invoice raised at this stage is made up of a number of components, including processing costs, an estimated number of inspections and provision for a code compliance certificate upon satisfactory completion of work.

Payment of this and any other outstanding invoices associated with the application is required before the building consent can be granted and issued.

If the amount paid is not sufficient to cover the number of inspections undertaken, additional fees will be charged and may be interim billed during the project. Before the code compliance certificate is issued, charges for the total number of inspections will be checked. Any outstanding charges must be paid before the code compliance certificate is issued.

Inspections costs that are less than the deposit paid will be refunded when the code compliance certificate is issued.

Levies

Building Research Association of New Zealand (BRANZ) and building levies apply to all work valued at \$20,000 or more and are to be paid in addition to the application charges.

We are required to collect these levies on behalf of the Ministry of Business, Innovation and Employment - Building and Housing Group and BRANZ. The levies will be included in the application fees and charges if the value of your application is over \$20,000.

If the consent is staged or amended, the payable levy is assessed on the total project value.

A Building Consent Authority (BCA) levy applies to all building consent applications. This levy is also payable on amended and staged building consent applications.

You can estimate your building consent fees for work up to \$700,000 by using the [Building Services calculator](#).

Refer to the current [Building Services Schedule of Charges and deposits](#) and the [Building Services Charges Guide](#) for more details.

How can I pay?

Payments can be made by cash, EFTPOS or cheque. We are unable to accept credit card payments at this stage.

Paying by internet banking

You can use internet banking to pay application fees. Payments are credited to our account on the next business day.

Bank: Westpac Bank

Account Name: Dunedin City Council

Account Number: 03 0905 0184000 07

To avoid delays, please ensure you include the debtor and invoice number in the code and reference fields (this information is available on the invoice).

What is a project information memorandum (PIM)?

A project information memorandum is a report issued by Council under the Building Act to help you decide whether your project is possible. PIMS are no longer a mandatory requirement.

A PIM provides all the information known to Council on any special features of the land and regulatory requirements likely to be relevant to your proposed building work. It is recommended that you obtain a PIM prior to preparing your building consent plans and documents. Council has 20 working days in which to issue a PIM, however, the processing clock will be stopped if further information is required and restarted once the necessary information has been received.

A PIM does not give you any form of approval under the District Plan and it is your responsibility to determine that your proposal complies with the District Plan. A PIM is not an authorisation to commence work. You must wait until your building consent has been granted and issued before commencing any work on your project.

If a PIM is not applied for and the proposed work requires input from other Council departments, project consideration is required. A project consideration summary records the regulatory requirements for your proposed work and is provided with the approved building consent.

Read more information about project information memorandums on the [Ministry of Business, Innovation and Employment](#) website.

How do I apply and pay for a project information memorandum?

Once you have the necessary information you can apply for a PIM by completing an application form contained in the [building consent application packs](#) and submit to Council with all the required information listed on the checklist. Alternatively apply electronically using [Council's Online Services](#). Refer to the [payment option section](#).

What happens once my application has been received?

The application is vetted for completeness and accepted if all the required documentation is present (*this is not a technical check*). If all the required information has been submitted the Building Consent Authority (BCA) has 20-working days from the date of receipt of the application to decide whether to grant or refuse a building consent. Once accepted, the application is allocated to the various disciplines for processing e.g. planning, engineering, water, building & drainage, roading etc.

Processing the application

The BCA must be satisfied that the proposed building work when constructed will meet the requirements of the Building Act and Building Code.

Each discipline will review and assess the application (*perform a technical check*) for compliance. Occasionally, due to the number of applications received or resourcing, the BCA may opt to use an external contractor to assist with processing. In these situations you will be notified that your application is being processed by an external contractor.

Further information requests

If there are any questions or concerns about how your application demonstrates compliance, your nominated agent/contact person will be notified by letter and/or email requesting further information or clarification. In some instances contact will be made by phone if clarification is of a minor nature. It is important that you address each of the further information points raised in full and provide a covering letter explaining how you have done this. Any revised plans must clearly indicate that they have been revised.

When a request for further information is sent the 20-day statutory clock is suspended until all the information is provided. The statutory clock does not restart until the information has been received and checked and meets the requirements of the request. If the information is inadequate a further letter will be sent.

If you receive a request for further information from one of the BCA's external contractors, please send the response to the points raised direct to the contractor for re-processing.

Information must be provided within three months from the date of the request. If the information is not provided, the application for building consent may be refused.

Producer statements

A producer statement is a statement completed by suitably qualified and experienced designers or building professionals confirming that the design or construction has been completed in accordance with certain provisions of the New Zealand Building Code. Producer statements assist the BCA with deciding whether it is satisfied on reasonable grounds that the provisions of the Building Code will be met if the building work is completed in accordance with the plans and specifications. Calculations and drawings (where applicable) must accompany producer statements.

In order for us to accept a producer statement, the author is required to be approved by the BCA or on the IPENZ (Institute Professional Engineers NZ) Chartered Professional Engineers register. Authors can apply to be approved by completing the [Producer statement guidance and application form](#).

Changes to drawings

If you wish to make changes to the drawings before the consent is granted, the significance and extent of the change will need to be considered by the BCA. This could impact the 20-day statutory clock along with the cost of processing the building consent.

Submit the new drawings as soon as possible with a covering letter outlining the revisions. The statutory clock will be stopped while the revisions are checked. Once checked the clock will be restarted and processing will continue.

Granting and issuing the building consent

Once all the disciplines involved in the process are satisfied that compliance has been achieved, a final check is made to ensure all work has been assessed correctly. The building consent is granted and the 20-day statutory clock is stopped. Processing costs are calculated or re-calculated and an invoice is generated for the balance of any fees and charges. The invoice is sent along with a letter advising the consent is granted and can be uplifted once payment has been received. This issuing process may take a few days depending on demand and these days are not included in the 20-statutory time frame. If no further costs have been incurred, the building consent will be dispatched to the mailing address nominated on the application. You can also arrange to collect the consent from Council.

Please note: Work must not begin on the project until a building consent has been granted and issued.

If your building consent application has been refused, a letter will be sent advising the application has been declined. Any outstanding payments will be required to be paid before the reasons for the decision to decline the application are disclosed.

Building consent conditions

Conditions may be imposed on the building consent to ensure compliance with the Building Act. It is important you or your contractor read the building consent documentation to ensure you are clear about the requirements.

Inspection requirements

The inspections required for your project are listed on the *record of required site inspections* and included with your issued building consent documentation. It is possible that further inspections could be necessary depending on the nature of work. Any specialist inspections will generally mean that a [producer statement](#) will be required.

Restrictions on starting work

Building consent applicants must check that there are no resource management issues outstanding. In some circumstances a building consent may be issued with a "Section 37" certificate attached. This certificate prohibits work commencing until resource consent issues have been resolved. The certificate attached to the building consent will identify any restrictions.

How long is my building consent valid for?

Work must commence on your project within 12 months of the date the building consent was issued. If there is no record that building work has begun at 11 months from the issue date, a reminder letter will be sent requesting that you either; advise us of the commencement of work or apply for an extension of time to commence work.

The building consent will lapse at the expiry date of the 12 month period if work has not commenced or an extension of time has not been applied for. Once a building consent has been lapsed, it has no effect and a new building consent will need to be applied for in order to carry out the work.

The BCA must decide at the expiry of 2 years from the date the building consent was granted whether to issue a [code compliance certificate](#).

How can I apply for an extension of time to commence or complete work?

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

Please use one of the following options to request an extension of time:

- Completing an [online request](#).
- Emailing building@dcc.govt.nz.
- Write to Team Leader Inspections, Building Services, PO Box 5045, Moray Place, Dunedin 9058.

Please include the following details with your request:

- Building consent number;
- Project location;
- Anticipated start or completion date;
- Contact person details;
- Reason why the extension is required.

How can I withdraw my building consent?

A building consent application or issued building consent can be withdrawn at any stage prior to the issue of the code compliance certificate. A formal request is required to be made to the *Team Leader Consents* by the applicant/agent or owner. The request should include that a refund is required and the payee details. Refunds are dependent on monies not expended, the age of the consent and the fee regime that was current at the time of lodgement.

What do I need to know about building inspections?

At various stages during construction, you will need to arrange inspections to verify that the building work complies with the conditions of the building consent and Building Code.

Inspections are project specific and identified during the processing stage. A list of required inspections is included with your issued building consent and you need to book these as each stage of the work being completed. It is possible that further inspections are necessary depending on the nature of the work.

It is important to have all the approved documentation on-site including any approved amendments and ready for the inspector to refer to. An inspection may not proceed if these are not available. To avoid delays on-site make sure you book inspections in advance. Please note, building consent documentation issued to you electronically must be printed and available on-site.

Access must be provided to all the areas that are to be inspected. Ladders that are provided by the owner/agent should comply with relevant New Zealand Standards.

There are a range of inspections undertaken during the course of construction. Some of the more common ones are explained below.

Type of inspection	Description
Foundations	Foundations are inspected prior to concrete being poured. The inspector will verify the siting and the design of the foundation trench including reinforcing and width. Bearing conditions will be confirmed as acceptable.
Floor slab	Floor slabs are inspected prior to pouring of concrete. The inspector will confirm that the construction of the slab is in accordance with the approved plans, including polythene, tailings, load-bearing points, waste pipes, and thickness etc.
Basement tanking	A shower tanking inspection is carried out after the waterproofing or tanking product is installed prior to installing the tiles. We will be looking at the slope to the floor and that the product is installed to the manufacturer's specifications.

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Half high brick	At this inspection we will check the installation of the cladding part way through the progress. Items like cavity, vermin control, timber treatment, fixing of the cladding, window support etc. will be checked.
Bracing	Location of bracing hold downs, element locations, length and type. A post line inspection is undertaken once the Gib has been installed.
Pre-line	This is an inspection carried out prior to lining of the building. We will check framing, insulation, plumbing, air seals, roof and truss framing and all fixings.
Cladding	The installation of the cladding, parapets, paint systems, sealants, scribes, facings and flashings are check during this inspection.
Heating appliance	You should have your heating appliance inspected prior to lighting it up. The heating appliance needs to be fully installed prior to inspection. The inspector will verify that the make and model is as per the approved consent. They will also verify the installation complies with the installation instructions and/or the NZ Standard. Smoke detectors will also be checked at this time.
Drainage	The drainage inspection is done prior to backfilling of the drains. We will be verifying items like drain grade, size, bedding, and lateral connections or outfalls. The certifying drainlayer should have a water test on by the time the inspector arrives on-site.

What happens on-site?

The building inspector will verify that the building work has been completed in accordance with the building consent documents. At the end of each inspection the outcome is recorded on the inspection report and a copy provided to the on-site contact to retain with the consent documentation.

If the inspection outcome is recorded as failed, the work that is required to be rectified will be recorded on the inspection report that is provided to you. The inspector will also explain what is required to be rectified. In most cases a re-inspection will need to be booked and this may incur additional charges. An [amendment to the building consent](#) may be required. If the work is not remedied to the satisfaction of the inspector a [notice to fix](#) may be issued.

Additional inspection charges

Additional inspection charges may be incurred if further inspections are required due to:

- The nature of the work (minimum fee paid did not cover the number of inspections undertaken).
- An amendment or minor variation to the building consent.
- Re-inspection after a failed inspection.
- The building consent pre-dates 2007 (where the fee paid at that time did not cover the number of inspections required).
- The code compliance certificate has been refused.

Booking an inspection

When you make an inspection booking you will need to supply the following information:

- Your building consent number;
- The project location/address;
- The type of inspection required;
- The name and contact number of the person who will be on-site at the time of the inspection;
- Licensed building practitioner (LBP) name and registration number for restricted building work inspections.

There are a two ways to book an inspection:

- By phone: 03 477 4000 or 0800 DCC INSPECT (322 467).
- Online: [inspection request form](#).

Hours of inspections

Building inspectors are available:

- Monday to Friday 9.00am- 4.30pm (lunch breaks from 12.00pm - 1.00pm).
- Saturday / Sunday - by special arrangement (see current fees and charges).
- Public Holidays - no inspections.

How can I amend my building consent?

You can amend your building consent by applying for either:

- A minor variation.
- An amendment.

Minor variation

If the change is not significantly different from the approved building consent plans, you can apply for a minor variation to the plans. Some examples of minor variations (not limited to):

- Substituting comparable products (for example, substituting one internal lining for a similar internal lining;
- Minor wall bracing changes.
- A minor construction change (for example, changing the framing method used around a window).
- Changing a room's layout (for example, changing the position of fixtures in a bathroom or kitchen).

Building inspectors have the discretion to approve minor variations that arise during the course of the building work. These are changes that do not affect compliance with the Building Code. Minor variations will be recorded on the inspection report. Talk to the Building Consent Authority (BCA) in the first instance to see if these can be done on-site. Please note this may incur a fee.

To apply for a minor variation, fill in and return the [Application for a minor variation to a building consent](#) and include copies of plans and payment. Refer to the [Building Services Schedule of Charges and deposits](#) for the current charge. A certificate of design work will be required if restricted building work.

You will find more information about minor variation changes on the [Ministry of Building, Innovation and Employment](#) website.

Amendment to the building consent

If the change is significantly different to your approved building consent plans, you will need to apply for an amendment to the building consent. Some examples of amendments (not limited to) are:

- Any alteration that increases or decreases the floor area of the building.
- Relocating or removing internal load-bearing supports.
- Substantive changes to ground level, resulting in changes to foundations or retaining structures.
- Changes to fire safety aspects.

Amendments must be formally approved by the BCA. To request an amendment you will need to submit an application, refer to the [applying for a building consent](#) section. An application for amendment is processed in the same way as an original building consent application. The BCA is required to process the amended application within 20-working days, and charges for processing at the same hourly rates. Unless the changes are extensive, however, amended consents can usually be processed quickly.

Final inspection

Once the building work has been completed you can book a final inspection. Make sure you have all the copies of the consent documents on-site. If you have mislaid any of the approved documents, copies can be obtained from the Council's [Property Search](#) team. Please note there is a charge for this service.

The inspectors will check that all the outstanding inspections have been undertaken and any failed inspections have been rectified. If everything is completed they will suggest you apply for a code compliance certificate (CCC). Before you do this, ensure all the [supporting documentation](#) that is required is available to accompany the CCC application.

Code compliance certificate (CCC)

A code compliance certificate is issued by the Building Consent Authority (BCA) at the completion of building work, confirming that the BCA has reasonable grounds to believe that the building work complies with the building consent.

You need to apply for a CCC when all the work is completed and we will issue a CCC when we are satisfied the completed building work complies with the approved building consent.

In some circumstances, you may need to apply for a [certificate for public use](#) (CPU) or [certificate of acceptance](#) (COA) as well as or instead of a CCC.

If the building has specified systems such as fire alarms, sprinklers and elevators that have been added, removed or altered, we will also issue a [compliance schedule](#) with the CCC.

Note: we can still process applications for code compliance certificates made under the Building Act 1991. The Building Consent Authority (BCA) will process these applications and issue a code compliance certificate if satisfied on reasonable grounds that the building work complies with the Building Code.

Applying for a code compliance certificate

As soon as practicable following the completion of building work and after all inspections have been completed, you must apply to the BCA for a code compliance certificate. This must be made on the prescribed form (Form 6 – Application for Code Compliance Certificate) which is supplied with your issued building consent. A copy can also be [downloaded](#) or obtained from Council.

When you apply for a CCC you must attach, if applicable the supporting documents listed below:

- Records of work (memoranda) from licensed building practitioner(s) for restricted building work they carried out or supervised.
- [Producer statements](#) - PS4 (construction review).
- Certificates relating to energy work (if nominated as part of the consent) e.g. gas and electrical certificates.
- Evidence that [specified systems](#) are capable of performing to the performance standards set out in the building consent.
- Any additional documentation requested during inspections.

Processing a code compliance certificate application

Once the application has been received, we will assess the required documentation for accuracy. Once accepted the clock starts and the statutory timeframe of 20-working days for processing your application begins.

During processing the clock stops if we have to ask for more information. You will be notified in writing of the required information, please respond quickly with the required information. Once all the required information has been provided and checked, the 'clock' will be re-started.

Any outstanding fees must be paid in full before a code compliance certificate will be issued. This includes the payment of [development contributions](#) if applicable and not yet paid.

When the Building Consent Authority (BCA) must decide to issue or refuse to issue a code compliance certificate

Building Act Section 93 responsibilities - If an application for code compliance certificate has not been made within two years of the date that the building consent was granted, or any further period agreed between the owner and the BCA, the BCA must make a decision whether to issue or refuse to issue the code compliance certificate.

- If a CCC has not been applied for by the building owner at 21 months after the date the building consent was granted, we will issue a letter to the owner asking them to apply for a CCC or apply for an extension of time to complete the work.
- If we receive no response after this letter has been issued, we issue a further letter at 23.5 months after the date the building consent was granted, reminding the building owner of their obligations under the Building Act.
- If no response to this letter has been received, another letter is issued at 24 months after the date the building consent was granted. This letter states that under section 95(a) of the Building Act 2004, we will refuse to issue a CCC on the basis that we have not been able to establish compliance with building consent or building code.

Please note: If your CCC is refused, this does not restrict you from applying for a CCC at a later date. However, we will take into account factors such as durability of the material used when assessing any future applications. Additional administration and inspections charges may be incurred.

Compliance schedules and building warrants of fitness

A compliance schedule is a document issued by Council for a public and commercial building if it contains any [specified systems](#) e.g. automatic doors or emergency lighting. The compliance schedule contains the systems and features including the inspection, maintenance and reporting procedures needed to keep the systems in good working order. A single household unit will only require a compliance schedule if it contains or is serviced by a cable car. A compliance schedule must be kept on-site and made available to Council officers and/authorised agents if required.

A building warrant of fitness (BWof) is a statement supplied by the building owner, confirming that the specified systems in the compliance schedule have been maintained and checked in accordance with the compliance schedule for the previous 12 months and that they will continue to perform as required.

You will find more information about compliance schedules and building warrants of fitness on the [Ministry of Business, Innovation & Employment](#) website.

Certificate for public use (CPU)

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

You must have a certificate for public use if the public are to have access to all or parts of the building (either during construction or on completion) before a code compliance certificate is issued. Anyone who owns, occupies or controls premises intended for public use may apply for a certificate for public use.

Certificates for public use do not relieve the owner of a building from the obligation to apply for a code compliance certificate.

To apply for a certificate for public use, please submit the [Application for Certificate for Public Use](#), supporting documents and [application fee](#) to Council.

Council will only issue a certificate for public use when it is satisfied that it is safe for members of the public to use the premises safely. Safety precautions will be taken into account.

Certificate of acceptance (COA)

A certificate of acceptance may be applied for when building work has been done without first getting a building consent or where the Building Consent Authority (BCA) is unable, or refuses to issue a code compliance certificate (CCC). A COA must be applied for when work has been done urgently under section 42 of the Building Act 2004.

A COA provides limited assurance in certain situations that Council is satisfied on reasonable grounds that the unconsented building work complies with the Building Code. Any building works that cannot be verified as complying with the Building Code will be listed on the certificate of acceptance as exclusions. If you cannot demonstrate compliance with the Building Code, Council may refuse to issue a COA and you may also need to remove the building work.

It is an offence to carry out building work for which a building consent is required. Issuing a COA for unauthorised building works does not limit Council from taking further enforcement action.

Please note that a COA cannot be issued for work carried out before 1 July 1992.

To apply, [contact Council](#) for a certificate of acceptance application form. [Application fees](#) will apply.

You will find more information about certificates of acceptance on the [Ministry of Business, Innovation & Employment](#) website.

Notice to fix

A notice to fix is a statutory notice issued by Council requiring a person to remedy a breach of the Building Act 2004 or regulations under that Act. A notice to fix is issued to a specified person (building owner) and where applicable, the person carrying out or supervising the work.

The notice will state; the breach, the remedy and the timeframe in which the notice must be complied with. Council monitors issued notices to fix and in some instances if the notice has not been complied with, an infringement notice will be issued or a prosecution undertaken.

You will find more information about notices to fix on the [Ministry of Business, Innovation & Employment](#) website.

Building infringement notice

Building infringement notices are issued by Council to any person who commits an offence by not complying with certain provisions of the Building Act. These provisions are specified in the building infringement regulations that came into force in 2007.

You will find more information about building infringement notices on the [Ministry of Business, Innovation & Employment](#) website.

Development contributions

A development contribution is a contribution of cash by developers to fund the additional demand for reserves, network infrastructure and community infrastructure created by growth.

Development contributions apply to applications for resource consent, building consent or service connections lodged with Council. Development contributions must be paid in full before a code compliance certificate will be issued.

Contact Council's Planning Department for more information on development contributions or refer to [Dunedin City Council's Development Contribution Policy](#).

Determinations

If you are not happy with or disagree with a decision made either during the processing or inspecting of your building consent, you can request a determination from the Ministry of Business, Innovation and Employment (MBIE). MBIE has produced a [guide](#) to assist you with this process. For further information, please call 0800 242 243 or email determinations@dbh.govt.nz.

Council contact details and opening hours

Building Services:

- In writing: Dunedin City Council, PO Box 5045, Moray Place, Dunedin 9058.
- In person: Building Services Enquiries Desk - Ground Floor, Civic Centre, 50 The Octagon, Dunedin.
- By phone: 03 477 4000.
- By email: building@dcc.govt.nz.

Inspection Bookings:

- By phone: 03 477 4000 or 0800 DCC INSPECT (322 467).
- Online: [inspection request form](#).

Property Searches:

- In person: Property Search Enquiries Desk - Ground Floor, Civic Centre, 50 The Octagon, Dunedin.
- By phone: 03 477 4000.
- By email: propertysearch@dcc.govt.nz.

DCC Planning Department:

- In person: City Planning Enquiries Desk - Ground Floor, Civic Centre, 50 The Octagon, Dunedin.
- By phone: 03 477 4000.
- By email: planning@dcc.govt.nz.

Council Opening hours:

Walk-in hours:

8.30am-5.00pm Monday to Friday

Call Centre Hours:

8.00am-5:30pm Monday to Friday