

# Guide to Building Services Charges

This document includes important information about deposits, fees and charges for building applications.

The processing and inspections deposits paid when an application for a building consent is made are estimates only.

## What do we charge for?

Time spent by the DCC and external contractors in assessing your application, inspecting (site visits) and certifying the work is charged for. We also charge for payments related to (includes but not limited to):

- Retrieval of certificate of titles from **Landonline**.
- Photocopying and printing documents relating to the building application.
- Levies.

## What levies are required to be paid?

We are required to collect levies on behalf of the Building Research Association of New Zealand (BRANZ) and the Ministry of Business, Innovation and Employment (MBIE). These levies apply to all work valued at \$20,000 or more and are to be paid in addition to the application charges.

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 including amended and staged building consent applications.

## How much will my building consent cost?

Use our building services calculator via [www.dunedin.govt.nz/buildingfees](http://www.dunedin.govt.nz/buildingfees) to estimate your building consent fees for work up to \$700,000.

The deposit paid on application is made up of a number of components including processing costs, an assumed number of inspections and provision for a code compliance certificate. However, no provision is made in the deposit for compliance schedule processing and if applicable these costs will be charged separately.

Costs may vary depending on the time a building consent officer spends processing your application. Further information requests will increase the cost of your application.

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

Inspections costs greater than the deposit paid will be invoiced either during the project or when the code compliance certificate is issued.

## Hard Copy Applications

A deposit is required when a building consent application is lodged and submitted in hard copy. Payment for any additional charges for example 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.

## Online Applications

Building consent applications submitted online will be invoiced for levies if applicable, once vetted and accepted. Administrative and processing costs associated with the application are calculated once the consent has been granted (or refused) and invoiced at this stage.

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

## How can you prevent more processing charges?

There are some easy steps you can take that may prevent more processing charges being incurred:

- Seek advice from Building Services staff before lodging your application. We cannot design your project for you or fill in your application form, but we can advise on what you need to cover or what can be improved.
- If you are not familiar with building plans and establishing compliance with the New Zealand Building Code, you may need to engage a design professional to supply the required drawings and information.
- Fill out the application form and checklist completely and submit all the required information.
- Submit good quality plans that are drawn to scale and clearly show existing and proposed work.

## What do I need to know about inspections charges?

A summary sheet showing the number of inspections the deposit covers is included with the issued building consent documents.

Inspections are charged per visit per inspector. For example if two inspectors are required for an inspection then two inspections will be charged.

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

If the deposit paid is not sufficient to cover the number of inspections undertaken additional inspection fees will be charged. These additional fees may be invoiced during the project as a result of a review of inspections already undertaken or in response to a customer request. If they are not invoiced during the project they will be invoiced at the code compliance certificate issue stage.

Any outstanding charges must be paid before the code compliance certificate is issued. Inspections costs less than the minimum paid will be refunded when the code compliance certificate is issued.

For information on current fees please refer to [www.dunedin.govt.nz/buildingfees](http://www.dunedin.govt.nz/buildingfees)

## Will I have to pay further charges?

There may be additional inspection charges if further inspections are required due to the following.

- The nature of the work (minimum deposit 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.
- The inspection rate differs from the deposit rate that applied at the time the building consent was lodged.

## Why is advising the value of work of the project necessary?

An estimated value of work is necessary for national statistical purposes and is required so the building levy can be calculated where applicable.

The estimated value must include:

- Materials
- Fees charged for design work
- Building, plumbing and other contractor charges at normal commercial rates
- Owners labour priced at normal commercial rates
- Project manager charges
- GST

## Do plans required to be assessed by the New Zealand Fire Service (NZFS) Engineering Unit have a charge?

Plans requiring an assessment to be made by the NZFS have a charge which will be passed onto you. This charge is invoiced in addition to any other charges and must be paid before the building consent being issued.

## What is Project Consideration (PCON)?

When processing an application, Building Services has to consider whether information that was previously contained in a Project Information Memorandum (PIM) is relevant to the proposed building work. The Project Consideration charge occurs when applications are referred to external consultants or DCC departments other than Building Services. A Project Consideration summary is supplied with the issued consent documentation.

## How are the building consent fees and charges set?

Fees and charges are set annually during the Dunedin City Council Annual Plan process. Members of the public can comment on the proposed fees and charges by making a submission to the Draft Annual Plan. Submissions are considered by the Council and when the Annual Plan is adopted, the fees and charges are set for the following financial year.

All fees, charges and levies are inclusive of GST if applicable.

## What do I need to know about 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.

Your application may be required to pay a development contribution under the DCC's Development Contribution Policy and must be paid in full before a code compliance certificate will be issued.

For more information call 03 477 4000 to speak with a Development Contributions Officer or email [development.contributions@dcc.govt.nz](mailto:development.contributions@dcc.govt.nz)

## What payment options are available?

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).

## For more information:

If you have any questions, please contact Building Services:

- In writing: Dunedin City Council, PO Box 5045, Moray Place, Dunedin 9058
- In person: Customer Services Centre, Civic Centre, 50 The Octagon, Dunedin
- Phone: 03 477 4000
- Email: [building@dcc.govt.nz](mailto:building@dcc.govt.nz)

Information about the building consent process can be found on the DCC's website

[www.dunedin.govt.nz/services/building-control](http://www.dunedin.govt.nz/services/building-control)