

This document includes information about building consent related charges.

What do we charge for?

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

- The retrieval of certificate of titles from Land online
- Photocopying and printing documents relating to the building application
- Levies
- Project information memorandums/projection consideration
- Connections to DCC Services
- Compliance schedule processing
- Certificate for public use applications

Refer to the DCC website for a comprehensive list of charges: www.dunedin.govt.nz/services/building-control/building-services-charges

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).

Projects valued \$20,000 and over are required to pay the BRANZ levy and projects valued \$20,444 and over are required to pay the MBIE levy.

If the consent is staged or amended, the levy applies to the total project value.

A Building Consent Authority (BCA) levy applies to all building consent applications including amended and staged building consent applications.

A notification is sent advising you of the amount of levies payable.

How much will my building consent application cost?

The amount payable includes; the time taken to process your building consent application, an estimated number of inspections and provision for a code compliance certificate on completion of work. Additional charges as above may also apply.

Further information requests will increase the cost of your application.

Use our calculator via www.dunedin.govt.nz/buildingfees to estimate your building consent fees for work up to \$700,000.

Residential and commercial building applications over \$700,000 are charged at the hourly rates plus administration and applicable additional charges.

Please note if you withdraw your building consent before it is granted or if we refuse to issue the building consent, processing costs to date will apply.

How can you prevent more processing charges?

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

- 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.
- 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.
- 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 site inspection charges?

We estimate the number of site inspections to the best of our ability. However, you can specify the number of inspections you envisage the project needing.

We recommend that in the preparation for lodging a building consent application, applicants and designers discuss inspection requirements with their builders and make the number known to us at the time the application is submitted.

The specified number of inspections may be questioned in some instances, but generally we are more than happy for the applicant to have some input into this process.

Inspections are charged per visit per inspector. For example, if two inspectors are required, due to the type of work being inspected, then two inspections will be charged.

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

If you do not need all the inspections we have estimated, a refund will be arranged when the code compliance certificate is issued.

Will I have to pay further inspection related charges?

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

- The nature of the work (estimated number of inspections 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

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 Fire & Emergency New Zealand (FENZ) incur a charge?

Plans requiring an assessment to be made by FENZ 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)?

Project Consideration is when the building consent application is required to have input from other DCC departments or consultants. A Project Consideration summary is supplied with the issued consent documents.

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

When do I pay?

If submitting the application in person, payment can be made at that time. However, our preference is to invoice at the end of processing. All associated processing costs are calculated once the consent is approved and any additional charges invoiced. Payment is required before the consent is issued.

Applications submitted online have the processing costs and any additional charges calculated once the consent is granted. The charges are invoiced and payment is required before the consent is issued.

Any additional charges incurred after the consent has been issued must be paid in full on receipt of the invoice. The code compliance certificate will not be issued until all outstanding charges are paid.

What are the payment options?

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

Paying by internet banking

Bank: Westpac Bank

Account Name: Dunedin City Council

Account Number: 03 0905 0184000 07

Payments are credited to our account on the next business day.

To avoid delays, please make sure the debtor and invoice number is included 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:

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

Information about the building consent process can be found on the DCC's website www.dunedin.govt.nz/services/building-control