

Some Key Requirements to be Aware Of

- Completed Building Consent Application Form.
- Deposit attached.
- A current copy of the Certificate of Title or Sale & Purchase Agreement for the property.
- A complete Site Plan showing the position of the Building Alterations and Additions in relation to legal boundaries and other buildings on the site.
- A Pile layout and Sub-floor Bracing Calculations detailing anchor/braced/cantilevered piles for timber floors.
- A complete Floor Plan showing all partitions and intended use of spaces for the building and all proposed internal or external alterations.
- Elevations clearly identifying new work, window and door openings, materials to be used, and showing floor heights from original and proposed ground lines.
- A Cross Section through any areas of the building to be altered including:-
 - foundation details
 - framing to walls / rafters / trusses
 - lintel and beam sizes
- Construction Details showing fixings and flashings.
- Wall Bracing Plan and Calculations.
- Roof Truss Design.
- Provisions for disposal of storm water and foul water. If your site is in a rural area and you increase the number of bedrooms on the site, confirmation of the septic tank capacity will be required (A stick inserted down the mushroom vent will determine the liquid depth and this multiplied by the internal length and width in metres will give the liquid capacity in cubic metres (at least 4.5 cubic metres/or 4500 litres).
- Written Specifications.
- A written schedule confirming the Building Work will comply with the Building Code.

Ask your Council for a comprehensive checklist when collecting your Building Consent Application.



Customer Guide to Dwelling Alterations and Additions



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A Member of the Mainland Building Consent Authorities Group

Under the Building Act 2004, **building work** (relevant to alterations and renovations) which requires consent includes:

1. Alterations, additions and many structural repairs to existing buildings, for example, removing or changing structural load-bearing walls. In some cases you will need a building consent to replace all wall linings at once as they may serve a structural purpose. Alterations to inter-tenancy walls, ie those separating units in multi-unit developments will need building consent.
2. The demolition of existing buildings and structures.
3. The removal or relocation of existing buildings.
4. Sitework, for example, earthworks for a new extension.
5. The construction of decks one metre or more in height above ground level.
6. Retaining walls that:
 - Are above 1.5 metres in height above ground level; or
 - Will retain driveways or structures - the 1.5 metre height limit does not apply in this case.
7. Changing building use, for example, converting your garage into a bedroom.
8. Plumbing or drainage work (other than routine maintenance).
9. Installing or replacing an inbuilt, free-standing log and solid fuel burner, heater or open fire place.
10. Putting in a swimming or spa pool.
11. Installing communications aerials for television repeaters, mobile phones or radio (but not standard home television antennae).
12. The construction of a fence over two metres high or substantial fences such as a fence made out of concrete requiring heavy foundations.

Work Carried Out Without Consent

Prospective purchasers may discover from the council files or a LIM report that work has been carried out without consent and they will have no way of knowing if the house is safe. You can apply to the council for a Certificate of Acceptance which may be issued for work that was done without building consent, or where inspections cannot be carried out to accurately decide if the work was completed in accordance with the approved building consent.

Standard of Documentation

All documentation submitted with your application must be accurately drawn to an appropriate scale for the job, be fully dimensioned and detail all materials to be used.

Specifications for the building work are also required. The specification's should further define the building work including details of all materials to be used, finishes, and equipment to be installed.

The specification must be specific to the project, it is not acceptable to simply state 'installed to manufacturer's instructions', as in many cases product manufacturers have several installation options. Likewise it is not acceptable to make statements such as 'fixed in accordance with NZS3604' as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard.

Also if you intend to use an alternative proprietary fixing which is an alternative solution, the Building Consent Authority must know exactly what they are approving so that they can assess your project appropriately.



As of 1 July 2009, a deposit fee is required to accompany all building consent applications.

Please refer to the Buller District Council's Fees and Charges, or contact our Customer First Team on 03-788-9111.

www.bullerdc.govt.nz