

INFORMATION FOR APPLICANTS



To all applicants for a Project Information Memorandum (PIM), Building Consent (BC) or both:

PROCESSING TIMES

Council is required to approve your application within 20 working days for a PIM or for a BC. Approval does, however, depend on Council having all the information required. Consequently, under section 48(2) of the Building Act 2004 the Hutt City Council can suspend any application and request further information. The application will stay suspended until sufficient information is received. A preliminary check of the application by an Approvals Officer will reduce time delays when the building consent is being processed. Times may need to be allocated for a preliminary check, so please ask at the Regulatory Services Counter.

The applicant will be notified by letter that their application has been approved and the BC and/or PIM is ready to be uplifted.

FEES

Applications are unable to be accepted until the required application fee is paid. Once the application has been processed you may have to pay additional fees to cover costs associated with the application before the PIM or Building Consent is formally issued. This is because it is not always possible to determine prior to processing, the scope and amount of work required of Council staff.

INSPECTIONS

Council inspectors must be notified when work commences and upon completion. Requirements for additional inspections will also be noted as part of the Building Consent.

CERTIFICATES

Once the final inspection has been completed and the requirements of the NZ Building Code have been met, a Code Compliance Certificate will be issued for every Building Consent.

PENALTIES

If you commence work without a building consent you may be served with a notice to cease work immediately, and/or you may be prosecuted and fined up to \$100,000.

Should you not arrange the required inspections, you may not be issued with a Code Compliance Certificate.

If work proceeds without a Resource Consent you may be served with an Abatement Notice/ Enforcement Order, and substantial fines may be imposed.

ADDITIONAL INFORMATION REQUIRED WHERE THE PROPOSAL INCLUDES PLUMBING AND DRAINAGE WORK

1. Site Plan must show all existing and proposed buildings, all existing and proposed stormwater and sanitary sewerage drainage, and show that adequate falls exist for all drains.
2. Plans and specifications shall be site specific and should cover materials and fittings. Plans shall show clearly how the functional and performance requirements of the NZ Building Code are going to be met. This can be achieved by the following options:
 - (a) The Acceptable Solutions of the Building Code:
 - B2 Durability
 - G.1 Personal Hygiene
 - G.12 Water supplies
 - G.14 Industrial liquid waste
 - G.4 Ventilation
 - G.13 Foul water
 - E.2 External moisture
 - E.3 Internal moisture
 - (b) The AS/NZS 3500
 - Sanitary Plumbing and Drainage
 - Water supply
 - Hot water supply
 - Stormwater drainage.
3. Pipe sizes, types and direction of falls must be shown to show that the system will function correctly.
4. For all projects using AS/NZS 3500, New Zealand Building Code, with one storey or more a schematic or plan drawing must be provided to show that, particularly where floor joists are involved, drainage and wastes do not conflict with floor framing, wall framing and structure.
5. A preliminary check of the application by an Approvals Officer will reduce time delays when the building consent is being processed. Please ask at the Regulatory Services Counter for available times.
6. It is the responsibility of the owner, architect, designer, craftsman plumber, and drainlayer to present to Council for approval, a system that meets the **functional** and **performance** requirements of the AS/NZS 3500 and the New Zealand Building Code.