



BUILDING CONSENT APPLICATIONS

IMPORTANT INFORMATION

Thank you for choosing Professional Building Consultants Ltd to be involved in your building project.

The following information will help to provide you some general information relating to the Building Consent process.

GENERAL SCOPE OF WORK

Professional Building Consultants Ltd (PBC) specialises in the processing of building consent and inspections of **residential buildings**, and we act as an agent under contract with Auckland council.

Please contact the office to confirm if your project is currently in our geographic area of operation.

It is important to note that in all cases, the Council acts as the Building Consent Authority, and as such is responsible for the issue of all Building Consents and Code Compliance Certificates. PBC undertakes processing and inspection work on their behalf, however overall liability remains with the Council.

PLAN AND DOCUMENTATION REQUIREMENTS

All applications are to be made digitally via our website, refer the 'lodge an application' tab via www.pbc.co.nz

CERTIFICATES OF TITLE

All Building Consent and PIM applications must be accompanied by a recent copy of the Certificate of Title. This must be dated no older than 3 months. Should you require us to obtain a copy of this from LINZ on your behalf, we are able to do this. *A fee of \$20 is charged for this service.*

APPLICATION FORMS

Each application is to be accompanied by a completed PBC Client Checklist. This form must be completed and signed by the applicant or their appointed agent, and this sets out the terms and conditions of the contract between PBC and the applicant. Also, a signed and completed council building consent application form is to be provided. These forms are all available at our office, or alternatively they can be downloaded from our website at www.pbc.co.nz under the 'Forms' tab.

PLEASE USE CURRENT FORMS

COUNCIL DEPOSITS

All applications will be lodged online and a deposit needs to be paid before this goes live.

(Refer our vetting team for advice)

THE BUILDING CONSENT PROCESS

PBC accepts building consent applications on behalf of the council, and vets the plans to check for completeness. Assistance to complete forms is provided if required, and then forwarded to the council, VIA councils online portal.

PBC loads the application onto councils systems, council will undertake the processing of the plans for Planning and Public Drainage. A PIM may be issued, after which the application file is returned to PBC to check the plans for building code compliance, including building, plumbing and private drainage, structural engineering and fire code requirements. Upon all items being complete and approved, the application file is then sent back to the Council to have the building consent issued, and a fee invoice generated.

Following final approval, PBC are notified of the fees payable, which we then notify to the applicant or their nominated contact person.

REQUESTS FOR FURTHER INFORMATION

All requests for information *from the Council* are communicated direct to PBC, which are then forwarded to the applicant or the nominated contact. At this stage, an application will be suspended, but will continue circulating to other departments.

Any requests for information made by PBC will also be communicated direct to the applicant or the nominated contact. Should you require any clarification of a request for information, please contact our office to discuss.

All additional information requested, or revised plans, are to be forwarded directly to PBC.

TIMEFRAMES AND UPDATES

Timeframes for processing vary between councils, and the total time taken to issue the building consent will depend on the completeness and accuracy of the plans and documents, and the amount of further information requested.

Where possible we will endeavour to provide an update on progress, and an estimate of the likely timeframe for receiving the approved building consent. Please contact our office directly should you require an update, or alternatively by visiting our website at www.pbc.co.nz and using the 'Request an Update' tab.

The Building Act requires consent applications to be processed and issued within 20 'Live' Working Days.

PBC CHARGES FOR PLAN PROCESSING AND INSPECTIONS

All PBC charges for the processing and approval of the plans, as well as the inspection fees, are charged directly to the council. These fees are then included in the final invoice issued to the applicant by the council upon approval of the building consent.

STRUCTURAL ENGINEERING DESIGN CHECKING

Any structural engineering design calculations **must** either be accompanied by a producer statement (PS1) issued by an approved author, or alternatively, a design review check will be undertaken by a council structural engineer. A design review producer statement (PS2) will then be issued.

Producer statements must be on the correct form, and a copy of the plans is to be signed by the Registered Engineer (Producer statement author).

Producer statement authors must be accepted and approved by the relevant council; otherwise PBC will review the design calculations and charge fees for this accordingly.

UPLIFTING OF APPROVED PLANS

Upon notification of the approval of your building consent, you will be notified of the fees payable. Payment confirmation is to be emailed to PBC.

AMENDMENTS AND VARIATIONS TO THE APPROVED PLANS

The Building Act has very specific requirements for amendments to an approved building consent. Changes such as a substitute cladding, revised room layout, alterations to the external footprint of the building etc may require an amended building consent to be lodged. In some cases, work on site may need to be halted, until approval of the amendments is gained. Should changes be made to the approved design and/or product specifications be proposed, you should contact our office to discuss how to proceed.

NOTE: A CCC is issued stating the building complies with the approved building consent; therefore, the building work must match the approved plans.

LAPSE OF BUILDING CONSENT

A building consent lapses and is of no effect if the building work to which it relates does not commence within **12 months** of the date of issue of the consent. In some cases, and at their discretion, the council will grant an extension of this timeframe.

Should you require an extension of the timeframe for your building consent, please contact our office to discuss. All requests for extensions must be made in writing.

CANCELLATION OF BUILDING CONSENTS

In the event that a building consent is required to be cancelled, this request must be submitted in writing to PBC (application forms for this are available on our website). Any processing or administration fees previously incurred either by PBC or by the council will remain payable, as well as a cancellation fee. An invoice (or refund) will be generated by the council and forwarded to the applicant for payment.

SECTION 37 CERTIFICATES

If your approved building consent has a section 37 certificate attached to it or endorsed, then work is unable to commence until this has been cancelled. This generally means that a resource consent application is required to be lodged, and this must be approved and issued before the Section 37 can be removed from the building consent. Please contact our office if you require further clarification in the event your building consent has been issued with a section 37 certificate.

No work can commence until a section 37 certificate attached to a building consent is cancelled.

PLEASE FORWARD A COPY OF YOUR APPROVED RESOURCE CONSENT TO PBC.

RESOURCE CONSENT APPLICATIONS

In the event that your project requires resource consent, PBC can prepare this, complete an Assessment of Environmental Effects, and lodge this with the relevant council. Please contact our office if you wish to discuss this process and the costs involved.

Please note that where PBC acts as your agent for a resource consent application, this will be limited to the application process only. All design work, site construction and supervision remain the responsibility of the owner or their nominated agent (other than PBC). PBC does not act for the council in any matters relating to resource consent applications.



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