

ACCESSORY BUILDINGS (Information Sheet)

VERSION: 2

DATE: March 2011

CODE: IS-103

Accessory buildings such as garages, sheds and sleepouts larger than 10 square metres or closer than their height to a boundary require a Building Consent before work is begun.

It is also important to contact Council where you may be looking at changing the use of a building, such as a shed into a sleepout for example. Most of these changes will require building works and a Building Consent.

If you intend to line the interior wall of the garage or shed you will need to include details of the proposed lining materials in the plans and specifications provided for Building Consent.

Typically, most unlined garages consist of metal cladding fixed to timber framing. Any moisture which penetrates through the cladding joints or around window frames has the ability to dry and any deterioration in the framing can be visually detected before structural failure occurs. If you line the internal walls of your garage this is no longer possible. Hence you may need to install the exterior cladding over a drained and ventilated cavity.

Plumbing and Drainage

Details of storm water disposal, including down-pipe size and location(s) should be shown on the site plan with an indication of where it discharges to i.e. into an existing/storm water system or to a soak hole.

Where a project requires existing sewer or storm water drains to be rerouted then full details in the form of a specification and drainage plan are required, stating to which standard the work will be installed to and indicating the extent of the work.

Fire Walls

Where your building is close to a boundary you may need to install fire rating to the walls to prevent fire spreading to adjacent properties. For buildings up to 40 square metres in floor area no fire ratings are required if the building is one metre or more away from the boundary and there is no sleeping accommodation.

Planning Requirements

Your Building Consent will also be checked for planning compliance. Some common issues that occur are daylight controls, site coverage, front yards and for sleepouts, parking spaces. Please talk to Council's Duty Planner if you have any queries about these areas.

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 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 manufacturers 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 NZS3604:1999' 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 Council must know exactly what they are approving and be able to assess your project appropriately.

The publication *Customer Guide to the Building Consent Process* outlines in detail the information required by Council to process a Building Consent Application.

Glossary of Terms:

- DBH – Department of Building and Housing
- LIM – Land Information Memorandum
- PIM – Project Information Memorandum
- Ecan – Environment Canterbury
- NZBC – New Zealand Building Code
- LBP – Licensed Building Practitioner
- OSH – Occupational Safety and Health
- BRANZ – Building Research Association of New Zealand

Useful step-by-step guides can be found at www.consumerbuild.org.nz which can help you to understand the processes required.

User Guides in this series are:

- Customer Guide to the Building Consent Process – IS-000
- Accessory Buildings – IS-103
- Demolition – IS-106
- New Dwelling / Residential Buildings – IS-108
- Transportable Buildings – IS-110
- Fire Code Requirements for SH Purpose Group – IS-112
- Building Code Clauses – IS-114
- Amusement Device – IS-116
- Fencing your Swimming Pool – IS-119
- Essential Features of a Producer Statement – IS-122
- Fees & Charges – IS-101
- Change of Use – IS-105
- Effluent Disposal – IS-107
- Relocating a Dwelling / Building – IS-109
- Domestic Smoke Alarm Systems for Dwellings – IS-111
- Wet Area Showers – IS-113
- Accessible Facilities – IS-115
- Extension of Time – IS-118
- Solid Fuel / Liquid Fuel Heating Appliance – IS-120
- Exempt Building Work – IS-123

Otherwise visit your friendly Customer Services Officer at Timaru District Council.