

## **NEW DWELLING / RESIDENTIAL BUILDING (Information Sheet)**

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If you are thinking about building or altering a dwelling or other residential building this user guide will help outline the process and the type of documents Council will require to allow us to issue a Building Consent.

A Building Consent is required before building work starts and to issue a Building Consent Council needs plans, details and the construction specifications to check against the New Zealand Building Code. So preparing good detailed plans and specifications that accurately show the site and proposed works early in the process will help you get your Building Consent quickly.

The NZBC sets the minimum performance standards NZ Buildings must meet. Compliance with the NZBC can be shown by following “acceptable solutions” or “alternatives solutions”. Acceptable solutions show means of compliance that are easy to follow and are required to be accepted by Council. These documents can be found on the Department of Building and Housing website.  
[http://building.dbh.govt.nz/e/publish/compliance\\_docs\\_approved.shtml](http://building.dbh.govt.nz/e/publish/compliance_docs_approved.shtml)

Alternative solutions are designed and construction techniques that Council will need to look at a bit more closely before they are sure they will comply with the NZBC.

Council will only issue a Building Consent if your detailed plans show that the finished building would comply with the NZBC. This consent gives approval for you to carry out the building work, in accordance with the plans and specifications you submitted in your consent application.

The building plans and specifications are crucial to the consent process. We recommend that they are prepared by an experienced draughtsperson or Architect to ensure they have all of the necessary detail.

Council staff will also check your proposed works to make sure they comply with the planning rules in the District Plan. Your designer should be familiar with the Plan and ensure that they show the relevant details on your consent plans.

Before starting the drawings it is useful to ask Council's counter staff what we know about the site in terms of hazards, drainage services, roading, engineering and planning requirements.

You can also get this information in a report form with a Project Information Memorandum (PIM) if you have some good preliminary plans already prepared. Getting this information or general information from our Duty Office before you begin work will save you lots of time and effort later.

Engineers and geologists can often be needed on site for specific design aspects and their early involvement can guide you in the design of your building.

Some things to look out for with engineering and planning issues are details like site coverage, daylight control and earthworks. These commonly require a Resource Consent which can add to the timeframe so it is definitely a good idea to sort this out early.

Hiring good professionals to help you is vital to the whole building experience. From early 2008 the Department of Building and Housing are hoping that you will be able to access a register of Licensed Building Practitioners (LBP) online.

This will include designers, builders and specialist trades people.

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](http://www.consumerbuild.org.nz) which can help you to understand the processes required.

**More 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
- 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

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