

# GOT IT NAILED

BUILDING NEWS & VIEWS

ISSUE 29 | APRIL 2018

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## SERVICE CONSENTS

A Services Consent is issued by the Council as owners of the network infrastructure, i.e. water mains, open water races, sewer mains, stormwater mains, open drainage systems, and roads (including road carriageway, berms, footpaths and kerb and channel). Applications are also required for the installation of private services across and/or along public road (i.e. irrigation pipelines, stock underpasses).

A Services Consent is required for all connections to Council network infrastructure (including indirect connection to existing laterals laid by a developer to the property boundary). The Services Consent authorises the property owner to connect to, and/or modify existing connections to, Council network. In some instances the Services Consent will result in "Connection Fees" and/or "Network Contributions" being invoiced.

### Examples of when a Services Consent is required:

- For a new dwelling on vacant land
- When a second dwelling is built within a property
- When services are installed in conjunction with a subdivision

- Change of use of the existing building, i.e. from Domestic use to Commercial and/or Industrial use
- Disconnection of services
- Vehicle property access (new or modified).

The requirement to have a Services Consent is enforceable by the Local Government Act 2002 and Timaru District Bylaws 2018. This will also be managed by the building unit team when it relates to a building consent.

For further information contact District Services on 03 687 7268

"Got It Nailed!" is a free news update which is sent out to the building sector to ensure that the latest updates, trends and issues are discussed in an open forum.

### Feedback and suggestions welcomed

Please contact us with any suggestions for items you would like to see in our Building Services Updates – feedback is also greatly appreciated.

### Contacting Building Services

Did you know that rather than visiting or calling building services with an enquiry, you can email us at [enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz).

Email enquiries are responded to promptly.

### Receiving the newsletter electronically

If you would like to receive our newsletter electronically, please contact

**Ange Lumsden – Executive Assistant  
Environmental Services**

DDI: 03 687 7465

Email: [ange.lumsden@timdc.govt.nz](mailto:ange.lumsden@timdc.govt.nz)



# EARTHQUAKE-PRONE BUILDINGS UPDATE

As mentioned in previous issues of "Got It Nailed", the Timaru District Council Earthquake-prone building legislation is well under way and as a building owner we have started the process of identifying and assessing our own buildings.

Some of these buildings have now been determined as earthquake prone and have EPB notices attached to them including the Sophia Street carpark building, Temuka Library, Geraldine Cinema, Geraldine Medical Center, Aigantighe Art Gallery and house and the Pleasant Point Hall. Whilst this project is ongoing, we will endeavour to share the learnings with you so that this may help other owners navigate their way through this process.

In addition, during the month of May 2018, we will be holding workshops for building owners to explain how the process works and what you could expect to encounter along the way. Workshops are being held:

Timaru – 16 May

Geraldine – 23 May

Temuka – 24 May

You can register for these by phoning 03 687 7200 or emailing [buildingcompliance@timdc.govt.nz](mailto:buildingcompliance@timdc.govt.nz)

For all Earthquake Prone Building information please visit our website [www.timaru.govt.nz/home](http://www.timaru.govt.nz/home) or you can contact Jonathan on 03 687 7264 or [jonathan.craig@timdc.govt.nz](mailto:jonathan.craig@timdc.govt.nz)



## FROM THE APPROVALS TEAM

### Certificate of Titles

When applying for a building consent you will be required to provide a certificate of title (less than three months old) to verify property ownership. Along with the certificate you must also provide a current survey plan and copies of registered interests, detailing what the interests relate to as these may effect your proposal and your application may not be accepted without them.

### Commercial Buildings

Consent applications for commercial work will require a "fire report". This is to ensure that appropriate consideration has been given to the requirements of the "C" clauses of the building code "Protection from Fire". Often this type of work includes the installation or modification of specified system/s. Therefore please ensure that you include this information within your application (online refer to specified systems section or web site for PDF download).

### Producer Statements PS1 Design

Producer statements as we know, do not exist in the Building Act, so when these are referred to as a means of compliance, they are treated as an "alternative solution" and therefore they need to be as robust as possible for the BCA to be satisfied on reasonable grounds. Accordingly please ensure that things like the owners name, address, Lot and DP number, relevant code

clauses, specified design working life and plan pages are referred to and or included on the statement. Failing to do this will mean that we (the BCA) can not accept them.

### Marquees

Building consents are required for erecting a Marquee that exceeds 100m<sup>2</sup> in floor area regardless of the use. These consent applications are treated in the same way as any other consent application when assessing compliance, requesting further information, the 20 working day time frame and inspections. Historically these applications have been considered by most within the industry as minor work, and therefore have considered Council's involvement in this process to be minor as well.

Regardless of the complexity, the owner or the owners agent (e.g. marquee hire companies) are required to ensure they allow sufficient time for the council to perform its duties (processing and inspections) in accordance with the Building Act. Therefore, when you are submitting your marquee application to council, you have allowed enough time for the consent process to be carried out. Whilst my team will do everything they can to ensure that compliance has been achieved, we don't want to be in apposition of not being able to grant your application due to insufficient time allowed.

### Framing Screws

Another new product on the market are framing screws (timber frames). They come in two different lengths designed to fix the top plate to stud or the longer screw for fixing the pole plate and top plate to stud, as an alternative solution to metal straps. Ideally these will be fixed in the pre nail factory with the applicable stud marked but can be fixed on site. If these are going to be used on your project, my team will need to see the applicable documentation, either at the consent approval stage or at the framing/pre roof inspections. This information will generally form part of the pre nail truss and framing design, so please check with the manufacturer to ensure you have the correct documentation before you submit it to Council.

If you have any questions relating to these topics you can contact Mark Stericker (Team Leader Approvals) [mark.stericker@timdc.govt.nz](mailto:mark.stericker@timdc.govt.nz) or phone 03 687 7417



## FROM THE **ADMIN TEAM**

As an industry it would be fair to say that we all have a pet hate when it comes to completing applications and recording information. We're sorry to say, it is still one of the most important components of the consent process and with the requirement of more information being provided with each application, the importance is ever increasing.

Therefore when you are completing an application and or providing information, please take the time to ensure that all of the information is relevant, correct and complete.

### Acknowledgement Letters

**These letters, sent to the applicant, are official acknowledgement that Council has received your consent application and it has been accepted.** This letter (relating to hard copy applications only) asks you to advise the Admin team how you would like to receive the approved documents in either Hard Copy or USB. Please ensure that you advise us of your preferred option, as this will significantly streamline administration of your consent. It will also provide you with your consent number so that you can track its progress via the TDC website [www.timaru.govt.nz/home](http://www.timaru.govt.nz/home)

### Online Applications

**The ability to apply for your building consent via our online (Portal) system, has been available now for nearly 18 months.** One of the sections within the application, requires you to identify how you wish to receive the approved documentation by either the portal, USB or hard copy.

As we are trying to move towards a more efficient system and thus less paper, I would like to encourage you to choose the portal option as this is by far the most efficient process to deliver your documents. However should you choose either of the other two options (USB or hard copy), these will incur an additional charge to the consent for this service.

### Invoicing

**Please clearly identify who is to pay for the consent.** For example, if you require the invoice to be addressed to your business / company, then it is that companies name and address that is required on the form and not an individuals name or details. Although this may seem like a minor detail, ensuring this is correct will result in receiving your invoice promptly.

### Code Compliance Certificates

*(Code compliance certificate verifies completion of the consent – lapsed letters confirm that no work has commenced within 12 months from being issued and has now lapsed).*

**Before you submit your application for CCC, please ensure that all of the consented building work is completed, this is the responsibility of the owner and or the owners agent.** Therefore when my team receives a CCC application, we will be checking to see if the work is complete by the final inspection. If no final inspection has been undertaken, the CCC application will be refused and sent back to the applicant with a letter explaining why and how to progress from there. This change will be implemented over the next few weeks.

Within CCC applications, it is very important that you provide (if you're not the owner) that companies name (the agent) as well as your name so that we know who you are, who you are working for and making the application on behalf of.

### Consent Lapsed Letters

**Once a Building Consent is issued Building work is to begin within 12 months of that date.** Three months before the 12 month anniversary date, if no work has commenced, the owner will be sent a letter explaining that their consent is close to Lapsing and what this may mean for them, however we acknowledge that some owners may not fully understand the meaning or significance of these letters, therefore we will now be sending copies of the Consent Lapsed letters to the applicant also with the intent of helping the owner (the applicant's client) at these stages of the consent.

## **BUILDING ADVISORY OFFICE**

**This free service is available five days a week in person or via phone or email, and is managed by a very competent member of the Building team.**

David Williams will provide you with the best and current information relating to your enquiry. He has an extensive array of knowledge and will do everything he can to ensure you leave with all the information you need relating to your enquiry.

**For any enquiries you can contact the Building Advisory Office on 03 687 7236 or [david.williams@timdc.govt.nz](mailto:david.williams@timdc.govt.nz)**

Please Note: The Advisory office, as in the name, provides advice and information only with regards to your enquiry and does not extend to making decisions of a technical or compliant nature. Should you have any technical queries relating to a building consent, these will be forwarded to and or you will be asked to contact the appropriate officer involved with that project. This will ensure consistent and relevant information is provided.

## **SUBSCRIBE TO THE MONTHLY LIST OF BUILDING CONSENTS**

Timaru District Council offers a mailing list service for monthly notification of all issued building consents. Subscription to this service costs \$35 per month billed on an annual basis. Please see the link below to subscribe.

**[www.timaru.govt.nz/bclist](http://www.timaru.govt.nz/bclist)**



## FROM THE COMPLIANCE TEAM

### Approved Documentation on Site

It is a requirement that a copy of the "approved documentation" is on site for the inspector to view and check that the building work is in accordance with them. While it is acknowledged that the change to electronic consenting has provided changes and challenges in how applicants receive their plans and specs, this doesn't negate the requirement for the consented documentation to be on site and is not the responsibility of the inspector to provide this to enable the inspection to be carried out. Therefore please ensure a fully approved set of documentation is available for the inspector as the inspection will not be undertaken and you will have to re book another inspection. Please note that any additional inspections carried out throughout the inspection process may incur further charges and require payment prior to CCC being issued.

### Inspection Bookings

When booking an inspection it is important to include the email address of the main and / or relevant contractor. This will ensure that the appropriate people are made aware of any issues that need to be addressed before work continues.

### Code Compliance Certificates – CCC

Your Code Compliance Certificate is the most important document, relating to your building work that you will ever have. Do not underestimate the value of this document as it provides you and everyone else involved in that consent, with the verification that the building work complies with the approved consent and thus compliant with the Building Act and code. Therefore it is very important that you ensure the application for CCC is made as soon as practicable after the building work has been completed (refer to the Admin notes). The longer it takes for CCC to be applied for and approved by Council, the more difficult it will be to approve and sometimes it may be refused, which has no benefit to anyone. So please remember to get these applications into us as soon as you can.

### Certificate for Public Use

A Certificate for Public Use (CPU) is required for premises that may be intended to be open to members of the public whether or not members of the public are charged for their use. (Refer to Building Act 2004 Sections 362W and 363).

A person who owns, occupies, or controls the premises must not use, or permit the use of any part of the premises that are affected by building work if no Code Compliance Certificate (CCC) has been issued for the work and no CPU has been issued. Failing to comply is an offence. A person who commits an offence under this section is liable on conviction to a fine not exceeding \$200,000 and, in the case of a continuing offence, to a further fine not exceeding \$20,000 for every day or part of a day during which the offence has continued. A \$1,500 infringement can also be imposed by the Territorial Authority.

Many CPU's have been issued but the owners/ agents etc, are not following up when the expiry date is nearing. Not having a current CPU, apart from the above mentioned legal ramifications, may jeopardise any licenses, insurances, etc pertaining to the entire property.

## INDUSTRY TRAINING

Building industry training has become a major component of our businesses from health and safety to CBD points for licenced building practitioners and plumbing and drainlayers. This does require a significant commitment in terms of time and money and how to fit it into our busy work schedules.

At council and in particular the Building unit, we have a great deal of commitment to training as a requirement to achieve, maintain and increase our competency levels and professional development to ensure we have the appropriate knowledge and expertise to process all types of building consents. This commitment to training comes at a great cost, especially when the training is out of town, but is a vital component for insuring compliance is met.

It is with compliance in mind that I am committed to extending these training opportunities to the local industry. This can include for example designers, architects, engineers, builders, plumbers and drainlayers. As you will know, sourcing appropriate and relevant training can prove challenging, therefore I invite you to contact me and register your interest to be included in the various training courses that are available, so we can all be learning the same information, gaining additional knowledge and therefore achieve efficient compliance.

## CONTACT

Jayson Ellis

03 6877466

Jayson.ellis@timdc.govt.nz

**If we can help you further please don't hesitate to contact the Duty Building Officer on 03 687 7236.**

Timaru District Council

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