

BUILDING CONSENT INFORMATION

A Brief Outline of the Process

More detailed information regarding building consents can be obtained from Council's document entitled, *The Building Act 2004 - the things you really should know*.

This is a brief overview of the process followed with your building consent.

- Building consent application completed by the client with all information, plans, and any other documentation attached. (Refer to What sort of information do I need? in the Building Act document.)
- Application received by Council and an initial documentation check conducted.
 - ❖ If incomplete, it is returned to the client with advice about what is required.
 - ❖ If it appears complete, it is accepted by Council and the client pays fees/deposits due. (Refer to How much will it cost? in the Building Act document.)
- Application is then entered into the Council database which initiates the commencement of the 20 working day timeframe for Council to process the consent. A letter is forwarded to the applicant advising of the details.
- A detailed assessment commences and if it is found that details are unclear or do not comply with the Building Code or other statutory requirements, the applicant is advised in writing of the further information required. The application is suspended and the 20 day clock stopped and not reactivated until the information is received.
- The applicant is advised in writing and sent an invoice for fees due.
- Once the application has been assessed as complying with the Building Code, the consent is granted and the documents endorsed.
- On payment of the invoice, a letter and supporting documentation, eg a copy of the approved plans for the consent, are sent to the applicant advising that consent has now been issued.
- Consented work can now commence on the project.

Note:

Once a consent has been issued:

- Building must commence within 12 months of the date of issue or the consent will lapse and a new application must be made.
- Building work must be completed within 24 months of the date of issue.