



What do you need from the council to undertake your project?





This guide is intended to help you understand the various council approvals you may need to undertake your project.

Once you have identified the approvals you need, obtain the correct application forms from the council. Each form has a corresponding guide to assist your completion of the form.

It's unlikely that your project will require all the approvals outlined in this guide. However, the intention is to alert you to any required approvals, in addition to your building consent, at the earliest possible stage of your project planning.

What's covered in this guide?

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IMPORTANT

There are stiff penalties for carrying out building work without first obtaining a building consent.

Make sure all consented work has a code compliance certificate (CCC), which is the final sign off, issued as soon as practicable following completion of the work.

Failure to obtain a building consent and subsequent CCC may jeopardise your insurance, and compromise the health and safety of occupants.

Binding interpretations of the Acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Wanganui District Council are provided with the intention of helping people to understand the legislation. They are however offered on a "no liability" basis and in any particular case those concerned should consult their own legal adviser.

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- (m) the repair or replacement of all or part of a damaged outbuilding, if—
 - (i) the repair or replacement is made within the same area that the outbuilding or the original outbuilding (as the case may require) occupied; and
 - (ii) in the case of any replacement, the replacement is made with a comparable outbuilding or part of an outbuilding;
- (n) the removal of any—
 - (i) sign and any structural support of the sign; or
 - (ii) retaining wall; or
 - (iii) plinth or similar foundation; or
 - (iv) playground equipment."

Clause 2

In this schedule,—
 "outbuilding" means a building classified as an outbuilding under clause A1 of the building code
 "rural zone" means any zone or area (other than a rural residential zone or area) that, in the district plan of the territorial authority in whose district the building work is to be undertaken, is described as a rural zone, rural resource area, rural environment, or by words of similar meaning".

Please note that exemption (k) allows a discretionary decision to be made by Wanganui District Council to exempt proposed building work from the requirement to obtain a building consent. Please apply for exemption (k) approval BEFORE commencing work.

Planning Advice

Even though exempt work does not require a building consent it often will require Planning input.

For all your question regarding Planning and the District Plan, Wanganui District Council has a dedicated duty planner who is available Monday to Friday at 101 Guyton Street or by telephone on 06 3490001 between the hours of 8.00am and 5.00pm.



Revised Schedule 1

The Building (Exempt Building Work) Order 2010 made changes to Schedule 1. These changes, which come into force on **23 December 2010**, adds to Schedule 1 of the Building Act 2004 several classes of building work for which a building consent is not required. This order enables the following class of building work to be done without a building consent. An excerpt of Schedule 1 is shown below. The information that hasn't changed is shown in faint type the new information is in **bold** type. Information with a ~~strike through~~ are clauses that are now superseded. More changes will occur when Parliament sits next year (2011).

1. When is a building consent required

The reprint of Schedule 1 of the Building Act 2004 below lists what building work can be processed without the owner first obtaining a building consent. Don't guess whether building work requires a consent or not, check Schedule 1 to make sure, illegal building work is just not worth it. It may invalidate your insurance cover and put your family's safety at risk. Please note that all building work must comply with the Building Code. Information in [*italics*] is for clarification only. Please ensure that you seek technical advice from a qualified person.

Even if your building project does not need a building consent, there may be other approvals you do need. Please talk to a council officer about planning and other approvals.

2. The revised Schedule 1

- (a) any lawful repair and maintenance using comparable materials, or replacement with a comparable component or assembly in the same position, of any component or assembly incorporated or associated with a building, including all lawful repair and maintenance of that nature that is carried out in accordance with the Plumbers, Gasfitters, and Drainlayers Act 1976, except—
 - (i) complete or substantial replacement of a specified system; or
 - (ii) complete or substantial replacement of any component or assembly contributing to the building's structural behaviour or fire-safety properties; or
 - (iii) repair or replacement (other than maintenance) of any component or assembly that has failed to satisfy the provisions of the building code for durability, for example, through a failure to comply with the external moisture requirements of the building code; or
 - (iv) repair or replacement of any water storage heater connected to a solid-fuel heater or other supplementary heat exchanger, except for the repair, or replacement with a comparable heater, of any open-vented water storage heater using the same pipework:
- (ab) the opening and reinstatement of any purpose-made access point within a drainage system that—
 - (i) is not a NUO system or part of a NUO system; and
 - (ii) is carried out in accordance with the Plumbers, Gasfitters, and Drainlayers Act 1976:
- (ac) the alterations to drains for a dwelling, if the alteration-
 - (i) is of a minor nature (for example, shifting a gully trap); and
 - (ii) does not include making any new connection to a service provided by a network utility operator; and
 - (iii) is carried out in accordance with the Plumbers, Gasfitters, and Drainlayers Act 1976:
- (ad) the alteration to existing sanitary plumbing (as defined in section 3 of the Plumbers, Gasfitters, and Drainlayers Act 1976) in a dwelling (for example, replacing a bath with a shower or moving a toilet) carried out in accordance with the Plumbers, Gasfitters, and Drainlayers Act 1976:
- (ae) the installation, replacement, or removal in any existing building of a window (including a roof window) or an exterior doorway if—
 - (i) compliance with the provisions of the building code relating to structural stability is not reduced; and
 - (ii) in the case of replacement, the window or doorway being replaced satisfied the provisions of the building code for durability:
- (af) the alteration to an entrance or an internal doorway of a dwelling to improve access for persons with disabilities, if compliance with the provisions of the building code relating to structural stability is not reduced:
- (ag) the alteration to the interior of any non-residential building (for example, a shop, office, library, factory, warehouse, church, or school), if the alteration does not—
 - (i) reduce compliance with the provisions of the building code that relate to means of escape from fire, protection of other property, sanitary facilities, structural stability, fire-rating performance, and access and facilities for persons with disabilities; or
 - (ii) modify or affect any specified system:
- (ah) the replacement or alteration of linings or finishes of any internal wall, ceiling, or floor of a dwelling:**

- (b) the construction or alteration of any motorway sign, stopbank, culvert for carrying water under or in association with a road, or similar simple structure owned or controlled by any network utility operator or other organisation:
- (ba) the construction, installation, replacement, or alteration of a sign (whether free-standing or attached to a structure) and any structural support of the sign, if—**
- (i) the surface area of the sign does not exceed 6 square metres and the sign does not exceed 3 metres in height above the supporting ground level; or
- (ii) the sign has been designed by a chartered professional engineer:
- (bb) the construction, installation, replacement, alteration, or removal of a height-restriction gantry:**
- (c) construction or alteration of any retaining wall that retains not more than 1.5 metres depth of ground and that does not support any surcharge or any load additional to the load of that ground (for example, the load of vehicles on a road):
- (ca) the construction, alteration, or removal of an internal wall (including the construction, alteration, or removal of an internal doorway) in any existing building if—
- (i) compliance with the provisions of the building code relating to structural stability is not reduced and
- (ii) the means of escape from fire provided within the building are not detrimentally affected and
- (iii) the wall is not made of units of material (such as brick, burnt clay, concrete, or stone) laid to a bond in and joined together with mortar:
- ~~(d) the construction or alteration of any wall (except a retaining wall or an internal wall) fence (except a fence as defined in section of the Fencing of Swimming Pools Act 1987), or hoarding of a height not exceeding 2 metres above the supporting ground:~~
- (daa) the construction or alteration of any wall (except a retaining wall or an internal wall), fence (except a fence as defined in section 2 of the Fencing of Swimming Pools Act 1987), or hoarding, in each case of a height not exceeding 2.5 metres above the supporting ground:**
- (da) the construction or alteration of any dam that is not a large dam:
- (db) the construction, installation, replacement, or alteration of a retaining wall in a rural zone, if—**
- (i) the wall retains no more than 3 metres depth of ground; and
- (ii) the distance between the wall and any legal boundary or existing building is at least the height of the wall; and
- (iii) the wall has been designed by a chartered professional engineer:
- (e) the construction or alteration of any tank or pool and any structural support of the tank or pool (except a swimming pool as defined in section of the Fencing of Swimming Pools Act 1987), including any tank or pool that is part of any other building for which a building consent is required,
- (i) not exceeding 35 000 litres capacity and supported directly by the ground; or
- (ia) not exceeding 16 000 litres capacity and supported not more than 0.25 metre above the supporting ground; or**
- (ib) not exceeding 8 000 litres capacity and supported not more than 0.5 metre above the supporting ground; or**
- (ic) not exceeding 4 000 litres capacity and supported not more than 1 metre above the supporting ground; or**
- (ii) not exceeding 2 000 litres capacity and supported not more than 2 metres above the supporting ground; or
- (iaa) not exceeding 1 000 litres capacity and supported not more than 3 metres above the supporting ground:**
- (iii) not exceeding 500 litres capacity and supported not more than 4 metres above the supporting ground:
- ~~(f) the construction, alteration, or removal of any tent or marquee that has a floor area not exceeding 50 square metres if that tent or marquee is to be, or has been, used for public assembly for a period of not more than 1 month:~~
- (fa) the construction, alteration, or removal of any tent or marquee that has a floor area not exceeding 100 square metres if that tent or marquee is, or has been, for private use for a period of not more than 1 month:
- (fb) the construction, alteration, or removal of any tent or marquee that has a floor area not exceeding 100 square metres if that tent or marquee is to be, or has been, used for public assembly for a period of not more than 1 month:**
- ~~(g) the construction or alteration of any platform, bridge, or the like from which it is not possible for a person to fall more than 1 metre even if it collapses:~~
- (ga) the construction or alteration of any platform, bridge, or the like from which it is not possible for a person to fall more than 1.5 metres even if it collapses:**
- (gb) the construction, installation, replacement, or alteration of any plinth or similar foundation that is or has been—**
- (i) used for supporting mechanical plant, a tank, equipment, machinery, or any similar item; and
- (ii) designed by a chartered professional engineer:

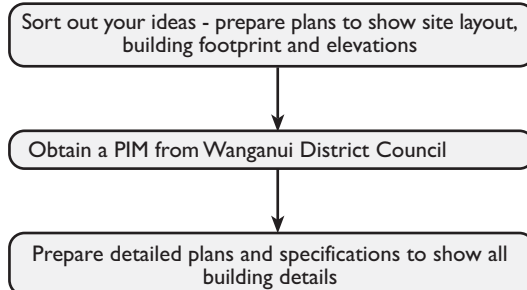
- (gc) the construction, installation, replacement, alteration, or removal of a stall, booth, compartment, or similar structure that—**
- (i) does not exceed 100 square metres in floor area; and
- (ii) is, or has been, for use at a fair, exhibition, or market for not more than 1 month:
- (h) the construction or alteration of any temporary storage stack of goods or materials:
- (i) building work in connection with any detached building (except a building that is required to be licensed in terms of the Hazardous Substances and New Organisms Act 1996 or a building closer than its own height to any residential accommodation or to any legal boundary) that—
- (i) houses fixed plant or machinery, the only normal visits to which are intermittent visits for routine inspection and maintenance of that plant or machinery; or
- (ii) into which, or into the immediate vicinity of which, people cannot or do not normally go; or
- (iii) is used only by people engaged in the construction or maintenance of another building for which a building consent is required; or
- (iv) does not exceed 1 storey, does not exceed 10 square metres in floor area, and does not contain sanitary facilities or facilities for the storage of potable water, but may contain sleeping accommodation (without cooking facilities) if the detached building is used in connection with a dwelling:
- (j) building work in connection with the closing in of an existing veranda, patio, or the like so as to provide an enclosed porch, conservatory, or the like with a floor area not exceeding 5 square metres:
- ~~(ja) the construction, alteration, or removal of any fabric, glass, or metal awning on any building that—~~
- ~~(i) is on the ground or first storey level; and~~
- ~~(ii) does not exceed 15 square metres in size:~~
- (jab) the construction, alteration, or removal of any fabric, glass, or metal awning if the awning—**
- (i) is on the ground or first storey level; and
- (ii) does not exceed 20 square metres in size:
- (jb) the construction, alteration, or removal of a pergola:
- ~~(jc) the construction, alteration, or removal of a porch or veranda on any building where that porch or veranda—~~
- ~~(i) is on the ground or first storey level; and~~
- ~~(ii) is over a deck or a patio; and~~
- ~~(iii) does not exceed 15 square metres in size:~~
- (jd) the construction, alteration, or removal of a porch or verandah—**
- (i) is on the ground or first storey level; and
- (ii) is over a deck or a patio; and
- (iii) does not exceed 20 square metres in size:
- (je) the construction, installation, replacement, alteration, or removal of any shade sail made of fabric or other similar lightweight material, and any associated structural support, if the shade sail—
- (i) does not exceed 50 square metres in size; and
- (ii) is not closer than 1 metre to any legal boundary; and
- (iii) is on the ground level, or, if on a building, on the ground or first-storey level of the building:
- (jf) the construction, installation, replacement, alteration, or removal of a carport that does not exceed 20 square metres in size and is on the ground level:
- (jg) the installation of thermal insulation in an existing building other than in—
- (i) an external wall of the building; or
- (ii) an internal wall of the building that is a fire separation wall (also known as a firewall):
- (jh) the making of a penetration no greater than 30 centimetres in diameter to enable the passage of pipes, cables, ducts, wires, hoses, and the like through any existing building and any associated building work, such as weatherproofing, fireproofing, or sealing the penetration:
- (ji) the construction, installation, replacement, or alteration of playground equipment, if—
- (i) the work is for a government department, Crown entity, licensed early childhood centre, or territorial or regional authority, and the playground equipment has been designed by a chartered professional engineer; or
- (ii) the playground equipment is for use by a single household and no part of the equipment exceeds 3 metres in height above the supporting ground level:
- (k) any other building work in respect of which the territorial authority considers that a building consent is not necessary for the purposes of this Act because that building work
- (i) is unlikely to be carried out otherwise than in accordance with the building code; or
- (ii) if carried out otherwise than in accordance with the building code, is unlikely to endanger people or any building, whether on the same land or on other property.
- (l) the demolition of all or part of a damaged building that is detached (stand-alone) and is no more than 3 storeys high:**



Step 1 - Getting started

Council has 20 statutory working days to process your Building Consent application.

The actual length of time it takes to process your Building Consent will be influenced by the quality and accuracy of the plans submitted



You will save time and money in the long run if you plan your project well.

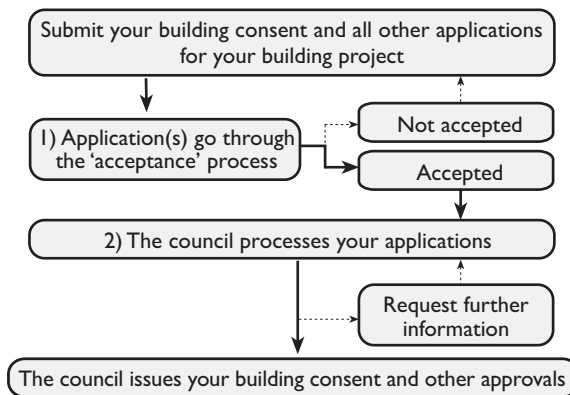
TIP: make sure your designer visits the site before drawing the plans.

It's a good idea to get your project information memorandum (PIM) before you finalise your building plans and before you apply for your building consent (see page four of this guide to find out what a PIM is). Building construction details are not required in PIM applications. When submitting any PIM or building consent application, use the acceptance checklist, available from the council, specific to your project type.

Plans and specifications for building consent applications must be detailed, be to a high standard and demonstrate how compliance with the Building Act 2004 will be achieved.

TIP: It is recommended that you engage a professional architect, designer or draughtsperson to prepare plans and specifications.

Step 2 - Submit applications

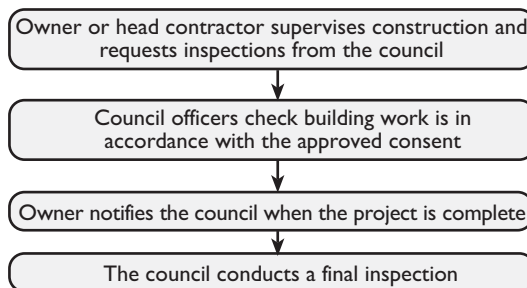


All applications are checked twice by council officers: 1) acceptance check; and 2) application processing.

- 1) The application is checked to ensure all necessary documents and plan details are included. If the application is complete and the administration fee is paid, it will be accepted.
- 2) Once an application is accepted, Council then has 20 working days to decide whether to grant or refuse a building consent application. If compliance with the Building Act or other laws is not demonstrated, the "clock stops" and further information will be requested.

TIP: fees and charges related to processing council approvals are calculated on a cost recovery basis, so you will reduce costs and delays if your application is complete at the time of lodgement.

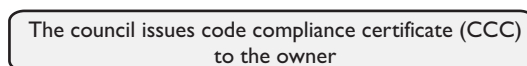
Step 3 - Building



Under the Building Act, the owner is ultimately responsible for any contractors and must ensure the requirements of the Building Act are followed. This includes having work completed within the legal timeframes and making sure the required inspections take place. When your building consent is issued, you will receive information about your obligations.

A 'notice to fix' may be issued if work is not built in accordance with the approved consent documentation. Such work will need to be corrected before the final sign-off is given.

Step 4 - Completion



TIP: have the final inspection carried out before paying your final progress payment to the builder. If you have paid in full before your CCC is issued, you may find it difficult to get your builder to fix any areas that do not meet the Building Act 2004.

Don't delay pursuing your CCC (This is the owner's responsibility)

Without a CCC banks may not release final payment for building, your insurance may be invalid, you may have problems reselling your property, you fail to meet your legal requirements and you may be putting the health and safety of occupants at risk.



T How a consent is processed

Once the application has been checked, receipted and accepted, it is then entered in the processing system.

A Building Consent Content cover (and end) sheet is completed and attached to the application and used as an inventory of the documents

The application is loaded into a computerised tracking system, which allocates a unique Building Consent number to the application

The consent is allocated a "category" which indicates the type of work being done, and the various departments which are required to process the consent are determined. (e.g. Building, Planning, Plumbing, Health, etc)

After each department has completed their review, they will either approve their part of the application or request further information

Once ALL departments have reviewed the application, the consent is sent for a PEER REVIEW by the senior building control officer for a final assessment

If the departments, and the peer review, all approve the consent, then the Consent documents, inspection record sheet and invoice are printed out. The applicant will be contacted telephonically to be advised of the amount of any outstanding fees, and that the consent is ready for collection (No consent will be released without receipt of the final payment, and building work MAY NOT COMMENCE prior to the Consent being released)

****Please note****

Under the Act, the Territorial Authorities have 20 working days in which to process and issue the consent.

All work is checked for compliance with the NZ Building Code.

Council may consider the acceptance of a Producer Statement from a Design Professional for certain specialist sections of the work.

Some commercial works may need to be forwarded to specialists for further checking and approval, e.g. Engineers, NZFS DRU (Design Review Unit) etc. These fees are on-charged to the Building Consent cost.

If any department(s) requires further information, a letter will be sent out to the applicant detailing the information still needed.

(At this point the consent is NOT APPROVED) The 20 working day clock is effectively "stopped" when the letter is issued, and only restarted once all the information requested is received.

The further information, as requested in the letter, needs to be submitted for assessment.

After the reassessment, the department may approve their portion of the consent or again request further information if not all the information requested has been submitted. If approved, (see left) the applicant will be contacted telephonically. If further information is still required, another letter will be sent out to the applicant.

Alterations to Existing Building Consent

An alteration (amendment) to an existing Building Consent can be requested at any time up to completion of the project. For very minor alterations it may be possible to alter (and sign) the documents, but you should check with your BCO first. Large alterations and amendments that affect the Building Code requirements require formal application and approval. Please apply on Form 2 - Building Consent Application.

T How building work is inspected

Inspections

What work requires an inspection?

All work done in respect of the building consent requires inspection.

During the processing of your consent, the type and number of inspections would have been determined. A list of these inspections, and any requirements, is detailed as part of the building consent documentation.

(Inspection types are listed on the issued documents).

**** Please Note****

Ensure that you have read, and are familiar with all the **Inspection requirements prior** to the commencement of any building work.

Who does the inspections?

Wanganui District Council Building Control Officers, and/or an appropriate Council approved contractor, conduct the inspections.

The Council has a team of Building Control Officers capable of inspecting and checking plans, specifications and building work prior to, during and after construction.

What hours/days do the Council Inspectors inspect building work?

Monday to Friday	8:00am to 4:00pm (inspections are not conducted over the lunch period: 12:00 noon to 1pm)
Saturday/Sunday/ Public Holidays	No inspections are carried out.

**** Please Note****

The **Inspection record sheet** and accompanying building consent documentation **must be on site** for use by the inspector at the time of the inspection.

Site safety - please ensure that your site is safe at ALL times. (An inspector can refuse to go on site).



How a consent is inspected - continued

How do I book an inspection?

Inspections are booked via the Customer Service Team. To book an inspection, contact the team on TEL: (06) 3490001. Please do not contact the Building Control Officers for the booking of inspections. The responsibility for booking inspections falls to you.

**** Please note ****

24 hours notice is required for the booking of an inspection.

The following information is required at the time of booking an inspection:

- The full physical address of where the inspection is to take place.
- The Building Consent number (found on the top right hand side of the consent).
- Name and telephone number of the contact person (who will be on site for the inspection).
- The type of inspection required, ie; plumbing, drainage, foundation, piles, pre-slab, pre-line, final inspection etc, and the scale of the work, e.g. new house, garage, extension etc

How do I know if the inspection has been passed?

At the conclusion of each inspection, the building inspector will advise you of the results of the inspection, and then record the outcome on the inspection record sheet.

What if the inspection has not been approved?

If an inspection is failed, the person on site will be advised and the work to be rectified will be recorded on the site inspection record. In some cases another inspection may be required to inspect remedial work.

If the work is not remedied to the satisfaction of the building officer, it is likely that a Notice to Fix will be issued.

What if I miss booking an inspection?

All listed inspection must be booked, as failure to do so may jeopardise the issue of your CCC.

**** Please note ****

Should a re-inspection be required, you will need to contact the Customer Services Team in order to arrange the re-inspection time/date etc. Additional inspection costs may be incurred as a result of the re-inspection. You will be billed for these costs at the going hourly inspection rate.

What is a Notice to Fix?

A Notice to Fix is a formal notice issued by the Territorial Authority (the Council) advising that certain works have not been carried out in accordance with the Building Code.

If a Notice to Fix is issued, you are required to address the issues identified within a prescribed timeframe to prevent further action being taken.

Enforcement of Notices to Fix is undertaken by the Territorial Authority. If a Notice to Fix is issued, a letter identifying the process will accompany it explaining the process.

Do I need a final inspection?

Yes, all building consents require a final inspection. The CCC (Code Compliance Certificate) will not be issued without a final inspection.

Before a final inspection can be carried out, all work must be fully completed and finished in accordance with the building consent.

**** Please note ****

Your building consent work needs to have commenced within 12 months of the issue date on the consent. The work needs to be completed (including having the final inspection) within 2 years of the issuing of your consent. The BCA must decide within two years whether to issue a CCC.

If you can not complete the work within this timeframe it is essential that you contact us to discuss possible options.



How work is certified

Code Compliance Certificate (CCC)

What is a Code Compliance Certificate?

A CCC is verification that all work undertaken as part of a building consent complies with the plans and specifications and the building consent itself, as well as the various building codes and acts. It is an important document and should be retained for future reference.

**** Please note ****

It is mandatory to apply for the CCC on Form 6.

Who applies for the CCC?

Application can be made by the applicant/owner or a builder on the owners' behalf, however it remains the responsibility of the owner to ensure that the CCC application form is completed in full, and all relevant documentation (producers statements, electrical certificates etc) are submitted to the Council.

A CCC must be applied for as soon as possible after all building work detailed on the consent has been completed and inspected as per the inspection record sheet. Once the CCC application, and all relevant documentation,

(including Certificates of Compliance, Energy Certificates, Producer statements, etc.) and all fees, has been received by Council, it enters a separate process which requires the Building Control Officer handling the application to verify that the building work meets the requirements of the consent, the Building Code and Act etc.

Council has 20 working days in which to complete this process, and to determine whether or not to issue the Code Compliance Certificate.

What happens if Council refuses to issue a CCC?

Should Council's deliberations result in the decision not to issue a CCC, you will be contacted to discuss the reasons for this. Council may identify areas which may not comply with the Building Consent and require that these be rectified, or issue a Notice to Fix (see above). Should you feel this is unjustified, you may approach the Department of Building & Housing (DBH) to obtain a determination.

Details regarding, and applications for, a determination can be found on the DBH website www.dbh.govt.nz



Wanganui District Council aims to help you manage your whole project. Sometimes building work must be delayed while other approvals are sought because they were not identified early enough. This can be costly and frustrating for the owner.

This section briefly outlines all the approvals that you may need. The relevant application guides provide more information and will help you complete the application forms.

Project information memorandum (PIM) application

A PIM is a council report that is required as part of the building consent process. PIMs provide information about land and the requirements of various Acts that might be relevant to proposed building work.

A PIM provides:

- heritage status and special features such as natural hazards.
- details of water, stormwater or wastewater utility systems which relate to your proposed building work or to your building site.
- network utility information (where available).
- applications/approvals that you may need before you can start the construction process, occupy the building or start commercial operation.
- a certificate detailing Resource Management Act requirements (where applicable).

**** Please note ****

As from 31 January 2010, the Territorial Authority will no longer be required to issue a PIM unless the owner specifically applies for one.

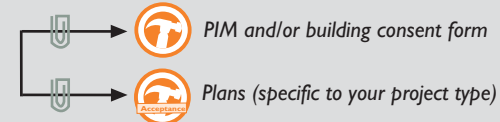
The PIM either confirms that you may carry out the building work (subject to the requirements of the building consent and subject to all other necessary authorisations being obtained) or gives you notification that building work may not be undertaken.

You can apply for a PIM, by lodging a Building Consent Application form (which is also for a PIM).

APPLYING FOR A PIM?

A good idea when scoping the feasibility of a project!

You'll need to lodge:



Building consent application

A building consent confirms that the proposed building work, based on the plans and documentation provided, complies with the New Zealand Building Code. It is needed to ensure that buildings are safe and sanitary, and that occupiers have a means of escape from fire.

No building work that requires a building consent can start until the building consent has been issued and other requirements (such as resource management certificates) have been met.

A building consent cannot be issued for unauthorised work already done.

A building consent does not permit the construction, alteration, demolition or removal of buildings, if that building work would be in breach of any other Acts, regulations or bylaws.

For more information, obtain a copy of "Beginners guide to getting a building consent"

You can apply for a Building Consent, by lodging a Building Consent application form, (Form 2) accompanied with a Prelodgement Vetting form.

BUILDING ON A PROPERTY THAT IS BEING SUBDIVIDED?

In the majority of cases, building consent applications are received for land where the applicant owns the land and is named on the certificate of title. Accepting building consent applications prior to the stage where a certificate of title is issued can be problematic because infrastructure (such as water supply and waste disposal), earthworks, ground conditions and other requirements have not yet been finalised or conditions on subdivision consents have not been met. Until these items have been finalised, Building Act requirements cannot be checked.

Waiting for the title to come through can take time and you may want to get your building consent approved.

The council may accept a building consent application for land where the certificate of title has not yet been issued, providing certain information requirements are met. If the subdivision has section 224 approval under the Resource Management Act, and you would like to get your building consent application under way, please ask council staff for the list of extra information required.



Compliance schedule

A compliance schedule is a document that lists a building's safety features and essential services - items that must be checked regularly to ensure the building continues to be safe and healthy for members of the public to enter, occupy or work in. For single residential dwellings, compliance schedules are only required if there is a cable car.

A compliance schedule is a document issued by the council, addressing inspection, maintenance and reporting procedures needed to keep a building's safety features in good working order.

Designers need to provide an inspection/maintenance regime for each specified system or feature in the building.

Items covered by a compliance schedule include:

- automatic sprinkler systems.
- emergency warning systems for fire and other dangers.
- lifts and escalators.
- mechanical ventilation, and more.


You can apply for a Compliance Schedule by lodging a Building Consent application. (Form 2).

Fencing of swimming pools

Fencing of Swimming Pools Act 1987

If you have a swimming pool or spa pool with a water depth of 400mm or more, it must be registered with the council. Swimming pool registration relates to the fence of your pool, which must meet stringent standards to ensure that young children are unable to enter the pool area. Pools that are fenced by alternative means to the standards require specific exemption from the District Council. See Fencing of Swimming Pool exemption application form.

Building Act 2004

 You will require a building consent from the council before building your swimming pool or spa pool fence.

For more information, refer to the "Guidelines for Fencing of Swimming Pools" pamphlet.

Land information memorandum (LIM)

A LIM is a legally binding document that states what the council knows about a property or any issues that may affect the property.

Information provided in a LIM includes:

- Special features or natural hazards of the land.
- The availability of water, stormwater and sewer services.
- The government valuation and a summary of the rates account.
- Any consents, certificates, notices, orders, or requisitions affecting the land or buildings.
- District Plan information including zoning and designations, details of proposed road widening, height restrictions, and tree protection.
- Any heritage values.

- Any other classifications of land and buildings that have been notified to the council.
- Any other information that the council considers to be helpful.

For more information, see the *LIM* brochure.

BUYING A PROPERTY?

Buyer beware: get a LIM!

There are many things a buyer needs to know about a property before they make what may be the biggest purchase of their life.

Obtain a LIM from the council for the legal protection it provides, and to help you make the right purchasing decisions.

Certificate of Acceptance (CoA)

A CoA is a document that may be issued for unconsented works completed since 1993 (and certain specific urgent work).

For projects before this time refer to a "Safe & Sanitary" report. An information brochure is available.

Certificate for Public Use (CfPU)

A CfPU may be issued for public use buildings when a building consent has been granted, but no CCC has been issued. A public use building must have either a CCC or CfPU before using.

For full details, please refer to section 363 of the Building Act 2004.



Council utilities: water supply, sewage disposal, stormwater disposal

The council's reticulation network consists of hundreds of kilometres of pipes and drains, and is available to most urban properties.

If your development requires **water supply, stormwater or sewage disposal**, it is recommended that you first visit the Infrastructure Services Group to confirm the availability and location of connections to these services. Council staff can also explain the types of connections available, the associated levels of service (e.g. pressure and flow for water connections) and an indication of likely cost.

If council reticulation is available to the property, and you wish to connect to it, you will need to apply to the council for connection.

A water, sewer or stormwater disconnection application will be required when a building is to be removed or demolished and supply or disposal is no longer required to or from the site.

For more information please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).



Sewer connection/disconnection application

Generally, any buildings with toilets and other plumbing will be required to provide for the hygienic disposal of waste. If the reticulation network is not available to the property, an onsite wastewater management system such as a septic tank will be required. This must meet Building Act requirements (details of which must be covered by a building consent).

For more information, please see the sewer connection /disconnection form and sewer connection/disconnection guide.

For more information please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).



Stormwater connection/disconnection application

The stormwater from your development must be managed to avoid flooding problems on your property and other properties. Onsite stormwater management is normal for residential properties, through the use of appropriate soakholes systems (details of which must be covered by a building consent).

However, where onsite stormwater management is not possible you may need to apply for a stormwater connection from the council.

See Councils Stormwater Separation guide.

For more information please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).



Water connection/disconnection application

Each new dwelling within the urban area is required to have a separate water connection.

If the reticulation network is not available to the property, an alternative water supply such as a water tank will be required. This must meet Building Act requirements (details of which must be covered by a building consent).

For more information, please see the water connection/disconnection form and water connection/disconnection guide.

For more information please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).



Discharge of trade waste consent application

There are restrictions on what can be discharged to the council's sewer reticulation. In the interests of protecting public health and the security of the public sewerage system, what gets washed down the drain is closely monitored and managed. You may require a trade waste consent to discharge waste originating from your business to the sewer.

The Wanganui District Council's Trade Waste Bylaw contains schedules of what types of activities require a trade waste consent to discharge to the sewer.



Licence to occupy application

If your project extends beyond your site boundary into public space, such as a footpath or road reserve, you will need to apply for a licence to occupy from the council.

A licence to occupy may be required to ensure that acceptable standards of convenience and safety are maintained in public areas.

Examples of when a licence to occupy may be required include:

- a cafe using the sidewalk as an eating area.
- a balcony extending over the footpath.
- erection of signs on public property.
- fences or retaining walls that cannot be built entirely within the owner's property.
- accessibility ramp into business on footpath.

For more information, please contact council's Parks & Property Group, Ph. 349 0001 or visit council's main office.



Building over council reticulation (pipes)

Generally, no buildings are to be built over public reticulation (pipes) because future access to the pipelines may be jeopardised, or damage to the public network may result. It is recommended that you accurately locate any pipes and drains on the property prior to having building plans drawn.

In some cases building on or within 1.5m of pipes is allowed, but permission must be obtained from the council first. If permission is granted, a deed of covenant

and memorandum of encumbrance will be registered against the certificate of title.

If a structure is shown on the building consent plans as being over council reticulation, a condition will be included on your PIM that building work may not start until an appropriate agreement has been drawn up. To lift this condition, a signed declaration must be submitted with your application for building consent.



Vehicle crossing application

A vehicle crossing provides vehicle access from the road to a property. Where a building consent resulting in vehicle access to a property is required, the vehicle crossing must be built to the council's standard by a council approved contractor.

A vehicle crossing application is required when:

- a new vehicle crossing is to be installed.
- an existing vehicle crossing needs to be upgraded due to deterioration or change in use.

There are different types of vehicle crossing, and the one you require depends on the nature of the activity that will take place on the property.

WDC Bylaws requires the property owner or occupier to pay for the cost of construction/upgrading/repair of the vehicle crossing.

For more information, please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).



Infrastructure bond

The Wanganui District Council has significant infrastructure assets in its road corridor. Damage to those assets from building works can come at a cost to the ratepayers of the Wanganui District.

The purpose of the Infrastructure Bond is to encourage the applicant to ensure the infrastructure assets are not damaged. Further, in the event of damage, the infrastructure bond will ensure that the cost of repairing rests with the party responsible for its damage.

The Infrastructure Bond applies to all building consents (and/or resource consents) for demolition, removal, relocation and construction of dwellings.

For more information, please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).



Land use resource consent application

Resource consents are approvals granted by the council under the provisions of the District Plan, following processes laid down in the Resource Management Act 1991. The District Plan consists of maps, objectives, policies and rules, which set out the activities permitted in the Wanganui District.

RELOCATING A BUILDING?

If you plan to relocate a house or any building, you will probably need the following approvals:

- two PIM / building consents (one for demolition or removal from the existing site, and one for placement on the new site)
- a resource consent - if the building is 2 or more years old
- water, stormwater and sewer connections (if your property is able to connect into the council's reticulation network)
- relocation report
- a vehicle crossing.

You must get these approvals before starting any building work.

**** Please note ****

You will be required to pay a Bond and an Infrastructure Bond as part of the approval process.

It determines where resource consents are required and under which conditions these can be approved. The District Plan was developed in consultation with the community and aims to minimise the harmful effects that activities may have on the surrounding area and on the environment.

Examples of when a resource consent may be required include:

- building too close or too high in relation to a boundary.
- exceeding maximum height restrictions.
- building too close to an archaeological site or waahi tapu.
- changing a protected heritage building.
- building in a hazard area, such as the coast or close to a river that is known to flood.
- exceeding site coverage restrictions.
- significant earthworks associated with the building work.

For more information, please see the land use resource consent form and guide.



Subdivision resource consent

If you have a property in the Wanganui District, and you would like to adjust the boundary or create new lots, you will need to talk to a council planner.

For more information, please see the subdivision resource consent form and subdivision resource consent guide.



Rapid number

If your property is in a rural area, a rapid number is available from the council so that your property is clearly identifiable from the road. A rapid number is a blue sign that indicates the distance of your property from a main street or road.

To request a rapid number, please ask at the front counter of the Customer Services Desk at the Wanganui District Council, or fill in the appropriate application.

DO I NEED TO PAY A DEVELOPMENT CONTRIBUTIONS FEE?

If you are building a new or relocated dwelling, commercial accommodation, commercial or manufacturing building you are required to pay a development contribution. If a development contribution has already been paid at the time the allotment was created as part of a subdivision consent that figure will be deducted from the development contribution payable at the time of building consent.

In all instances second and any subsequent dwellings erected on existing titles will also be charged the development contribution.

This payment is for the additional demand new developments create for such things as network infrastructure and community infrastructure.

Under the current development contribution policy, development contributions are charged for roading extensions and upgrades, water supply, and wastewater.

Please talk to Council staff to determine whether this requirement affects you.



Liquor licence application

Under the Sale of Liquor Act 1989, any premises used for any of the following activities need to first obtain a liquor licence:

- serving drinks and providing corkage/glasses, such as BYO premises, hotels, taverns, restaurants, night clubs.
- selling alcohol for consumption off the premise (e.g. liquor stores, supermarkets, wine shops, internet distributors).

Applications for a liquor licence should be made to the council, which operates as the District Licensing Agency for the Wanganui District.

Where liquor is sold or supplied for consumption on the premises, food must also be made available. Therefore, you will probably also need a food premise licence.

There are a number of different types of liquor licence that you may need before selling or supplying alcohol from or in your building:

- An “on-licence” authorises the holder to sell or supply liquor on their premises, but the liquor cannot be removed from the site. For more information, please see the on-licence form and guide.
- An “off-licence” authorises the holder to sell liquor to take away. Liquor can not be consumed on the premises. For more information, please see the off-licence form and off-licence guide.
- A “club licence” is specifically for chartered clubs, sports clubs and other clubs. For more information, please see the club licence form and guide.



Food premise licence application

All premises used for the manufacture, preparation, packaging or storage of food for sale must obtain a food premise licence under the Health Act 1956 and regulations before opening for business.

Examples of food premises include restaurants, bars, cafes, takeaways, bakeries, dairies, grocers, supermarkets, and service stations.

For more information, please see the food premise licence form and guide.



Health Act licence application

Premises used for

- **Hairdressing**
- **Camping grounds**
- **Funeral parlours**
- **Offensive trades**

The Health Act 1956 requires occupiers of premises used for hairdressing, camping grounds, funeral parlours and offensive trades to obtain a licence or certificate from the council before the activity begins.

Hairdressing

All premises used for hairdressing must first obtain a licence.

Examples of hairdressing activities include dressing; curling; waving; cleansing; cutting; trimming; singeing; bleaching; tinting; colouring or other treatments of the hair or beards.

Camping ground

You may not use land as a camping ground unless you are the holder of a current certificate of registration, in respect of that land, issued by the council in accordance with the Health (Registration of Premises)

Regulations 1966. The Camping Ground Regulations 1985 and Wanganui District Plan also apply.

Funeral parlours

All premises used for the preparation, embalming, examination and/or treatment of dead bodies prior to burial must obtain a licence before opening for business.

Offensive trades

Offensive trades are required to be registered and inspected by the council under the Health (Registration of Premises) Regulations 1966.

Offensive trades include: blood or offal treating; collection and storage of used bottles for sale; fellmongering; fish cleaning; fish curing; flax pulping; flock manufacturing or teasing of textile materials for any purpose; nightsoil collection and disposal; refuse collection and disposal; septic tank desludging and disposal of sludge; slaughtering of animals for any purpose other than human consumption; tanning; wood pulping; wool scouring; and others.



Costs and indicative processing times for council approvals are listed as an insert to this guide.

Costs


Fees are reviewed from time to time and are subject to change. The fees listed are for recovery of administrative costs and do not include contractors' costs unless specified. Fees must be paid before an application can be accepted.

Processing times

Processing times refer to the amount of time required to issue a decision on an application, provided that all information and documentation is submitted with the application.

The time-frame for connection to council services may depend on the contractor's workload.



 **TIP:** An appropriate set of plans, specifications and other documentation is essential before applying for a Building Consent. There is good information available in the "Guide to applying for a building consent (simple residential buildings)", which is available on-line at www.dbh.govt.nz.

For any project...

GAS, TELEPHONE & ELECTRICITY

Dial before you dig!

It is important that you contact other local service providers to determine the location of gas pipes and telephone and electricity lines. Interference with pipes and lines may have serious consequences for public safety and the integrity of services relied upon by the community. Pipes and lines should not be damaged by digging, or be built over.

Telecom
Ph 124

**BEFORE
YOU DIG**



**DIAL
124**

Powerco Energy Services
Ph 0800 769 372



Vector Gas
(transmission gas pipelines)
Ph 0800 734 567



Gasnet (local gas reticulation)
Ph 06 349 2050

GasNet