

## **Accessory Buildings**

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 to your 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 can assess your project appropriately.

### **Checklist of the type of information required for your Building Consent Application**

- Application form COMPLETED & signed**
- All information identified on the cover sheet**
- Certificate of Title:** Recent search copy less than 6 months old, plus a sale & purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.
- Copies of drawings as specified in the cover sheet**
- Site Plan**, showing buildings, ground and floor levels and dimensions
- Outline Floor plans (for all floors)**
- Outline Elevations**

- Outline Cross Sections
- Project Information Memorandum (if already issued)
- Foundation Plans (timber or concrete slab)
- Drainage Plans
- Detailed Floor Plans
- Detailed Elevations
- Cross Sections
- Timber Treatment
- Framing Details
- Construction Details
- Weathertightness Details
- Internal Waterproofing Details
- Plumbing Details
- Specifications
- Bracing Design
- Roof Truss Design
- Ground Conditions report
- Engineers Details & Producer Statement
- Sediment Control Management Plan

The publication *Checklist for Lodging a Building Consent* 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

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

- Accessory Buildings
- Demolition
- New Dwellings
- Transportable Buildings
- Change of Use
- Effluent Disposal
- Relocating a Dwelling
- Wet Area Showers

Otherwise visit your friendly customer services officer at Nelson City Council