

## New Dwellings

If you are thinking about building a new home, other building or alterations to your 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 (NZBC). 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 ‘alternative 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://www.building.dbh.govt.nz/e/publish/compliance\\_docs\\_approved.shtml](http://www.building.dbh.govt.nz/e/publish/compliance_docs_approved.shtml)**

Alternative solutions are design 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.

A simple checklist of the types of details that must come with your application is on the back of this guide. More detailed guides to designers are available in our other users guides and on our website.

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, 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 counter staff 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 2007 the Department of Building and Housing are hoping that you will be able to access a register of licensed building practitioners online.

This will include designers, builders and specialist trades-people.

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.

### 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