

What is Building Consent?

A building consent is approval from the Council to carry out building works at a specific site. It ensures that there is sanitary plumbing and drainage, that minimum fire safety standards have been met and that all works are structurally sound.

A Building Consent cannot be granted by the Council unless a Project Information Memorandum (PIM) has been issued (refer to the PIM Guide for further information).

Important Notes:

- Depending on the location of your building site and the nature of the proposed project, you will need to check compliance with the Council's District Plan.
- If the proposed project does not comply, then you will need to obtain a Resource Consent. Refer to the Council's Guide to Resource Consents for further information.

This leaflet is intended as a guide only.

For further advice and information, please contact Regulatory Services at Papakura District Council on 295 1300, or visit the Council offices at 35 Coles Crescent, Papakura between the hours of 8.00am to 5.00pm Monday to Friday.

Information Guides are also available on:

- Complaints and Feedback
- Development Contributions
- Dogs
- Land Information Memorandums
- Liquor Licencing
- Property Information Memorandums
- Resource Consents (Land Use)
- Swimming Pools
- Subdivisions
- Treated Timbers



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A GUIDE TO BUILDING CONSENTS IN PAPA KURA



Papakura District Council
lifestyle and opportunity

When do I need one?

A building consent is required for most building work including:

- pools, retaining walls, garages and carports, alterations including extensions, new buildings and some decks and fences;
- plumbing and drainage work;
- heating including fireplaces, ventilation and air conditioning systems;
- lifts;
- demolition;
- relocation of old buildings; and
- change of use of buildings

If you undertake any of the above work without a Building Consent from the Council (excluding those specifically identified in the Building Act) the work is illegal.

Any illegal works may impact negatively on your insurance cover or property sale and will have to be remedied.

How do I apply for a Building Consent?

You will need to complete a Building Consent Application Form, which can be obtained from Council's website at www.papakura.govt.nz, or by requesting one in person at Council offices. Depending on the size of the works proposed, you should have your architect and/or other qualified consultant assist you.

Your completed application and a deposit will need to be lodged in person or by mail, at the Council offices.

How much does a Building Consent cost?

It varies and depends on the complexity of your project, the dollar value and whether sufficient information is submitted. A copy of our fees and charges are available from www.papakura.govt.nz

How long will it take to process my Building Consent?

Processing times vary and depends on the complexity of your building project and whether you provided sufficient information on your application. As a general guide, building consent applications for building projects will be processed in 20 working days.

When must I start building?

You must start building work within six months of receiving consent and make reasonable progress within 12 months of starting work.

You are also required to give the Council two working days notice of your intention to commence building work.

You have 2 years to complete the project from the time the consent was issued.

What are building inspections?

Building Inspections are required by the Council to ensure compliance with the approved building plans and the NZ Building Code. Your Building Consent will list the inspections required for your project. When your project complies with the Building Code, a Code Compliance Certificate will be issued.

What should I do when the project is completed?

An application for Code Compliance Certificate will need to be filled in. Provided that you have had building inspections throughout the project. Final Inspection will be required to ensure compliance with the Building Code and a Code Compliance Certificate will be issued by the Council once all the work is compliant and Conditions of the Building Consent have been complied with.

What is a Minor Building Consent?

A Minor Building Consent is used for small projects where Council can often approve the project while you wait, and should require only one building inspection. A Minor Building Consent is generally required for:

- repositioning of plumbing fittings;
- redirecting drains;
- installation of branch drains;
- replacement repositioning of a low pressure hot water system with a high pressure system;
- installation of water mains;
- WC installations;
- Non structural partitions;
- freestanding fireplaces; and
- demolition work.

How do I apply?

You should complete the Building Consent Application and lodge your application with the appropriate fee at the Council offices.