

Guidance notes

Application for Certificate of Acceptance (COA)

Introduction

These guidance notes have been compiled to help you understand the process of applying for a Certificate of Acceptance (COA). They also outline the information that Council will need to make an informed decision about your application and to ensure that your application can be assessed without delay.

A major cause of delay in processing applications is the lack, or poor quality of necessary information. Help us to assist you by reading these guidance notes thoroughly and refer to them as you complete each section of the application form. When you have completed the form, remember to complete the check list. This will ensure that all requirements are met by your application and that a complete application is received by Council and assessment can proceed without delay.

Please note, much of the information required to be entered and submitted with these applications is prescribed by legislation under the Building Act 2004.

How long will my application take?

Under the Building Act 2004, Council is required to work within the timeframe of 20 working days to issue the Certificate or refuse.

Working days are defined under Section 7 of the Building Act 2004 as being any day except:

- Statutory days as applied to our district including the period from 20 December to 10 January of the following year inclusive.

Our building officers will assess the plans and specifications for compliance with the Building Code and may request further information from you. If this is the case, the processing clock will stop and your application will be suspended until you submit the required information.

Submitting your application

Your application will undergo a vetting process prior to acceptance that will assess both the completeness of the documentation and the technical content. If required documentation is not included or contains errors or omissions the application will not be accepted and you will be advised of the reasons why.

These Notes of Guidance and the Certificate of Acceptance Application Form contain details of Council's documentation requirements for these applications. Please refer to these as you compile your application and make sure that you have included all required information before attempting to submit it.

If the application is accepted, initial fees will be calculated and charged and the 'assessment clock' will be started. Please note that payment of the initial fee is required at the time the application is accepted.

How much will it cost?

We have a schedule of fees and charges for building consents but actual costs will vary dependent on the size and nature of the project, the number of inspections required and the quality of the supporting information supplied with the application.

Fees are calculated and payable at the time of application. The calculation is a deposit and further charges may be incurred if additional time is required to process the application or if extra inspections are carried out through the building process. Additional fees for the processing of an application will be payable prior to granting of the building consent. Fees for inspections carried out additional to those paid for at the time of application will be payable prior to issue of a Code Compliance Certificate.

Refer to our website for our Schedule of Fees and Charges or the online Building Fees Calculator.

Next stages

Your application will be assessed by our project planning assessment team who will consider whether there are any District Plan or other concerns to be addressed, whether any notifications are required or there are development contributions to pay.

Next the application will be forwarded to our application consent processors for the technical details of the project to be checked. At this stage, the processors will be looking to ensure, as reasonably as they can that the project, as submitted, will meet the necessary requirements of the NZ building code. It may be necessary for them to request further information and, if so, your application will be suspended and the processing clock will be stopped, while you obtain and submit this.

During the technical assessment stage of processing of the application, decisions will be around inspections will be required to verify the work and compliance to the code. Inspections will be booked with applicant or agent as required.

Ordinarily, inspections will be undertaken by Council's building officers. These may, however, on occasion, have to be undertaken by other professionals (*e.g. ground conditions - required by applicant's engineer*). Please note that the cost of all inspections and re-inspections are chargeable to the applicant at the inspection fee applicable at the time when the inspection is undertaken. Once the processor is reasonable satisfied that decisions can be made on the compliance of the building with the code the Certificate of Acceptance will be issued.

The application will then go to our administrative team who will prepare the final paperwork for the certificate, calculate and charge any outstanding fees and issue the certificate.

Upon receipt of your consent, please check the details thoroughly and notify us at once if anything appears to be amiss.

Completing the application form

You may either print the application form and complete or get a copy from our service centre if you prefer.

1 The Building

Give the street or road address, including rapid number if rural (*if one has been allocated*)

The legal description of the land is usually the Lot and Deposited Plan (DP) number of the land but can also be described as an Allotment, Parish or Maori land block. You can get this information from your rates assessment notice or Certificate of Title. If you cannot obtain the information from these sources, a member of Council's customer services team may be able to assist you. The area of the site can also be found on the Certificate of Title.

If your application involves a subdivision that has not been completed, please supply a copy of the proposed subdivision plan with the proposed lot clearly indicated.

The year first constructed allows our building officers to identify the standards in place at the time of construction for your buildings. The year first constructed will be taken as the year in which the building work was undertaken.

2 Owner

For the purposes of the Building Act, the owner of the land may be:

- the owner of the fee simple of the land
- any person who has agreed in writing, either conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or take out a lease of the land, while the agreement remains in force.

The following proof of ownership will be required, either:

- **where you are the owner of the fee simple of the land a copy of the Certificate of Title. This must be current and no more than six months old.**
- **cross-lease - where the land is subject to a cross lease agreement.** Cross leases often place requirements for those wishing to undertake building work to consult with neighbours and to gain their approval. It is your responsibility to make sure that you have met any such requirements included in your lease and Council will not undertake any checks to confirm this. If you are unclear about how this affects your project, then you are recommended to seek the advice of a lawyer or other legal representative. A copy of your certificate of title must be submitted with the application.
- **where you are the lessee of the land** a copy of the page of the lease that details the duration of the lease, a letter from the owner confirming that there are no objections to the project as detailed on the

application for building consent being undertaken and a copy of the Certificate of Title. The owner may confirm both the existence of the lease and approval for the project is the same letter if preferred.

- **where you have agreed to purchase the land but not yet completed the purchase or have only recently completed the purchase**, a copy of the Sale and Purchase agreement and a copy of the Certificate of Title. The Sale & Purchase Agreement must be current at the time of your application.
- **where the land is held in a Family Trust or other legal body**, the application form will need to be signed by somebody who carries that authority from the Trust or body. You will need to submit a letter from the Trust or body solicitor confirming this. You may also need to supply a copy of the decision from the Maori Land Court if this is relevant to the property.

Note: Copies of certificates of title must be current and no more than 6 months old and can be obtained from the following sources: a solicitor, a surveyor, or direct from Land Information New Zealand, PO Box 92016, Auckland. You can also visit the Land Information New Zealand website www.landonline.govt.nz Each provider will set their own charges for this.

3 Agent

This section should be completed only if an agent is being used. The agent may be your builder or other contact person. Provide the agent's name, address and other particulars.

If the owner cannot sign the actual form, a letter with the same declaration statement can be presented.

Please note that the Building Act 2004 requires that we have a contact person with an address in New Zealand.

4 First Point of Contact

This is simply identifying who you wish to be the first point of contact and who will receive the correspondence relating to your application.

Please note that if you nominate an agent, all correspondence pertaining to your application will be sent to them. This will include suspension letters (*although copies of these will be forwarded to owners as well*), and any correspondence affecting the title of your property including development contributions. It is important that you discuss this with your proposed agent and ensure that you have established systems to ensure that any such correspondence is forwarded to you promptly.

5 Application

This is a simple request for the application and needs to be signed. This is a legal requirement under the Building Act 2004 and without proper sign off, we cannot proceed or accept your application.

6 The Building work

Describe the work, e.g. 3 bed room dwelling and attached garage, bedroom or en suite addition etc. Intended use describes the use, i.e. private or communal housing, or a particular commercial, industrial, service or farming use. Please give as much information as possible and be specific about the intended use. If a change of use is intended, you may need to apply for resource consent as well as building consent. Giving as much information as possible will help us assess whether that will be necessary and advise you accordingly.

Date the building work was conducted. You may have some correspondence, installation invoices, or similar that can help you determine this.

If the work changed the use of the building, from say a residential dwelling to café/restaurant etc then a change of use under the building act has occurred – please describe any change here. If unsure, tell us about what change occurred – if any.

If an intended life of the building is less than 50 years then you need to inform council on the form and in your application information. You will need to specify how long the building is to be in place for and what will be done with it once this time has been reached. Generally, an application will need to be made to either extend this stated life or remove the building.

The standard intended life for domestic buildings and alterations is 'not less than 50 years'.

List any associated consent with this building if known.

Estimated value of the work is required for assessing any levies payable and is defined in Section 10 of the Goods and Services Tax Act 1985. This will be the contract price of the project if that includes all work.

Floor areas should be given in m². The information requested in this section is also required for information we are required to supply to Statistics New Zealand.

7 Key Personnel

It is important that you give details of the key personnel who have undertaken the building work. This will need to include their registration numbers, company names, as applicable and contact details. Please use another page if required to record these.

8 Reasons why a Certificate of Acceptance is required

This is required to be compiled to inform why the building work was undertaken without consent. This information is required for council to best understand what has occurred and why and what other possible actions might be required to be investigated. The reasons shown are also required to be indicated and compiled under the Building Act 2004 and associated regulations.

9 Compliance Schedule

This relates primarily to commercial and industrial developments and is unlikely to affect residential project unless the application relates to cable car. Please detail any compliance schedule items that will be incorporated into the building, or removed, if this is appropriate to your application.

10 Attachments

Please indicate here what other documents are being submitted with your application – note there may be others not listed – simply add these to the page as required. This gives both yourself and council a record of what has been submitted to support the application.

Requirements for plans and specifications

The following is the minimum requirements for plans, specifications and other supporting information. Please note the following:

- all plans submitted must show the legal description of the property to which they relate and be signed by the engineer/designer who has prepared them
- all specifications must relate specifically to the project for which application for building consent or COA is being made. Generic specifications are not acceptable

Development contributions

The requirement for development contributions will be assessed in conjunction with your application. An invoice may be issued for any contributions payable and you may pay these at any time following this assessment. All development contributions must be paid prior to the issue of the Certificate. For further information, please contact the development contributions team or see the development contributions policy on Council's website.

For a COA Application

Document type	No of copies required	Required scale	Details required
Certificate of Title (See Guidance note 2)	1	N/A	Must be current and no more than six months old
MultiProof Certificate	2	N/A	Must be current and consistent with information held on the Department of Building and Housing website
Site plan	Residential – 3 Commercial – 3 One copy to be A3 size maximum in each case	Minimum 1:100 or such other suitable metric scale	Show details of the proposed and existing buildings including: floor area (m ²), distance from all legal boundaries (nearest part of building) Easements The location and layout of existing private drainage, stormwater and sewerage connections. The source of the water supply The location of the vehicle entrance and distance from a legal side boundary
Foundation plan	Residential – 2 Commercial – 3	Minimum 1:100	For timber floors: dimensions, pile details, footing size, bracing, joists and bearers For concrete floors: dimensions, mesh size, plumbing layout (unless provided separately) Sub floor bracing calculations
Floor plan	Residential – 3 Commercial – 4 One copy to be A3 size in each case	Minimum 1:100	Floor layout, designated use of each room with dimensions, locations of fixtures and fittings, e.g. kitchen cupboards, cooking facilities, bath and sanitary ware, solid fuel heater, waste and vent pipes
Elevations	Residential – 3 Commercial – 4 One copy to be A3 size in each case	Minimum 1:100	Diagram for each elevation: location of wall and roof bracing, height from ground level to top of roof line, opening windows and roof pitch
Roof framing plan	Residential – 2 Commercial – 3	Minimum 1:100	Pitched Roof: ridge beam, rafters, purlins, building paper, insulation, eaves Trussed Roof: truss type, point loads identified, roof bracing, insulation In both cases, plans must be signed by the designer or Chartered Professional Engineer and a signed Producer Statement must be provided along with a copy of the engineer's current practicing certificate
Geotechnical reports	Residential – 2 Commercial – 3	N/A	
E2 Risk Matrix	Residential – 2 Commercial – 3	N/A	
Cross sections	Minimum of one along the width and one along the length Residential – 2 Commercial – 3		Footing size, sub floor ventilation and insulation, size and centres of foundation steel, wall insulation, wall framing – sizes, centres, treatment, height, masonry and slab, cladding, cavity and battens, stairs – tread, rise, pitch and height, decks and balconies, linings and finishes, ceiling insulation

For a COA Application (continued)

Document type	No of copies required	Required scale	Details required
Plumbing layout	Residential – 2 Commercial – 3		Must be drawn to AS/NZ standards and specify the particular standard used, showing pipe sizes, gradients etc
Structural Engineering Report/calculations/ current practicing certificate)	Residential – 2 Commercial – 3		Copy of engineer's current practicing certificate and calculations
Bracing Information	Residential – 2 Commercial – 3		Wall and floor bracing calculations and plans showing the location of bracing elements
Specifications	Residential – 2 Commercial – 3		Written specifications: describing all building work, components, fixings including size and type, demonstrate compliance with the functionality and performance requirements of the building code. Specifications must be specific to the project
Other supporting Information	Residential – 2 Commercial – 3		Must be specific to the project
Procedure for inspection	Residential – 2 Commercial – 3		Must be signed by the applicant or nominated agent.

In addition, please also complete the Risk Matrix Assessment form on the following page and attach it to your application if the score is more than six.

For a PIM

Document type	No of copies required	Required scale	Details Required
Certificate of Title (See Guidance note 2)	1	N/A	Must be current and no more than six months old
Site Plan	2	Minimum 1:100 or such other suitable metric scale	Show details of the proposed and existing buildings including: floor area (m ²), distance from all legal boundaries (nearest part of building) Easements The location and layout of existing private drainage, stormwater and sewerage connections (if known) The location of the vehicle entrance and distance from a legal side boundary Distance from water bodies
Floor Plan	2	Minimum 1:100	Floor layout, designated use of each room with dimensions, locations of fixtures and fittings, e.g. kitchen cupboards, cooking facilities, bath and sanitary ware, solid fuel heater
Elevations	2 size in each case	Minimum 1:100	Diagram for each elevation: height from existing ground level to top of roof line, height in relation to boundaries

Supplementary information for commercial projects

Hours of operation _____

Signage _____

Hazardous substances _____

Employees _____

Parking _____

Traffic movements _____

Landscaping _____
