

Building Bulletin

DECEMBER 2021

Welcome to the December edition of our Building Bulletin.

In November, our building team was busy completing our twice-yearly International Accreditation NZ assessment (remotely due to COVID-19). The audit process is a significant undertaking for our team but is critical to comply with our legal requirements as a building consent authority.

Below, we provide valuable industry information and updates to help the building consent process run smoothly and efficiently. If you have any questions on any points, don't hesitate to contact Abby Foote at abbyf@hdc.govt.nz

We hope you all have a happy holiday season and a well-earned rest!

Holiday close down period for consents team

The statutory clock stops from 20 December until 10 January. This means Council's last day for processing building consents and Land Information Memorandums is Friday 17 December. The clock restarts on 11 January 2022.

The Civic Administration, Warren and Hastings Street Buildings will also be closed to the public from 25 December until 4 January inclusive. This is to give our staff a chance to take time off over the Christmas/New Year period.



Ground bearing reports from geotechnical engineers

When submitting your Code Compliance Certificate application forms, Council requires you to include confirmation from your geotechnical engineer that the ground has been prepared in accordance with their report. In some cases, lab reports for ground moisture content are being submitted instead of geotechnical ground assessment.



Before you submit any documents to HDC, remember to check what reports (information) are required and that the documents you are submitting contain the required information.

If you're unsure if the technical report you are supplying has the required information, please ask the author of the report first.

Doing this will help the HDC building team process your consents and CCCs efficiently. That way, you can get started on your building project sooner.

How to avoid a lapsed consent

The impacts of COVID have seen the start date of many building projects delayed due to shortages in tradespeople and building materials.

The Building Act states that a building consent automatically lapses if building work has not started within **12 months** of the date of issue. If this happens, you would need to apply for a new one. However, under section 52 of the Act, Council can allow the consent to remain valid for a further period on a case-by-case basis if an application for extension is made.

If Council has not been notified that consented work has begun, our building team contacts applicants/owners via letter before the 12-month lapse date. This letter reminds you that the consent is about to lapse and gives the option of applying for an extension of time.



If your building work might not start within 12 months of your consent's date of issue, then to avoid a lapsed consent, apply for an extension of time at: www.hastingsdc.govt.nz/buildingconsents and click on 'Forms, Fees & Charges'.



WHAT TO DO IF YOU RECEIVE A LAPSE LETTER

You need to contact Council before the 12-month deadline and:

EITHER

Confirm the work has started (if this is the case)

OR

Apply for an extension of time by visiting www.hastingsdc.govt.nz/buildingconsents then click on 'Forms, Fees & Charges.'

Please note: If you have not applied for an extension before the 12-month deadline and your consent lapses, you must apply for a new consent. Council cannot approve a time extension on a lapse building consent.



Compliance schedules and specified systems



Specified systems such as fire alarms, emergency lighting, smoke control systems etc., are critical for all commercial building projects. These are crucial health and safety features that protect all building users.

When applying for building consents, applicants are required to provide:

1. Performance standards that the selected specified systems will meet.
2. Information on the procedures that the independent qualified persons (IQP) will follow when issuing Form 12A certificates and the Building Warrant of Fitness. These procedures are:
 - Inspection,
 - maintenance, and
 - reporting.

CODE COMPLIANCE CERTIFICATES

When applying for Code Compliance Certificates, there is some crucial information you need to include, such as:

- Confirmation that each specified system has been installed to the Performance Standards listed on the Building Consent form (Form 5).
- If the work includes fire sprinklers or fire alarms, you must include confirmation from sprinkler system certifiers or accredited inspection bodies for these systems.



Before submitting your consent application, please confirm with the designers or installers of the specified systems exactly what information you need supplied for the CCC. Having the correct information will help speed up HDC's processing times.

MBIE's Compliance Schedule Handbook

MBIE has confirmed they are updating their compliance schedule handbook. They will produce an exemplar compliance schedule to help the industry. Keep an eye out for the new handbook at www.building.govt.nz

Building consent exemptions

The first schedule to the Building Act provides a list of work that can be done without the need to first obtain a building consent. This is known as exempt work.

Under this schedule, Council can also (at our discretion) allow some building work that would normally require a building consent to be undertaken without it.

BLANKET EXEMPTIONS

Council do blanket exemptions for certain building work upon consent application. These are mainly for simple, low-risk construction projects where the building consent process would add little value. For example:

- Farm sheds (up to 150m²)
- Marquees over 100m² for events
- Small plumbing jobs, e.g. where only one fitting is to be added and the drainage is under 3m to the connection point
- Fully engineered projects and engineer-supervised projects, e.g. plinths or statues.

We are on target for processing 170 of these applications this year.

The test in law for exemptions is that Council considers that the completed building work is:

EITHER

Likely to comply with the Building Code.

OR

If the completed building work does not comply with the Building Code, that it is unlikely to endanger people or any building (whether on the same land or another property).

To apply for an exemption, you will need to:

1. Complete an application form
2. Pay an application fee
3. Provide the information you would normally provide as if it were a building consent application.



If you or your client needs their bathroom changed to better accommodate for an injury or illness, and this needs to be done quickly, talk to our duty builders in the Customer Services team (see details below under 'Help from our building technicians'). They can provide advice on the best way to proceed.

Land Information Memorandums

A Land Information Memorandum is a report that summarises all the information Council holds about a property. Property buyers use LIMs to determine whether or not the buildings and structures on a property had consent and (subsequently) Code Compliance Certificates.

We have recently had a significant increase in LIM applications. This increase may indicate a strong economy and that the Hastings District property market outlook is positive. Figures from Oneroo support this, showing Hawke's Bay property values averaged \$827,000 in September, a 32.7% year-on-year rise.

LIM APPLICATIONS RECEIVED BY COUNCIL



YEARLY TOTAL
(1 OCT 2020
TO 30 SEPT 2021): **598**

INCREASE OF 102 ON
PREVIOUS YEAR

TOTAL SEPT 2021 **70**

MONTHLY AVERAGE **50**

The information disclosed in a LIM is detailed in the Local Government Official Information and Meetings Act. A LIM has two parts – Part A and Part B, each providing different information. People may either purchase Part A alone, or Parts A and B.

LIMs do not include information on work done without Council consent or other information we have not been notified of.

Council recommends all property buyers obtain a LIM and seek legal advice to protect their interests. Getting a LIM can take up to 10 working days. You can find more information on LIMs and the fees that apply at www.hastingsdc.govt.nz/lim



Application forms guidance

During a recent audit of our application forms, we have noticed certain sections are consistently not completed to our requirements by most applicants. Often the errors can be small and easy to fix but are essential to get right so Council can process the consent, and to avoid holdups.



CODE COMPLIANCE CERTIFICATES APPLICATION FORMS

When completing your Code Compliance Certificate application form, please ensure:

- You thoroughly fill in the section that requires you to list the names and contact details of the people who completed the work.
- In Part 5, tick the box stating you have provided the required supporting information with your application.

BUILDING CONSENT APPLICATIONS

Owners are responsible in law for their application. Therefore, they should be aware of any questions Council raises during consent processing. IANZ takes the view that it's good practice for Councils to always copy owners in on all correspondence. Therefore, it's our process to do so.

We've noticed in some cases, agents are entering their own details in the 'owner's name' field. If owners wish to opt out of receiving communications, they can do so by emailing bcinfo@hdc.govt.nz. This request must come from the owner not the agent.



Suspended building consents

Following some recent reviews of building consents, we identified common issues that have led to suspensions including:

- Bracing calculations not matching floor layout
- Architectural and engineer's drawings not matching
- Cladding details on plans different to manufacturers information
- Venting and gradients of pipework not clear on plumbers and drainage designs.



Before submitting consent applications, check them carefully and seek guidance from your designers and engineers to ensure they are complete.



Job vacancies

Council have several vacancies at the moment. If you're looking for a job change or would simply like to find out more, please head to the links for the job descriptions and/or to apply.

Regional Construction and Demolition Waste Minimisation Advisor

<https://hastingsdc.elmotalent.co.nz/careers/hastingsdc/job/view/279>

Building Officer Plumbing and Drainage

<https://hastingsdc.elmotalent.co.nz/careers/hastingsdc/job/view/283>

Building Warrant of Fitness and Compliance Schedule Officer

<https://hastingsdc.elmotalent.co.nz/controlpanel/recruitment/careers/view-job/278>



Help from our building technicians

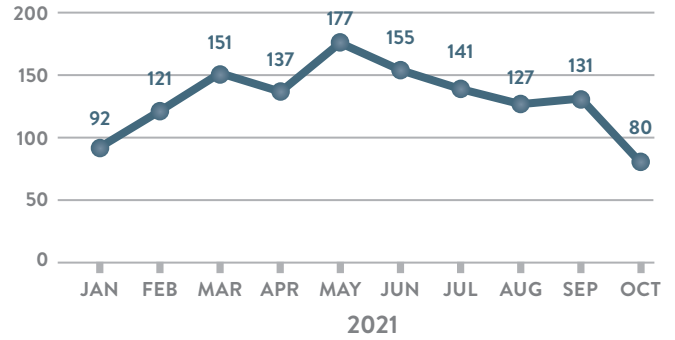
If you have a general enquiry about building consents, you can book a 30 minute appointment with one of our two duty builders during weekdays. Appointments are at our Customer Service Centre on 207 Lyndon Road, from Monday to Friday.

To book, please phone **06 871 5000**

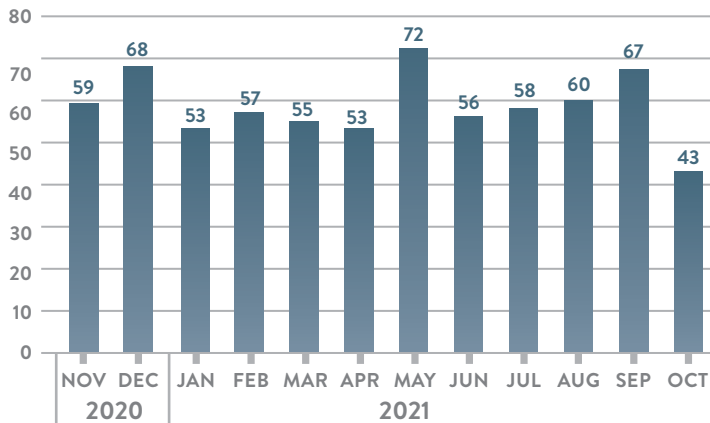


Building consent stats year to date

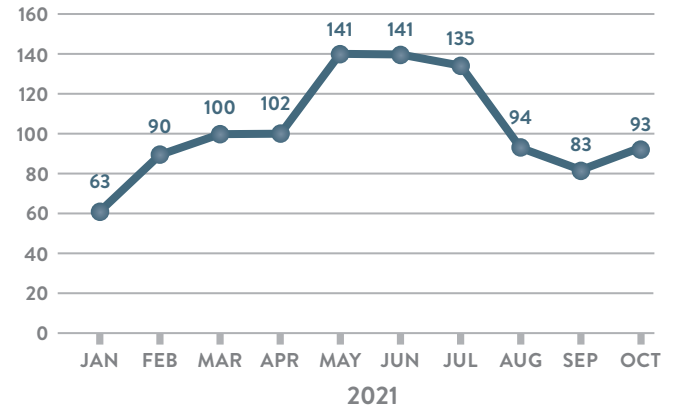
BUILDING CONSENTS GRANTED 2021



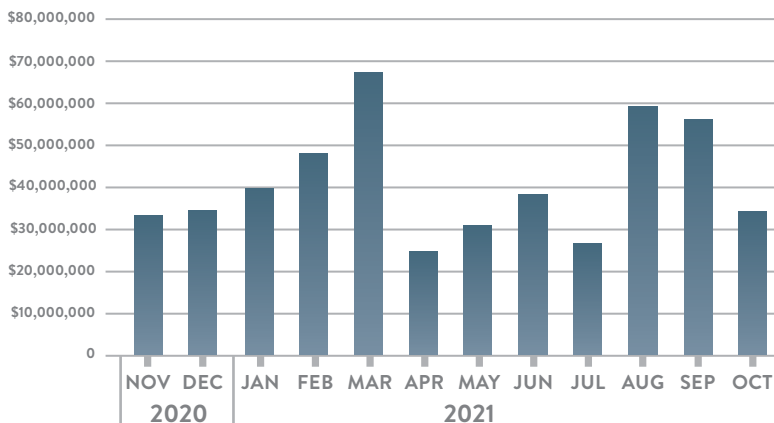
NEW DWELLING CONSENTS



CODE COMPLIANCE CERTIFICATES ISSUED 2021



VALUE OF BUILDING WORK



LAND INFORMATION MEMORANDUMS RECEIVED 2021

