

FACT SHEET – Key customer information for new building consent process

Changes to the building consent process

We are changing the way we handle building consents by providing applicants with better guidance and new forms.

The new forms will provide us with all the information we need to process your application efficiently. This should reduce our requests for additional information and provide quicker overall turnaround times for building consents. This fact sheet highlights key points of note for applicants.

Improved customer information

Application forms

The existing building consent and 'minor works' application forms will be replaced with new 'standard residential' and 'commercial and complex residential' application forms. The 'amendment to building consent' form is essentially unchanged. Assistance with completing the forms will be provided in a new booklet, 'Guide to completing applications for building consents'. These new forms 'go live' on 21 January and from 28 February we will no longer accept the old forms

Compliance

We have updated this section in the application forms and now ask customers to demonstrate how they intend to comply with the building code. We ask for a detailed breakdown referring to the plans, specifications and other information provided. By doing this, we want to ensure that the required detail is supplied by the applicant.

Attachments

Checksheets no longer need to be submitted with applications. Part 6 of the application form, 'attachments,' replaces the previous checksheets. The 'Guide to completing applications for building consents' outlines the required attachments and level of content.

Site-specific specifications

The specifications need to be specific to the job clearly outlining the proposed systems and specific products. Please do not use multiple-choice 'pick lists'.

Compliance schedule

The 'compliance schedule', Part 5 of the application form, must be completed and the requested compliance schedule attachment must be provided.

Coordinated Request for Information (RFI) process

RFI responses

We have changed our process so that our building, plumbing and structural officers will complete processing before issuing a combined RFI and stopping the time clock. Generally, each officer will give you an informal 'heads-up' to let you know if any information is missing. We will not restart the time clock until we have received and accepted all the necessary information. If we find significant issues at the beginning of processing that we believe will impact on the overall design, we will suspend the application.

You must respond to requests for information with **all** the information requested, or if you have already submitted information, detail clearly when and to whom this information was supplied.

Quick building consents

Applicable building work

We have identified a group of lower-risk consents that we will try to process within five working days after we have accepted them. A full list of applicable work is available in the 'Guide to completing applications for building consents' and online. However, if lodging officers identify a particular area of risk, they have authority to move any quick consent into the standard workflow. This type of building consent must be submitted on the new application form.

Pre-applications

Mandatory pre-application meetings

Mandatory pre-application meetings will now be required for all residential applications for projects valued at over \$1 million and all commercial applications for projects valued at over \$2 million. Meetings will also be needed for weathertightness remedial work, specific design windzone buildings and high-risk buildings (defined by the E2/AS1 risk matrix), staged consents and any change-of-use applications, including creating additional household units.

A full list of mandatory work is available in the 'Guide to completing applications for building consents' and online.

From Monday 28 February you will not be able to lodge an application that falls within the mandatory criteria without a service request (SR) number that proves you have attended a pre-application meeting.

Charges

Charges will apply if more than two hours of our time is required for pre-application meetings.

Further information

If you would like to discuss these changes in more detail, please contact Wellington City Council on 801 4311 or visit our website.

Wellington.govt.nz