



Restricted Building Work

The building consent application process

Get your ideas together

Talk with a licensed building practitioner (LBP), an architect or designer to do some preliminary designs.

Get a property information memorandum (PIM)

A PIM tells you about the land and if you need a resource consent or any other application.

Finalise your design

LBP (the designer) or you - under the owner-builder exemption - designs the restricted building work (RBW). If you are using the owner-builder exemption, you need to complete a statutory declaration as to owner-

builder status.

Apply for a building consent

Submit all supporting documentation including a certificate of design work and include the names of all LBPs who will be doing or supervising the RBW (if known at this time).

Receive decision

You will receive a decision on your building consent application within 20 working days. During this period we may request further information to confirm that the work complies with the Building Code.

Pay your fees

After paying fees, your building consent will be issued.

Begin construction

Make sure that the names of the LBPs involved in the initial construction phase have been provided to us, and the others are identified before their part of the work begins.

Also notify us if there is a change in owner-builder status, or if an LBP leaves the project and is replaced.

Book in your inspections

An inspection booking for restricted building work will only be accepted if you have provided the names of the LBPs who have done the work and/or the declaration as owner-builder. Make sure that you have notified us of

have notified us of who will be doing the restricted building work.

Receive inspection result

A Council building inspector will inspect the work and check on who the owner-builder/LBPs are that are doing the restricted building work. LBPs and owner-builders

LBPS and owner-builders must fulfill restricted building work requirements. If they fail to do so, the Council has the authority to stop the work by issuing a warning or a notice to fix.

Final inspection

All building consents require a final inspection to confirm that the work carried out is in accordance with the approved plans and complies with the Building Code for a residential dwelling.

Before the final inspection is carried out, all documentation relating to the building consent must be provided to the Council. Inspectors may refuse to carry out the final inspection if any of the following has not been provided:

- Application for CCC.
- Energy certificates (electrical and gas).
- As-built drainage plan.
- Producer statements.
- All amendment documents.
- Records of work for all or any LBPs.

Issue CCC

You will receive a decision on your application for CCC within 20 working days.

A CCC is a very important document that you should pursue as quickly as possible. It confirms that all work complies with the relevant safety and building standards - important for your insurer and if you want to sell your property in the future!