

## Customer & Designer Guide

# SEPARATION OF SERVICES APPLICATION REQUIREMENTS

A building consent is written authority from the Council to carry out the building work described in the application. It is issued for building work that Council considers will comply with the New Zealand Building Code (NZBC), providing the work is done in accordance with the application submitted.

You are required to obtain a building consent to prove to Council that the building work, when completed, will comply with the NZBC. The NZBC is prescribed under the Building Act which exists to ensure:

- that people who use buildings can do so safely and without endangering their health
- buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them;
- people who use a building can escape from the building in the case of a fire
- buildings are designed, constructed and able to be used in ways that promote sustainable development.

### ESTABLISHING COMPLIANCE

All drainage work for waste water must meet the requirements of NZBC clause G13 Foul Water. The compliance document for G13, prepared by the Department of Building and Housing (DBH), provides two acceptable solutions for the design and construction of drainage work.

- G13 Acceptable Solution 2 (G13/AS2).
- G13 Acceptable Solution 3 (G13/AS3) states that plumbing and drainage work undertaken in accordance with the Australian / New Zealand Standard AS/NZS 3500.2 is an acceptable method of compliance.

Your drainage work for waste water must be undertaken in accordance with either of these acceptable solutions. It is not acceptable to create a hybrid solution from parts of both documents. Please talk to your registered drainlayer and discuss the preferred method. Please state your chosen method of compliance on your application documentation.

All drainage work for stormwater must meet the requirements of NZBC clause E1 Surface Water. The compliance document for E1, also prepared by the DBH, provides an acceptable method of compliance (E1/AS1).

### APPLICATION REQUIREMENTS

Council requires the following information to be submitted with your application:

- 1 copy of the application form (BAM 002-S). This form is a standard application form which is used for all types of building work. Council has prepared version S of this form specifically for use for applications for the separation of services. Standard information has already been filled out. You need only fill in the sections marked \*.
- 1 copy of the Certificate of Title for the property including the deposited plan. This should be no more than 6 months old.
- 3 copies of a site plan showing the following:
  - Site boundaries
  - Locations of all buildings (clearly named i.e. house, garage, shed)
  - Pipe layout including size and gradient
  - Location of the laterals

### OTHER APPROVALS / CONSENTS

If you propose to undertake any work outside your property's boundaries on the road reserve you will require a road works consent and approval from Assets Management and Engineering Department of Council before you start work. Please also be aware that an easement will need to be created if the drain needs to cross another person's property to reach the new lateral.

### SUBMISSION

We recommend that you keep a separate copy of your submission for your own records. Please submit your application at the Environmental Services Department front counter, upstairs at 105 Tainui Street, Greymouth. Once you submit your application, Council's building control officers will assess the proposal for compliance and grant building consent. Please note that it is an offence to commence work before your consent is granted.

### INSPECTION PROCESS

When you receive your granted building consent it will be accompanied by a pink sheet indicating the required inspections. In the case of this type of building work only 1 -2 inspections are normally required. This inspection is to take place when the drainage work has been completed but prior to it being covered over. Please call Council on 769 8608 when you are ready to arrange an inspection. Notice of at least 2 working days is required prior to an inspection date.