

# Customer & Designer Guide

## APPLICATION REQUIREMENTS

### DEMOLITION / REMOVAL

Some buildings require a Building Consent to demolish and/or remove them from the site.

A Building Consent is required to ensure all related services are capped, sealed or disconnected appropriately and the site is fully cleared and left in a safe condition.

The consent also ensures Council records and rating assessments correctly reflect the changes. The information submitted with the application needs to be sufficiently clear so that:

- The Building Consent Authority is able to determine whether the application complies with the New Zealand Building Code (NZBC).
- Any reasonably competent contractor picking up the plans is able to undertake the work in compliance with the Building Code and as intended.

Note: Schedule 1 of the Building Act 2004 details criteria where a Building Consent may NOT be required in some instances. The final decision rests with the Building Owner, NOT the Council, and regardless all works must comply with the Building Code and other related legislation. Further information is available from the Ministry of Business Innovation and Employment (MBIE) website (<http://www.building.govt.nz/bc-no-consent-schedule-1>) specifically their document titled "A Guide to Building Work that does not require a Building Consent".

#### ESTABLISHING COMPLIANCE

Your application needs to indicate how you intend to comply with the following clauses of the Building Code:

- E1 Surface Water – to show that all surface water will be dealt with on site and not be redirected onto neighbouring property as a result of the demolition / removal work. Stormwater must be capped-off in accordance with E1.
- F2 Hazardous building materials - If you suspect hazardous material, such as asbestos, is involved in the project, you should contact the Department of Labour, Occupational Safety & Health to make arrangements to dispose of the material.
- F5 Construction and Demolition Hazards – Indicate how you intend to protect the public from any demolition hazards they may be exposed to.
- G13 Foul Water & G12 Water Supplies – for the capping-off of water supply and foul water (if applicable).
- G9 Electricity – isolation of electrical supplies (if applicable).
- G10 piped services & G11 gas as an energy source – isolation and capping off of any gas supplies (if applicable)

#### REQUIRED INFORMATION

	<p><b>Completed application form:</b> Please complete all sections of both the application form (BAM 002) and the application checklist (BAM 002-R). Some of the information requested on the form will not be required for this type of building work, so simply tick the N/A box as appropriate.</p>
	<p><b>Evidence of ownership:</b> Please provide a recent search copy of the Certificate of Title (CT) less than 6 months old. A current CT less than 6 months old is acceptable. If the property on which the building work is to take place is in the process of being transferred to the applicant of the building consent, a sale and purchase or lease agreement accompanied by the certificate of title with the current property owner listed on both documents will be accepted as proof of ownership. If the building is leased you will also need to provide evidence of the owners permission for the work to be undertaken..</p>
	<p><b>Site plan:</b> Include all existing buildings, swimming pools, legal boundaries, vehicle access, significant trees, hard standing areas and retaining walls.</p>

#### FURTHER INFORMATION

Generally ALL of the above will be required however, depending on the specifics of your project, more information may be necessary. If required, the Grey District Council may request further information to support that provided which helps to indicate compliance with the New Zealand Building Code.

#### **OTHER APPROVALS / CONSENTS**

Please be aware that the following approvals / consents may be required to accompany your building consent application:

- Resource consent from Grey District Council Planning if the building is of historical significance or older than 10-years.
- Roadwork consent from Grey District Council Asset Management & Engineering department for any work (i.e. drainage, road crossings, new connections) proposed to be undertaken on road reserve.

#### **SUBMISSION**

Once you have gathered all the required information it needs to be reproduced in triplicate (Council copy, Property File copy, Applicant copy) for your submission package. Council also recommends that you keep a separate copy of your submission for your own records. Each set of documentation should be bound in a way which is easily removable for copying, adding or replacing pages (e.g. staples, bulldog clips etc.)