Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

A Guide to the Inspection Process
(once your building consent has been issued)

October 2023
Regulation 7 (2)(a)(i)(ii)

Contents

1 When can work start?

Work can start once all necessary consents have been granted.

You must wait until building consent is granted before starting work or you are liable for infringement fines. Please ensure you have read the stamped approved building consent documents before work begins. A copy of the stamped documents are to be available on site at all times during the construction process, this will ensure they are available during inspections.

If your building consent was issued with a section 37 notice, work must not start until the specified Resource Consents have been granted.

If your project includes Restricted Building Work (see section 3) and you have not already provided Council with the names of the Licensed Building Practitioners (LBPs) who will carry out the restricted work, you must do so before the work starts.

2 Now I have my consent what happens?

Now you have your consent there are some important things that you, your builder or contractor need to know.

Under the Building Act 2004 there are some statutory time frames which impact on your building project.

- A building consent lapses if work has not started within 12 months.
- Once granted the Council must make a decision within 24 months on whether to issue or decline to issue a Code Compliance Certificate. This can be done on completion of the work or on the 24 month anniversary of the granted date (refer to section 11 of this guide).

Please note these dates and if you cannot meet them you may apply to the Council for an extension of time for Council to make its decision, provided it is prior to the lapse date.

Your building consent will detail inspections that are required to be carried out during construction. You must ensure that they do occur as failure to do so may cause significant problems at the completion of your building project and create difficulties in obtaining a Code Compliance Certificate.

To arrange for those inspections please phone our call centre on 04 296 4700 or 0800 486 486 between the hours of 7.30am and 5.30pm Monday to Friday. (Bookings after 4.00pm are unlikely to be carried out the next day)

Please give as much notice as possible. A minimum of 24 hours is required and although we will endeavour to provide a next day service, that may not always be possible due to work load, available resources and travel distances.

When calling to book inspections you will be given the choice of a morning or afternoon time slot and only under special circumstances will we give a definitive time. This enables our inspectors to plan the order in which they carry out inspections, helping to avoid unnecessary travel and ultimately allowing for more inspections per day.

In prioritising daily inspections preference will always be given to pre concrete pour such as foundations, concrete slabs, block fills and the like.

When booking inspections, basic information is required such as;

- Name and ID of Licensed Building Practitioners if not advised at time of consent application (*see section 3*)
- Type of inspection (foundation, pre-slab, pre-line etc.)
- Site address
- Building consent number
- Name of person making booking
- Contact phone number
- Category of building (*if known*) R1, R2, R3, C1, C2, C3,
- An email address for sending inspections reports

We need to undertake inspections during construction.

The required inspections will be identified during the building consent approval process and clearly indicated on the consent documents.

It is important that the identified inspections are requested and undertaken, as a failure could result in difficulties obtaining a Code Compliance Certificate at the end of the project.

3 Restricted Building Work and Licensed Building Practitioners

If your project includes Restricted Building Work, the restricted work can only be carried out by, or under the supervision of a Licensed Building Practitioner (LBP) approved for the specific type of work. Before the work starts, you must provide Council with the names and registration numbers of the LBP's who will carry out the work. It will not be possible to book an inspection until you have supplied this information.

You need to be aware that if an LBP changes during the course of the project, you must advise Council before the new tradesperson starts. On completion of the work, each LBP must provide a record of work certificate. It is an offence for a builder who is not an LBP to carry out Restricted Building Work unless the work is carried out under an approved owner-builder exemption.

Licensed Building Practitioners include:

- designers
- carpenters
- roofers
- external plasterers
- brick and blocklayers
- foundations specialists

Professional engineers, architects, plumbers and gasfitters are treated as LBPs and can carry out some Restricted Building Work.

A lot of work that requires a building consent is Restricted Building Work but not all. For more information on Restricted Building Work and LBPs check the www.building.govt.nz website or contact us for more information about Restricted Building Work on your job.

NOTE: Council requires the name and details of all LBP's (in writing) prior to any inspection being carried out for which the LBP is responsible for. We have an obligation to cross check the LBP credentials and any delay in providing the information could delay the inspection.

4 Purpose behind the inspection process

The purpose of the inspection process is to ensure that the Council is satisfied, on reasonable grounds, that the completed building project complies with the building consent; this includes the consented plans, specifications and any amendments approved during the process

Council confirms that the building project complies with the building consent by issuing a Code Compliance Certificate at the completion of the building project.

5 Alterations/amendments during construction

The Building Act 2004 requires work to be carried out in accordance with the building consent.

However, changes often occur during construction either to the design or materials or proprietary systems which require an amendment to the building consent.

There are two ways that these amendments can be dealt with;

1. For minor amendments/variations/changes the Council inspectors may simply note the plans, record their decision for acceptance and work can carry on.

   Some examples of minor work could be;
   - a change to window/door positioning which does not affect the wall bracing
   - a change in insulation to a higher R value
   - a change in timber treatment to a higher level
   - a change in building wrap

2. For major amendments/changes you will be required to apply to the Council for an amendment which may result in work being held up until the amendment has been approved and issued. This may not necessarily require the entire building project to stop, but it will certainly stop work on the area covered by the amendment.

   Examples of major work could include:
   - a change to the siting of the building
   - any change to the foot print of the building
   - a change to foundation details
   - any structural changes including trusses
   - a change to interior/exterior wall cladding
   - a change in roofing material
   - a change to service room layouts
   - a change to wall bracing

This is not an exhaustive list. It is recommended that all changes are discussed with us so that we can agree on the best way of dealing with them.

Application forms and guidance information are available on our website www.kapiticoast.govt.nz/Your-Council/Planning/Building/building-consent-forms-and-checklists/

6 The inspection process

Whenever possible someone who has the authority to make decisions or act on behalf of the consent holder, should be on-site during the inspection process. Also it is recommended that the LBP is on site at the time of inspection.

Your approved plans and supporting documents must be on-site at the time of inspection.

Depending on the scope of your building project a number of inspections will be carried out during construction. It is your responsibility to arrange these inspections and they are identified on consent documents. These could include, but are not limited to, the following:

- ☐ Foundation
- ☐ Piles
- ☐ Sub-floor (timber suspended floor)
- ☐ Pre-slab plumbing (concrete slab)
- ☐ Pre-slab building (concrete slab)
- ☐ Drainage
- ☐ Pre-wrap
- ☐ Pre-clad (including cavity system if required)
- ☐ Cavity system – pre plaster
- ☐ Pre-line plumbing
- ☐ Pre-line building
- ☐ Wet area membranes (decks, roof and shower areas)
- ☐ Post-line
- ☐ Block
- ☐ Retaining wall (concrete or block)
- ☐ Brick veneer
- ☐ Chimney Inspection
- ☐ Solid fuel heater final
- ☐ Final
- ☐ Engineer – civil/structural/fire/geotechnical

Please read the building consent documents for inspections required. Alternative construction methods may require inspections other than those described here.

7 What happens when the building inspector arrives?

7.1 Site safety

Site safety is the responsibility of the project manager or contractor. If our inspector does not feel safe he/she may refuse to carry out an inspection where adequate safety provisions have not been taken. This includes such things as well restrained ladders, and shutters in trenches when required. If the inspection is to an elevated area you must have scaffolding or another method available so that the inspector can view the work.

Dogs on site and loud music can be disruptive during the inspection process. Please lock dogs away and turn radios down.

7.2 Inspection procedure

A full set of approved building consent documents must be onsite and available to the Building Officer. Ensure that the site is clean, tidy and safe. You are required to be onsite when a Building Officer visits as they may have questions or advice for you.

The Building Officer will record his/her inspection findings and outcomes. A copy of the results is emailed to the appropriate contact person.

If any inspections need to be repeated, the inspection cost must be met by the applicant. Once the work passes inspection, the Building Officer will sign off the appropriate inspection on the building consent packet.

If there are any outstanding items, the Officer will document these on the 'failed inspection' list attached to the consent documents. This inspection will be failed. When these outstanding items have been completed, the owner should call for a recheck inspection.

7.3 What happens if the work is not approved?

Areas of non-compliance will be detailed as above. Where issues are of a more serious nature, Council may issue a 'Notice to Fix', requiring any building work not done in accordance with the Building Code to be corrected. Council may also direct that building work cease in the area affected by the non-compliance until Council is satisfied work may proceed. Failure to act promptly may result in prosecution.

You need to have an understanding of what and when inspections are needed. Missed inspections may prevent Council from being able to establish full compliance with the building consent, therefore preventing the issue of a Code Compliance Certificate. It is solely the owner or their designated agents' responsibility to call for inspections. Council takes no responsibility for missed inspections that were not called for.

8 Commercial buildings – use by the public

If the building is classified as a building for public use under the Building Act 2004 it is illegal to allow members of the public to use the building until the Code Compliance Certificate has been issued, unless in the interim, a Certificate for Public Use has been approved by the Council. It is the responsibility of the owner/agent to apply for this certificate. Application forms are available on our web site.

9 What we look for during each specific inspection

When you need to call for the inspection, what we will be looking for during the inspection and what you need to do in preparation.

9.1 Foundation

When to call for inspection

- ✓ When all form-work (boxing) has been completed, footings have been excavated and reinforcement is in place.

What we will look at

- ☐ site location - check that the siting of the building conforms with the building consent site plan. Boundaries must be identified by location of boundary pegs or by survey. With building projects that are critical in respect to distance from boundaries, height or daylighting requirements, building set out must be confirmed by survey.*
- ☐ establish that the consent documentation matches what is on site
- ☐ site contours are in accordance with the submitted plans*
- ☐ check that submitted plans reflect extent of proposed work (alterations, additions)*
- ☐ preliminary check of ground conditions*
- ☐ condition of existing footpath, kerb and berm**
- ☐ photograph any existing damage and record**
- ☐ record any requirement for new vehicle crossing**
- ☐ footings are appropriate size and excavated to solid ground
- ☐ reinforcing is in place (size, spacing, laps and cover), adequately tied and secured, and conform with consent documents
- ☐ for ring foundations; sub-floor vents
- ☐ that minimum floor levels/ground clearances can be achieved against datum
- ☐ advise on next inspection

(* unless this has been passed in a previous inspection.)

(** If the building officer notes damage to footpaths, kerbs or other Council assets, they will notify our Infrastructure Team and this may have an impact on your damage deposit.)

What you should do

- ☐ ensure that boundaries are adequately defined
- ☐ ensure that building set out complies with consent documents
- ☐ if required, a surveyors report is available
- ☐ ensure approved plans and supporting documents are on site
- ☐ wait to order concrete until after the inspection has been carried out
- ☐ if required, the design engineer has been advised and is on site; or if the design engineer has inspected the work their report/inspection notes are available on site

9.2 Piles

When to call for inspection

- ✓ When all holes are excavated prior to installation of piles.
- ✓ In the case of driven piles this inspection should be coordinated with the design engineer.

What we will look at

- ☐ site location - check that the siting of the building conforms with the building consent site plan. Boundaries must be identified by location of boundary pegs or by survey. With building projects that are critical in respect to distance from boundaries, height or daylighting requirements, building set out must be confirmed by survey*.
- ☐ site contours are in accordance with the submitted plans*
- ☐ check that submitted plans reflect extent of proposed work (alterations, additions)*
- ☐ preliminary check of ground conditions*
- ☐ condition of existing footpath, kerb and berm**
- ☐ photograph any existing damage and record**
- ☐ record any requirement for new vehicle crossing**
- ☐ with building projects that are critical in respect to distance from boundaries, height or daylighting requirements, building set out must be confirmed by survey.
- ☐ pile holes are correct size and depth and to solid ground
- ☐ piles are on site and meet the required treatment level
- ☐ check or advise that no cut ends of piles are to be inground
- ☐ that minimum floor levels/ground clearances can be achieved against datum
- ☐ advise on next inspection

(* unless this has been passed in a previous inspection.)

(** If the building officer notes damage to footpaths, kerbs or other Council assets, they will notify our Infrastructure Team and this may have an impact on your damage deposit.)

What you should do

- ☐ ensure that boundaries are adequately defined and work set out against datum
- ☐ ensure that building set out complies with consent documents
- ☐ if required a surveyors report is available
- ☐ ensure approved plans and supporting documents are on site
- ☐ if required, the design engineer has been advised and is on site; or if the design engineer has inspected the work their report/inspection notes are available on site

9.3 Sub-floor (timber suspended floor)

When to call for inspection

✓ When all sub-floor connections, joists and required blocking have been completed, but before any flooring or base boards have been fitted. Relocated dwellings require a sub-floor inspection prior to the base boards being fitted.

What we will look at

- ☐ pile height, pile connections, crawl space and DPM
- ☐ cut pile ends sealed
- ☐ bracing connections; strength and durability
- ☐ sub-floor framing; treatment, layout related to load-bearing elements supported
- ☐ insulation and protection
- ☐ advise on next inspection

What you should do

- ☐ if required, the design engineer has been advised and is on site; or if the design engineer has inspected the work their report/inspection notes are available on site
- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

9.4 Pre-slab plumbing (concrete slab)

When to call for inspection

✓ When all plumbing and drainage pipes have been installed, prior to backfilling installation of Damp Proof Membrane (DPM) and reinforcing mesh.

What we will look at

☐ site location - check that the siting of the building conforms with the building consent site plan. Boundaries must be identified by location of boundary pegs or by survey. With building projects that are critical in respect to distance from boundaries, height or daylighting requirements, building set out must be confirmed by survey.*

☐ establish that the consent documentation matches what is on site

☐ site contours are in accordance with the submitted plans*

☐ check that submitted plans reflect extent of proposed work (alterations, additions)*

☐ preliminary check of ground conditions*

☐ condition of existing footpath, kerb and berm**

☐ photograph any existing damage and record**

☐ record any requirement for new vehicle crossing**

☐ positioning of wastes, drains; fall and separation/protection through concrete

(* unless this has been passed in a previous inspection.)

(** If the building officer notes damage to footpaths, kerbs or other Council assets, they will notify our Infrastructure Team and this may have an impact on your damage deposit.)

What you should do

☐ provide access to site

☐ ensure plumber/drainlayer is suitably qualified or supervised and preferably on site

☐ ensure approved plans and supporting documents are on site

9.5 Pre-slab building (concrete slab)

When to call for inspection

✓ When the Damp Proof Membrane (DPM) has been placed with all laps and penetrations sealed, reinforcing in place and in position with chairs as appropriate.

What we will look at

- ☐ a Foundation inspection will be undertaken at this inspection if not done prior. (Refer to 9.1)
- ☐ ground clearance; allow for future site works around and ground drains away from building
- ☐ DPM, sand blinding, taping of laps and penetrations
- ☐ reinforcing steel/mesh; size, spacing, laps, cover and support
- ☐ rebates for veneers and joinery/weathering
- ☐ cast in connection, bottom plate fixings
- ☐ slab thickenings under load bearing elements
- ☐ that minimum floor levels/ground clearances can be achieved against datum
- ☐ advise on next inspection

What you should do

- ☐ if required, the design engineer has been advised and is on site; or if the design engineer has inspected the work their report/inspection notes are available on site
- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

9.6 Drainage

When to call for inspection

- ✓ When all drainage works is completed and drain is under test.

What we will look at

- ☐ Kāpiti Coast District Council requires that the drains are to be left uncovered during this inspection

What you should do

- ☐ ensure approved plans and supporting documents are on site
- ☐ drainlayer must provide an as-built drainage plan and completed producer statement, which should be available at time of inspection (forms are provided with consent documents)
- ☐ ensure that drains are under test at time of inspection
- ☐ with onsite effluent disposal systems, the design engineers certification must be available

9.7 Pre-wrap

When to call for inspection

- ✓ When all roof and wall framing is complete, but before building wrap (building paper) has been installed.
- ✓ A second inspection may be required where there is a rigid air barrier or exterior sheet bracing detailed.

What we will look at

- ☐ inspect all structural framing including roof structure
- ☐ timber; treatment, member sizes and spacing
- ☐ sub-linings; wind barriers, exterior wall bracing
- ☐ connections; structure and durability
- ☐ check window/door opening sizes and location
- ☐ advise next required inspection

What you should do

- ☐ provide access to site if required
- ☐ ensure approved plans and supporting documents are on site

9.8 Pre-clad (including cavity system if required)

When to call for inspection

- ✓ When building wrap (building paper) and window and door flexible flashing tape has been installed, cavity battens (cavity systems), cavity closers and all flashing systems are in place, but before window and door joinery has been installed.
- ✓ When membranes are installed to roofs and decks, the Wet area membrane check will be carried out in conjunction with the pre-clad inspection. (Refer to 9.2 Wet area membranes)
- ✓ An additional inspection may be required to inspect the sealing of joints to rigid air barriers.

What we will look at

- ☐ building wrap and roofing underlays; absorbency; laps and support
- ☐ cavity, closed at top and closed off from subfloor and attic spaces
- ☐ cavity battens; size, treatment and layout (generally no horizontal obstructions)
- ☐ check building wrap for correct installation and type
- ☐ check installation of flashing tape around all openings
- ☐ check other flashings
- ☐ check cavity battens and closers if cavity system being used
- ☐ check ground / deck cladding clearance
- ☐ Check waterproof rebate for masonry/brick veneer
- ☐ advise next inspection

Note: *monolithic cladding systems may require more than one pre-clad inspection.*

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

9.9 Cavity System - pre-plaster

When to call for inspection

- ✓ After the pre-clad inspection and when all the reinforcing and flashings are in place.

What we will look at

- ☐ cavity battens and closers
- ☐ control joints
- ☐ backing, mesh, spacers, proposed curing
- ☐ advise next inspection

Note. *If proprietary control jointing systems are not being used, an additional inspection will be required after the first scratch coat when control joints have been formed.*

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

9.10 Pre-line plumbing

When to call for inspection

- ✓ When the waterpipes, ventpipes, soil and wastepipes are fixed in place and under the required test.
- ✓ The completed plumbing work must be subjected to the standard pressure test, this would be ideally under test when the inspector calls.

What we will look at

- ☐ Work is carried out by a licenced plumber in accordance with the building consent documentation.

What you should do

- ☐ ensure plumbing work is carried out by appropriately qualified plumbers
- ☐ ensure that producer statements are provided which should be available at time of inspection (forms are provided with consent documents)
- ☐ ensure approved plans and supporting documents are on site

9.11 Pre-line building

When to call for inspection

- ✓ When the exterior of the building is weather-tight, all structural components (including bracing) have been completed and wall insulation in place.
- ✓ Note: the Chimney Inspection is undertaken in conjunction with this inspection where your building consent includes an inert or in-built fireplace. (Refer 9.17)

What we will look at

- ☐ building closed in; penetrations weather tight (flashings, scribers etc.)
- ☐ moisture content of wall framing
- ☐ joinery; standard appropriate for site exposure, cover with cladding achieved
- ☐ glazing; human impact, opening sizes
- ☐ framing; size, spacing, treatment, cut out for services
- ☐ connections; bracing, number, size, durability
- ☐ insulation; material and installation workmanship
- ☐ air sealing around penetrations
- ☐ advise next inspection

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

9.12 Wet area membranes (decks, roof, shower areas)

When to call for inspection

- ✓ After a passed post-line inspection (refer to 9.13 Post-line) and after the membrane is applied.
- ✓ Note: this inspection is undertaken in conjunction with the Pre-clad inspection for decks and roofs.

What we will look at

- ☐ substrate material, fixing, joint preparation
- ☐ finished membrane installation
- ☐ advise next inspection

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site
- ☐ ensure membrane is applied by approved applicator (approved by manufacturer or supplier)
- ☐ obtain product and installation warrantee for membrane

9.13 Post-line

When to call for inspection

- ✓ When all interior linings have been installed, but before fitting of skirting, scotia, plastering stopping and before applying wet area membranes.
- ✓ Note: multi layered fire or acoustic rated assemblies are likely to require multiple inspections.

What we will look at

- ☐ fixing of wall linings
- ☐ installation details of wall bracing elements and wall linings in general
- ☐ correct installation of any acoustic or fire rated and wet area wall linings
- ☐ Wet area substrates before wet area membrane application
- ☐ advise next inspection

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

9.14 Block - concrete block walls, including retaining walls

When to call for inspection

- ✓ When all masonry block work including block foundations for slab floors is completed, reinforcing in place and washout openings in place.

What we will look at

- ☐ reinforcing is as detailed, lapped correctly and securely tied
- ☐ block cavities washed out and clean
- ☐ joints cleanly struck
- ☐ washouts blocked
- ☐ advise next inspection
- ☐ wall may also incorporate requirements for water proof membrane system (see retaining walls)

What you should do

- ☐ ensure block work carried out by a Licenced Building Practitioner
- ☐ ensure approved plans and supporting documents are on site
- ☐ if required, the engineer has been advised and is on site; or if the engineer has inspected the work their report/inspection notes are available on site

9.15 Retaining wall (concrete or block)

When to call for inspection

- ✓ waterproof membrane installed.
- ✓ Perforated drainage system installed ready for backfilling.
- ✓ Protection sheet material for tanking and backfill material on site.

What we will look at

- ☐ check as for concrete block inspection
- ☐ subsoil drain; below slab level, protected with geotech fabric, fall to trapped outfall
- ☐ waterproof membrane including junction with any floor slab DPM
- ☐ Check membrane protection material and backfill drainage material

What you should do

- ☐ ensure block work is carried out by registered mason
- ☐ ensure approved plans and supporting documents are on site
- ☐ if required, the engineer has been advised and is on site; or if the engineer has inspected the work their report/inspection notes are available on site

9.16 Brick veneer

When to call for inspection

- ✓ When veneer is at half height and all flashings are in place.

What we will look at

- ☐ washouts being utilised
- ☐ brick ties in place and screw fixed
- ☐ appropriate type of brick tie used
- ☐ cavity correct width
- ☐ cavity clear of mortar
- ☐ all flashings in place
- ☐ advise next inspection

What you should do

- ☐ ensure approved plans and supporting documents are on site

9.17 Chimney Inspection

When to call for inspection

- ✓ Inspection required **before** installation of fireplace
- ✓ Note: this inspection is undertaken in conjunction with the pre-line inspection where your building consent also incorporates new work.

What we will look at

- ☐ If existing chimney initially to check condition of flue opening and chimney
- ☐ brickwork and plaster is clean and sound
- ☐ clearances around the fire box
- ☐ vents

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site

Please advise at time of booking inspection if a ladder is available so that an inspector can ensure they take a ladder with them if one is not available on site.

9.18 Solid fuel heater final

When to call for inspection

✓ When installation is complete.

What we will look at

- ☐ clearances; hearth requirement, linings, framing at ceiling and roof
- ☐ seismic restraint
- ☐ flue internal; ceiling collar, shield requirement
- ☐ flue external; weatherproof flue penetration, termination position relative to roof line and openings
- ☐ smoke detectors

What you should do

- ☐ provide access to site
- ☐ ensure approved plans and supporting documents are on site
- ☐ ensure smoke detectors are in place and working
- ☐ ensure ceiling plate is loose to enable flue clearance to be checked

Please advise at time of booking inspection if a ladder is available so that an inspector can ensure they take a ladder with them if one is not available on site.

9.19 Final (also refer to section 7)

When to call for inspection

- ✓ At the completion of work covered by the building consent. This includes all building, plumbing and drainage work.

What we will look at

- ☐ that the work complies with the building consent plans and specifications
- ☐ follow-up; any items noted at previous inspections (requests for information)
- ☐ cladding; roof, decks (slip resistance) and walls, flashings, sub-floor ventilation, brick cavity vents, ground clearance measured/noted
- ☐ downpipes; size support, spreaders, termination to gully/interception, deck and internal gutter overflows
- ☐ drainage; trenches backfilled, site fall away from building and to sumps, gully rims above surrounding ground
- ☐ stairs; dimensions, slip resistance, handrails
- ☐ safety barriers; fixings, gaps, access to swimming pools
- ☐ hot water cylinder; seismically restrained, valves, overflow drain, temperature (measure/record at sanitary fixtures)
- ☐ waste venting; terminations, air admittance valves (AAVs)
- ☐ plumbing; taps, stop-valves, cistern overflows
- ☐ service areas – floors/walls impervious and easy clean including paint, vinyl, bench-tops etc.
- ☐ Safety glazing including windows, doors and shower screens
- ☐ check installation and location of smoke detectors
- ☐ location and security of gas cylinders
- ☐ road crossing complete

What you should do

- ☐ Complete a Code Compliance Application form (can be obtained from our website, council offices or service centres) and book a final inspection.
- ☐ ensure approved plans and supporting documents are on site including all LBP “Records of Work”
- ☐ provide access to site
- ☐ ensure power and or gas is turned on to allow for checking of water temperature
- ☐ have all outstanding producer statements and warrantees available

continues next page

Final – what you should do continued

☐ have available energy certificates, electricity/gas

☐ ensure that development impact levies have been paid

9.20 Multi residential/commercial/industrial

There are additional inspections required for multi residential/commercial/industrial buildings. These inspections will be identified in your building consent. It is suggested that you discuss these inspections early in the building project with the Council.

9.21 Specific inspections by engineer

Many building projects have specific engineer design aspects and these are required to be undertaken by the design engineer or his/her delegated representative.

These elements may include:

- structural design
- fire design
- mechanical
- geotechnical

When any of these inspections are undertaken the engineer must provide a producer statement and related site notes at the completion of the project or preferably immediately after the inspection is carried out.

Note: Inspections carried out by engineers do not avoid the requirement for the Council to inspect. It is helpful for these inspections to be coordinated. To assist with this advance notice is required.

9.22 Non-compliant work

During inspections non-compliant work may be discovered at which time they will be identified and discussed with the on-site person in charge. The end result could be a Notice to Fix being issued or simply an on-site instruction left. (Also refer section 7.3)

In addition this could result in an amendment to the building consent (refer section 8) as the finished work must comply with the consent.

10 How is the completed project certified?

10.1 What is a Code Compliance Certificate?

A Code Compliance Certificate (CCC) is a very important document issued by the Council (the BCA) once it is satisfied on reasonable grounds that the completed building work complies with the building consent.

The absence of a CCC could have a significant impact on the owner's ability to on sell the property with many financial institutes withholding finance until the CCC is obtained.

Note: A CCC is not a guarantee. It is a statement that based on evidence obtained from the inspections carried out during construction supported by written statements (producer statements) by professionals involved in the project, Council is satisfied on reasonable grounds that the building work complies with the building consent.

10.2 Application for Code Compliance Certificate (CCC)

It is the owner's responsibility to notify the Council on completion of the work and apply for a CCC. You can do this by phoning to book a final inspection. At the inspection, please make sure you have completed the Application for Code Compliance Certificate and give it to the inspector. Alternatively, you can mail the completed form to us and we will contact you to arrange a suitable time for the final inspection.

The application must be accompanied by any applicable energy work certificates and certificates issued by licensed building practitioners.

Application forms and guidance information are available on our website www.kapiticoast.govt.nz/Your-Council/Planning/Building/code-compliance-certificate/

10.3 Code Compliance Certificate and the 1991 Building Act

The 1991 Act differed from the current Act in that building work had to comply with the New Zealand Building Code but not necessarily the consented plans. It was common for the building to get 'changed' through the build process and the finished article to differ markedly from the original plans. This created a great deal of confusion for subsequent purchasers and this anomaly was corrected in the 2004 Act. The finished building must now comply with the New Zealand Building Code and the approved consented plans.

10.4 Obtaining Code Compliance Certificates for older consents

Any request for a CCC for work under the 1991 Act as well as older consents issued under the current act may result in the Council requesting the owner to agree to a waiver or modification of part of the Building Code.

This is due to the time that may have elapsed between work being completed and the request for CCC. There are durability time frames for most building elements and the Council will backdate this durability to accurately reflect the commencement time of durability issues.

10.5 Processing your application

The building consent authority must decide whether to issue the CCC within 20 working days after the application or, if there has been no application, within two years after the building consent was granted, or any agreed extension of that period.

A working day is defined in the Building Act 2004 and is Monday to Friday excluding statutory holidays and the days between the 20 December and 10 January inclusive. If more information is requested, this can cause delays.

For the purposes of this section, time runs from the date of the application for the CCC or, if there has been no such application, from the second anniversary of the granting of consent, not the issue of the building consent. Those time limits may be extended as agreed between the owner and the Building Consent Authority.

11 The certification process

The certification process is the final act in the building consent process.

Once notification is received a final inspection as earlier detailed will be carried out and providing the building project complies with the building consent and any outstanding fees or charges have been paid including Development Contributions a CCC will be issued.

The Council has 20 working days to either issue or refuse to issue, the CCC.

If during the final inspection the Council discovers non complying aspects, a site instruction will be issued to correct the non-compliance.

There may be a number of supporting documents required to assist the decision on issuing the CCC. These typically are producer statements from installers of specific systems, certificates for energy work (gas and electricity), modular component certification or a supervision producer statement from an engineer.

If these are not immediately available we may issue a request for information and ‘stop the clock’ until that information is received. You have 60 days to supply this information or the application will be declined. After this date another request for a CCC should be made as soon as all requirements have been met. Unfortunately, additional requests for CCC will incur additional costs.

A final inspection is undertaken to check that the physical work is completed. The BCA must be satisfied on reasonable grounds that the criteria in section 94 have been met. A review of building consent fees is undertaken to confirm the correct number of inspections have been paid for. A check is also made to ensure all fees, including development contribution fees, are paid. Once the work is completed, all the necessary documentation is provided and all fees are paid, the CCC will be issued.

If you disagree with the decision you may apply to MBIE for a Determination www.building.govt.nz/resolving-problems/resolution-options/determinations/ If you

do not believe you received good service from the Council you can make a complaint https://www.kapiticoast.govt.nz/contact-us/contact-council/

12 Compliance Schedule

A building consent authority must issue a compliance schedule with a CCC if the compliance schedule, or an amended compliance schedule, is required as a result of building work.

A compliance schedule must state what specified systems it covers, the performance standards for those systems, and the inspection, maintenance and reporting procedures that are to be followed by independent qualified persons in respect of those systems.

Your CCC will be issued with a final Compliance Schedule. A Compliance Schedule Statement will also be issued with all new compliance schedules. The statement is valid for 12 months.

After 12 months of monitoring and maintenance of the specified systems you will require a Building Warrant of Fitness.

13 Other considerations

Often by-products of the construction process create complaints to the Council which can take up a considerable amount of our time.

We appreciate that your focus is generally concentrated on the physical construction of the building project; however many of the complaints the Council receives could be avoided if some simple steps were taken prior to commencement of the work.

If we are responding to a reasonable justifiable complaint relating to something that should have been done the Council reserves the right to recover the cost of the inspection.

13.1 Wind blown sand

Many of the building sites within the District especially in the beach areas are predominantly sand which can cause problems once the grass cover is disturbed.

The resulting loose sand can be a significant nuisance to neighbouring properties and, if not contained, quickly drifts onto roads and blocks stormwater systems.

This is particularly prevalent during the summer period and the use of water to dampen loose sand is, due to water restriction, not an option.

Restrict the removal of vegetation to the immediate footprint of the building and cover any loose or stock piled sand with scrim or polythene.

13.2 Vibration or shaking

The use of driven timber piles is a common method used for establishing foundations in our predominately sand and peat areas.

The physical driving of the piles can and often has caused a considerable amount of concern and stress to adjoining property owners due to the significant vibration and ground shaking as the piles are driven.

Often the first the Council hears of this occurring is through a call from a distressed neighbour complaining that his or her home is being damaged as a result.

If we could suggest that a simple early discussion with the neighbours advising of the intent to drive piles and a simple explanation of the resulting effect could avoid a potential confrontation.

13.3 Noise

The Council is often contacted over noise issues on building site and they generally fall into two categories.

- construction noise
- music

Construction noise complaints are normally generated as a result of construction starting or finishing outside the normal “working hours”.

Noise limits have been established in the Kapiti Coast District Plan and is controlled under the Resource Management Act 1991.

Permitted Noise Levels from Construction Work Measured within Residential Areas		
Day	Time	L_{10}* *at any affected property*
Monday to Friday	7.30am to 6.00pm	75dBA
	6.00pm to 8.00pm	70dBA
Saturdays	7.30am to 6.00pm	75dBA
Sundays and Public Holidays	Noisy Construction is not permitted	

Noisy construction work is not permitted before 7.30am on any day, or after 8.00pm on normal weekdays or 6.00pm on Saturdays.

The Council may grant permission for construction work to occur outside these times or levels, if **emergency** works are necessary, or work cannot be completed during normal working hours because of public safety or traffic hazards.

If you have special permission to work outside the permitted hours, it is advisable to notify any residents who may be affected by noise, about the times and days of operation and give them an on-site contact phone number.

Music on site is very common and if kept to a reasonable level will not be objectionable. However there are occasions when levels are unacceptable generating complaints.

All noise generated on a building site whether from a radio or other sources are subject to the same limits. All it takes is some common courtesy and consideration to neighbours.

13.4 Dogs

While it is our opinion that dogs don't belong on building sites we would remind you that if you choose to have your dog with you they must be under control at all times. If they wander or cause a nuisance to people passing or neighbours, you run the risk of being taken to task by the Council Animal Management staff.

13.5 Toilets

Please provide suitable toilet facilities on site. You would be surprised at the number of complaints received by the Council for inappropriate urinating by builders on building sites particularly in built up residential areas.

In conclusion the Council wishes you all the best with your building project and please remember that if in doubt over any matter relating to your project we are only a phone call away on 04 296 4700 or 0800 486 486.