

Building consent inspections

What inspections do I need?

Inspections by external specialists

How do I book an inspection?

Do I have to be there when the inspection takes place?

How do I know if the inspection has been passed?

What if the work has failed the inspection?

What is a Notice to Fix?

Do I need a final inspection?

What is a Code Compliance Certificate?

Issuing Code of Compliance Certificate for Building Consents issued under the 1991 Act

What inspections do I need?

When your building consent application is being processed the building officer will do an assessment to determine what inspections will be necessary so that Council can be satisfied that your building works will achieve compliance with the plans that we approved. A list of inspections along with the requirements for each inspection will be attached to your building consent.

Inspections by external specialists

Sometimes in special circumstances, in addition to the inspections carried out by the building consent authority, it is necessary for external specialists to conduct inspections that fall outside the normal building inspection process. Typically these types of inspections could involve having a geo-technical engineer confirm ground stability, or having an aspect of specific structural design checked by a registered engineer. If a specialist inspection is necessary you will generally be advised before the consent is issued.

Please ensure you read the inspection requirements and are familiar with them before commencing work.

How do I book an inspection?

Building inspections are booked via Council's Call Centre. You can book by phone, fax or email. Inspections must be booked before 3pm each day to secure a slot for the following day, if available. We cannot always confirm a 24-hour inspection response.

Inspections are undertaken Monday – Friday 8.00am to 4.30pm (excluding holidays).

- site address
- building consent number
- name and phone number of contact person on site
- date and time the inspection is required
- type of inspection, i.e; plumbing, drainage, foundation, pre-slab, preline, etc

NB: It is your (or your builder's) responsibility to notify Council that you require an inspection. If we arrive on site & the documentation is not available we will not undertake the inspection. We will however, invoice you for our time.

For an inspection to take place, the approved plans and documentation must be available on site.

Do I have to be there when the inspection takes place?

It is a requirement that the owner or an agent (eg the builder/architect) be available on site for all inspections.

How do I know if the inspection has been passed?

On the conclusion of all inspections the outcome of the inspection is recorded on the site inspection sheet.

What if the work has failed the inspection?

If an inspector fails your building work, the work to be rectified will be recorded on the site inspection sheet. Another inspection will be required to inspect the remedial work.

All re-inspections will be charged.

What is a Notice to Fix?

A Notice to Fix is a formal notice issued by the building consent authority advising that certain works have not been carried out in accordance with the Building Code.

If a Notice to Fix is issued, you are required to address the issues identified within a prescribed timeframe to prevent further action being taken.

Enforcement of Notices to Fix is undertaken by the Council. If a Notice to Fix is issued, a letter identifying the process will accompany it explaining the process.

Do I need a final inspection?

Yes, all building consents require a final inspection.

Your consented building work should be completed within 2 years of the date that the building consent was issued.

If you cannot complete the work within this timeframe it is essential that you contact us to discuss possible ramifications.

When all work has been completed in accordance with the building consent a Code Compliance Certificate will be issued.

What is a Code Compliance Certificate?

A Code Compliance Certificate is the Building Consent Authority's (BCA) verification that all works undertaken comply with the building consent. It is an important document and should be retained for future reference.

It is mandatory to apply for a Code Compliance Certificate. This can only occur once your final inspection(s) has/have been passed.

Council has 20 days to decide whether to issue or to refuse to issue a Code Compliance Certificate.

What about issuing Code Compliance Certificates for building consents issued under the 1991 Act or that have not been issued by the Building Consent Authority?

Providing we are satisfied that the building work complies with the Building Code & the provisions of the Building Act, then generally a Code Compliance Certificate will be able to be issued.

If Council is not satisfied that Act provisions have been met or is not satisfied that reasonable grounds exist to issue a Code Compliance Certificate, then the issue of it may be refused.

Should we refuse to issue a Code Compliance Certificate & you consider that this is not justified then you may wish to approach the Department of Building & Housing (DBH) & obtain a determination.

All Producer Statements and Certificates provided to Council must be original documents.