

Information on How a Building Consent is Processed



1. Once a building consent application has been received at Council the application is vetted, using the checklist, to ascertain that the application is correct and all relevant information has been provided. If the application is inadequate the consent is not accepted. If the application is complete it is formally received and setup in Council's NCS Regulatory system.
2. The system automatically allocates a building consent number. A status of "Formally Received" is actioned. This status automatically starts the "20 working day" clock. The Building Act 2004 states under Section 48 (1) that: "A Building Consent Authority must, within 20 working days after receiving an application for a building consent that complies with section 45;
(a) Grant the application or
(b) Refuse application,
unless they require further information and if it does so the period is suspended (application placed on "hold")."
3. The application (once complete) is forwarded to the following departments for checking: Roading, Services, Planning. The application is returned to the building department for Plan Processing by a Building Control Officer. At this point there may be further information required by any of the above departments and if so the consent is placed on hold and information requested. Once information has been received and approved the consent and plans can be approved.
4. The application is forwarded to administration for issue. If the fees have not been paid the application is placed on hold till payment has been received. If payment has been received the consent is issued and mailed out to the owner/agent.
5. The consent will lapse within one year if no work has commenced.