

Latest on building consents in Selwyn

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Welcome to 2021.

We recently emailed agents and owners in January with an update on the building consent workload in Selwyn. We've included this information again at the bottom of this newsletter. In short, it's still very busy out there, which you will want to take into account for your planning.

In this newsletter we want to update you on some slight changes you may notice in February on your building consent document. And to help keep things moving smoothly for you, we want to let you know what information we need from you when you are making changes to your building consent and supplying documents to us.

LBP records of work

Going forward new building consents with restricted building work involved will have an Advice Note outlining what is needed for LBP records of work and advising owners that:

- a code compliance certificate application is required within 24 months of the building consent issued date, and
- that they must provide copies of all LBPs records of work for restricted building work completed with their code compliance certificate application.

LBP records of work were previously listed under required documents – but instead this will now be an Advice Note.

Details on how customers can provide this documentation is included in the Advice Note.

What should LBPs do now?

Nothing much has changed. For any restricted building work that you have either carried out or supervised under the building consent you will still need to provide:

- a record of work on the prescribed form detailing what restricted building work has been carried out or supervised, and
- a copy of the record of work to both the owner and us (Selwyn District Council).

Amendment versus a minor variation

We know that what we've consented doesn't always work on site for one reason or another. These changes can be managed through either a minor variation on site or an amendment.

Remember, you can only apply for a variation or amendment to a building consent that has been issued. Anything prior to the building consent being issued are considered draughting or specification changes and will be dealt with during the initial consent processing and RFI stages.

Where a discussion has been held onsite with an inspector, the inspection notice will clearly identify if an amendment or a minor variation is required. Please note that we cannot approve an amendment for work that has already been carried out/covered up and is unable to be inspected.

To help us manage these applications more efficiently, please use the correct process. See below for more detail on each process.

If at any stage you're not sure what is needed please get in touch with us to clarify.

Process for draughting or specification changes

- Changes to plans and specifications before your building consent has been issued should be submitted via incoming documents in AlphaOne
- Your changes should be clearly marked with a cloud, and a clear description of what has changed
- Don't forget to include any relevant supporting information.

By using the above process the building control officer processing your application can easily identify what you've changed, and take your changes into consideration while they are processing your application.

Process for a minor variation

- These shouldn't significantly alter the consented plans and specifications and not reduce compliance from what was consented
- They will generally be agreed and signed off by the inspector onsite
- Complete the [minor variations form](#) and upload along with the revised document(s) to AlphaOne as a minor variation under the required documents area
- You can only apply for a minor variation if your code compliance certificate has not yet been issued.

Process for an amendment

- Where your changes are more than minor or you have been directed by an inspector on site you will need to apply for an amendment via AlphaOne



- Your changes should be clearly marked with a cloud and a clear description of what has changed
- Provide revised supporting documentation with your application to allow the building control officer to be satisfied that the changes comply with the building code
- You can apply for an amendment at any time during your build, but it must be before the code compliance certificate is issued
- Amendments put a project on hold, so you will not be able to book any inspections until the amendment is approved
- We have 20 working days in which to process your amendment, therefore you will need to think about this when amending anything if you don't want to delay your build.

For more information [visit our website](#).

Supplying supporting documents

How can I make the processing of my building consent easier?

To help make processing of your consent more efficient please provide the supporting documents in the following order:

- For residential buildings:
 - record of title
 - soil report
 - any engineering documentation - PS1, calculations, plans
 - buildable truss layout
 - bracing calculations and fixing details
 - wall wrap details
 - cladding details

Note – it is helpful if the truss plan and any engineering plans (eg rafter) are included in **both** the plans and the supporting documents file

- For commercial/industrial buildings – in addition to above also add:
 - fire report (although depending on the complexity of project it may be more appropriate to have a separate file)
 - structural documentation – PS1, inspection schedule, calculations, sketches

Note – structural plans should be included in the plan file

If you need to add further information to the document you supplied at application, please add these under incoming documents, or provide new ones in response to an RFI.

All documents provided with your application **need to be supplied as PDFs** with a concise file name.

Is there a checklist available to make sure we've supplied everything?

There are many different specific checklists you can use to make sure you have supplied everything. These are available on our website under [forms and checklists](#) and include:

- [Residential Building Consent application checklist](#)
- [Commercial or Industrial building consent application checklist](#)
- [Solid Fuel Heater building consent application checklist](#)
- [Code Compliance Certificate application checklist](#)
- [Relocated Building application checklist](#)

Current workload

The unprecedented amount of building happening in Selwyn district last year hasn't really slowed down, creating a backlog of consents for our team to process. Considering this together with the current building supplies shortages some of you may be experiencing, we hope you find our update below helpful for planning your timeframes.

What's the current situation?

- We continue to deal with a record number of consent applications
- Our team worked hard during the period the statutory clock stopped between 20 December 2020 and 10 January 2021 to catch up on applications and made good progress
- We received in excess of 100 applications during this time, with around 69 on the same working day compared with our normal 15-20 applications a day – which is a huge bubble of work which is going to take time to work through the system.

What does this mean for me?

- Your application may go over the 20 working day processing timeframe
- You can keep track of progress of your consent on AlphaOne
- Please be assured that we will get to your consent – calling us to check on current status of your application takes us away from processing it
- Do contact us in advance if you have any queries or concerns.

What about building inspections?

- At the moment we're still able to deliver inspections within 48 hours of booking
- Be mindful of and plan for the workload flowing through to inspections – you may need to allow more time than normal to complete your build
- Like your team, our needs time off as well to recharge their batteries and enable them to continue to deliver quality inspections for you
- This means that we may need to limit our inspections on some days, particularly the days around public holidays, depending on demand and availability of our inspectors.

Please contact our team via [email](#) or call 0800 SELWYN (735 996) if you have any questions or need clarification on any of the above.