

# Latest building consent news from Selwyn

## In this newsletter

- Revision of our recent communication on NZBC E3 internal moisture
- Post line audits
- Heads up – think before you park
- Building consent application documentation
- Website update – RT information required
- Update on our workload

### Revision of our recent communications on NZBC E3 internal moisture (further to information in last newsletter)

We have revised our recent communications about the changes to the Acceptable Solution of the New Zealand Building Code (NZBC) clause E3/AS1. This follows from communications from across the industry and discussions within our team.

#### What's the decision?

Where an alternative solution is proposed and approved, a waiver will not be required.

Specifically this is in relation to clause *2.1.1 Containment and 3.1.1 Watersplash floors* which requires that:

- the floor surfaces achieve specific requirements for being impervious and easily cleaned, and
- this flooring extends either to walls and doorways of the rooms with sanitary fixtures or appliances, or to at least 1.5m from sanitary fixtures or appliances in open plan rooms.

When applying an alternative solution to any Building Code clause please:

- ensure that this is noted on the Form 2a as a means of compliance, and
- include commentary on how you consider that the proposed solution will meet the performance requirements of the NZBC.

Further guidance on applying alternative solutions to NZBC clauses can be found on the [Ministry of Business, Innovation and Employment website](#).

### Post line audits

We are starting to see a lot of product substitution happening on site that have not had approval from us, particularly in relation to interior linings. What we're finding is that these substitutions are not following the manufacturer's instructions or approved building consent.

SDC has not carried out post line inspections since 2010. Random audits to ensure the level of compliance on site is being maintained have however been carried out on numerous occasions.

Given what we are currently seeing on site we are actively auditing sites to help us determine whether a post line inspection should be brought back in the future.

If you are replacing anything during your build, please ensure you talk to the inspector about a variation to your consented documents or apply for an amendment.

We have [detailed information on our website](#) on what is a minor variation and what will need to be an amendment. Also see what is required if you switch to using USG Boral/Knauf plasterboard for internal linings.

#### **Note when using USG Boral/Knauf Sheetrock and Wetstop**

- The BRANZ appraised products are manufactured in Australia (Brisbane) and have factory identification number on the sheets as either “497” (the older USG Boral number) or “73” (the new Knauf number) printed on every face, edge and back of the sheet
- Use of these products needs to be specified in the approved plans and specifications accompanying the building consent application
- The products can be substitute for Gib via a **minor variation** to the building consent so long as
  - you follow the [minor variation procedure](#),
  - the building owner gives their permission for the substitution, and
  - you include an amended bracing layout plan and calculations when the substituted product is used as part of the wall bracing system
- This does NOT include parallel imported products from other countries which haven’t been BRANZ approved
- A full amendment to the building consent is needed if there are changes to linings to an intertenancy wall or boundary fire wall.

#### [Heads up – think before you park](#)

A friendly heads up that our compliance team will start parking compliance soon.

This means that if you’re parking illegally, you may get a ticket. So get into good habits now if you aren’t already.

#### **Think before you park.**

The aim is to help keep our footpaths safe and accessible for pedestrians. Please help by keeping footpaths clear, and think about timing and space for deliveries.

#### [Building consent application documentation](#)

Many of you will be aware that building consent activity in Selwyn continues at record highs.

For this reason we’ve examined how we do business and looked for ways that will bring efficiencies resulting in shorter processing timeframes.

We have identified what makes up a good application (ie an application that goes straight through vetting and quickly through processing), and found that a well presented and complete application would typically

- be complete with all information provided when submitted,
- meet the [criteria on our website](#) for supplying your supporting documents, and
- be supplied with the documents combined and in the order we need them to make processing more efficient.

You will now find that all applications will be reviewed for the following before being accepted for vetting

- correct and complete owner details and land parcel information,
- a record of title or land transfer plan for the lot, and
- documents combined into a single file for each document category.

Our only option for reviewed applications unable to be accepted is that they are rejected at the import stage with a brief advisory email – there will be no RFI for this.

We're sure that you want your application progress quickly as much as we do and thank you for your cooperation in this.

### Website update – RT information required

We've made a [slight change on the information around what's needed with the record of title](#).

This should hopefully clarify for everyone what's required:

- If a record of title is issued for the land being built on – supply the record of title in the applicant's name (dated within 6 months), including consent notices, easements etc.
- Also include a fully completed sale and purchase agreement if the applicant doesn't own the land yet (in addition to the current title).

**Note:** No underlying record of title is required where title hasn't been issued yet for new subdivisions with more than 10 allotments. However, in these instances you must supply a copy of the proposed Land Transfer Plan which shows the location of allotments, their dimensions, and proposed easements under the subdivision.

Below we've aimed to answer some common questions we receive around records of title:

- A record of title is needed with your application because only the owner can make an application for a building consent – as an agent you need to have your customer's authorisation (ie owner) to apply on their behalf, which you acknowledge when you tick the statement about this on the application form
- The name(s) on the consent application form must be the same as the name(s) on the title or sale and purchase agreement (refer definition of owner under the Building Act 2204) – and where different (eg trust, company) please provide a copy of an incorporation certificate showing the names of company directors or trust beneficiaries
- We'll accept a sale and purchase agreement where someone isn't the owner yet SDC, along with the Record of Title for the current owner - the sale and purchase agreement must be completed in full with purchaser and vendor names and signatures
- You'll also need to provide all relevant information listed on the title – eg easements, covenants, and consent notices, because this shows us who has rights over the land (if relevant) for things like services, including any restrictions or obligations such as minimum or maximum dimensions of buildings, materials that can be use, minimum floor heights

This information is often on separate documents so need to be provided along with the title so that we are clear on the details of what has been noted on the title

- The map attached to a title is important to us because it shows the detailed dimensions of the allotment, allowing us to check these in relation to the site plan and the location of the building for compliance with the District Plan

## Building consent processing update

Our building consent timeframes have continued to improve since the start of the year with good progress on the backlog of applications received.

At the end of June:

- The average working days for building consents was below 20 working days (note this is an average, with a few applications still going over the 20 day statutory timeframe)
- We received the second largest number of new applications ever received in a month
- 61% of applications were processed within 20 working days, with our team processing 346 building consents (our second highest ever in a month)
- Applications received and processed through our fast track consenting continues to grow – for more details on fast tracking consents see our information on the [professional partnership programme](#)

## What does this mean for me?

We're sorry that this situation is affecting you.

- This increase in applications means your application is more likely to go over the 20 day statutory timeframe
- With the increased workload you may also see
  - delays with reviewing your required documents due to the high volumes of these being submitted, and
  - inspection bookings limits on some days.
- We are taking a firmer approach with applications coming in; they need to
  - be complete with all information provided when submitted,
  - meet the [criteria on our website](#) for supplying your supporting documents and the order you supply them in, and
  - be for a subdivision with a minimum of a s223.

Thank you for your ongoing patience.

## What are we doing about the situation?

We're currently

- training and upskilling our current team,
- continuing to use contractors as available,
- recruiting new staff and contractors when able,
- recruiting to train another group of people to help overcome the labour market shortage, and
- keep exploring other initiatives that will help us get through the workload.