

Latest building consent news from Selwyn

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Holiday season closedown

Now is a good time to plan for the holiday season. Our closing and reopening times are:

1. Inspection:

- Last date for inspections - Wednesday 22 December
- Inspections resume - Wednesday 5 January 2022.

Note: inspections will be at reduced capacity between 5 to 11 January to allow for our team to have a break too.

Our regular inspection booking procedure applies again for bookings made from Friday 14 January onwards.

2. Office:

- Office closes – midday Friday 24 December 2021
- Office reopens – 8.30am Wednesday 5 January 2022.

Remember the processing clock stops on 20 December 2021 and restarts again on 10 January 2022.

Current workload status

With the holidays fast approaching, we're seeing the number of applications picking up again as everyone tries to get their application in before Christmas.

While number of applications continue to be high, we're pleased to be able to say that what we are doing IS WORKING:

- The overall average number of working days have been decreasing since July

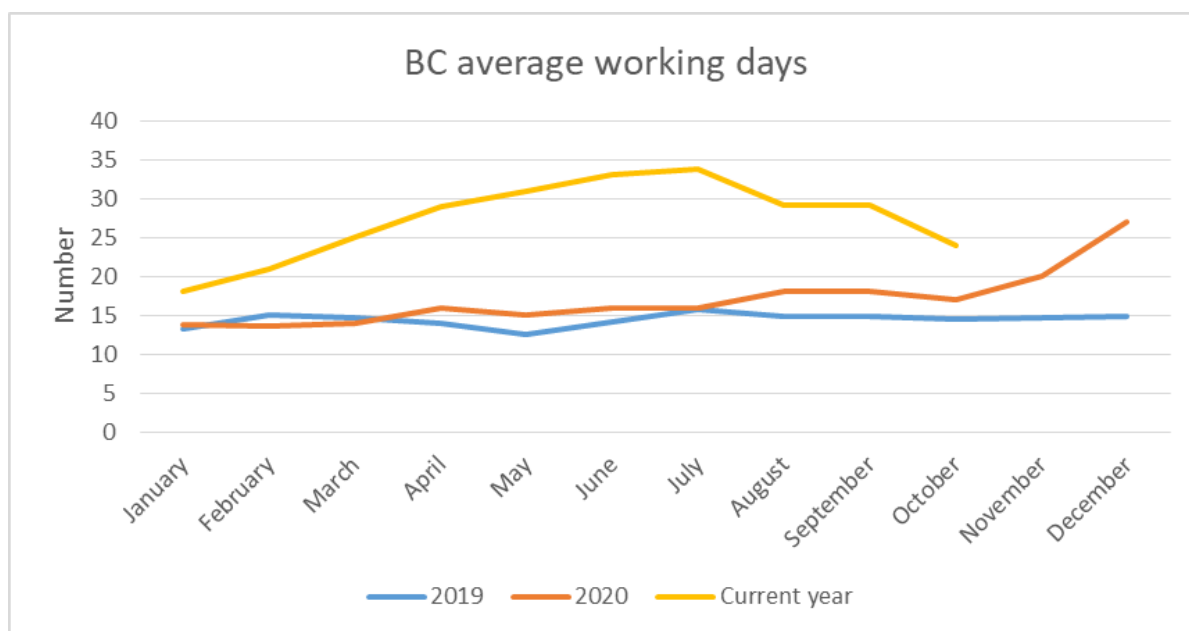
- Our six trainees are actively processing consents under supervision after successfully completing Block 1 of the “Building Surveyor - Building Control” training programme with excellence!

You can help!

- There will be very little value in the PIM if:
 - you apply for one with your building consent because you'll likely have all the information already
 - the subdivision doesn't have s224 yet, because we won't have information such as services and site fill available yet for the new proposed site
- Submit a quality application to us (see [information below](#))
- Plan your workload flow through to inspections – you may need to allow more time than normal to complete your build, taking into account constraints around supply of land, labour and timber, including ordering frames and trusses.

With 2021 almost over – some facts and figures for the year so far...

- In March we received a staggering 372 consent applications – of these 286 were new dwellings
- Our highest number of consents issued per month was June with 305
- We have carried out a whopping 16,315 inspections
- 2,021 code compliance certificates have been issued



Quality of your application

We KNOW the pressure is on – so to help make processing of your consent more efficient, here are some tips:

- Provide the supporting documents in the [requested order](#)

- Check ALL your information before submitting your application. In particular, ensure:
 - correct owner and legal description details are listed
 - the wind and earthquake zone is right
 - your plans clearly show what your application is for, eg tell us what buildings on the site plan are not part of your consent application
 - associated producer statement(s) have correct details on all the documentations that come with it
 - you have provided everything – specifications, percolation test, etc
- We're going to get tougher on making decisions to refuse applications that are not up to quality
 - So you need to play your part to help us be able to make a decision
 - And our job is to make a decision (ie grant, refuse or issue a RFI)
- Provide ALL your responses to an RFI in ONE go, using AlphaOne email only – not portal communications
 - This avoids messages getting lost and creating delays
 - And helps us keep more accurate track of the statutory clock.

A quality application means:

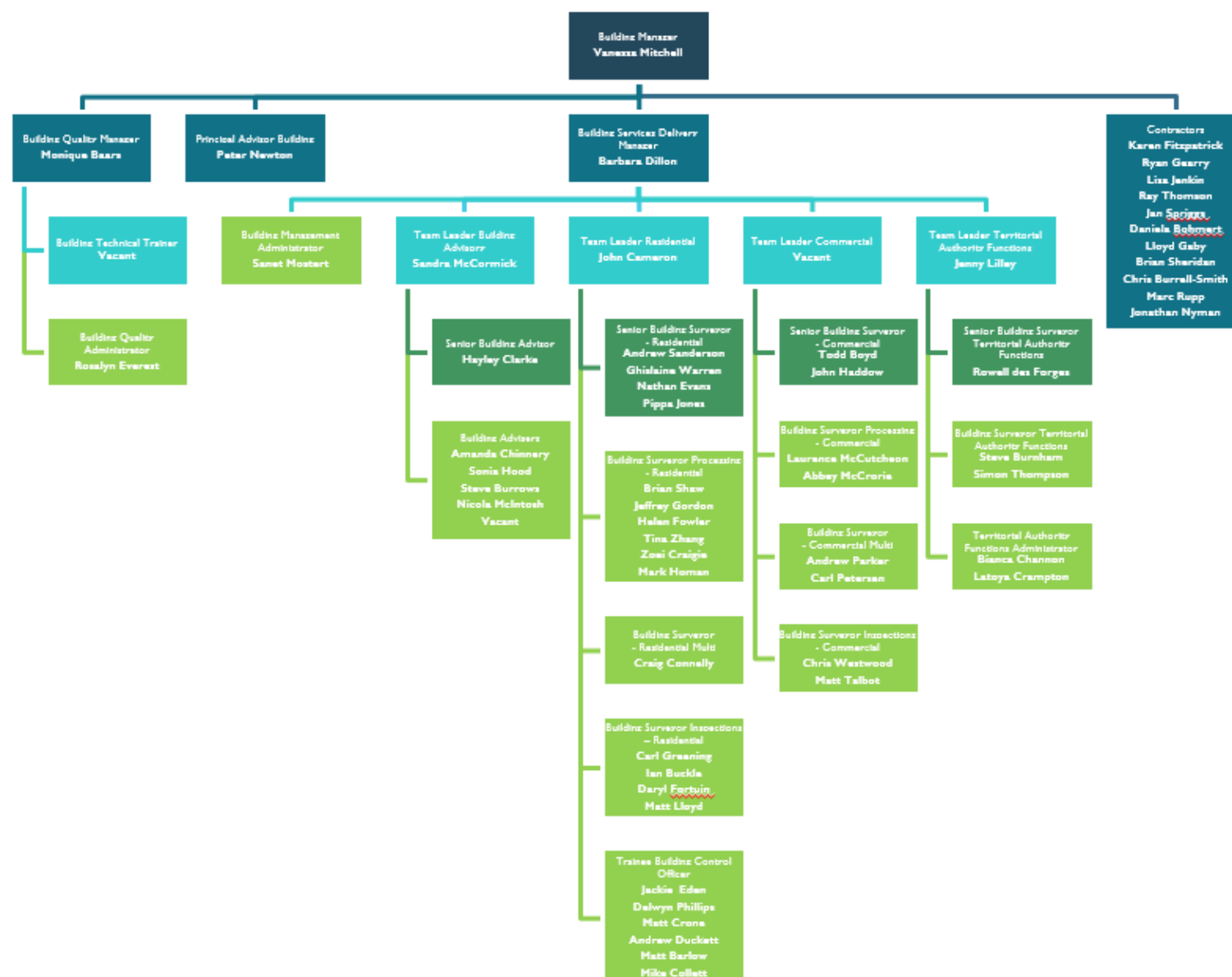
- We don't have to spend unnecessary time hunting through your application to find a document
- So you'll only be charged for time spent on processing of your consent
- AND it will help get your consent faster!

Also remember - the statutory 20 working day clock:

- Doesn't start until the day after you submit your application to us
- But will be stopped if your application is incomplete
- It only restarts once we have received sufficient information from the RFI to make a decision.

Contacting us

Meet our newly reorganised friendly team ([larger version available on our website](#))



First point of contact

If you want to get in touch with us please:

- email contactus@selwyn.govt.nz, or
- phone 0800 SELWYN (735 996).

Council's customer services team will assist, or put your through to the building team for further help.

If your enquiry relates to a building consent you can ask to be put through to:

- a Building Advisor if it is to do with vetting or a general enquiry
- the relevant Building Surveyor if your consent is being processed or you need clarification on an inspection notice.

Need to escalate it?

- Ask the Building Advisor or Surveyor to put you through to the Senior Building Advisor or Surveyor.

Still not happy?

- Your next point of contact is our Team Leaders.

Watch this space for a profile of team members in future issues of this newsletter.

Our BCA accreditation assessment outcome

We are very proud to say we ROCKED it!

Our most recent assessment identified that

- we are a low risk BCA
- have a strong management team that are focused on both implementing and improving our systems and procedures

AND the lead assessor acknowledged us as being in the top bracket of the top BCAs!

We're quite chuffed really.

BUT we're not resting on our laurels, and have a couple of small general non-compliances to clear before we have our accreditation formally reconfirmed. We'll also continue to make improvements to what we do and how we do them.

A big thank you to all our customers for your continued support and feedback – we do appreciate it.

What is accreditation about?

Every two years we have an IANZ accreditation assessment in October. The purpose of this is to stay an accredited building consent authority (BCA).

IANZ reviews our documented procedures and checks whether we follow them by witnessing activities and interviews with the BCA's employees and contractors.

Summer reminder – home swimming pool barriers

Here in Selwyn district we have a lot of young families with young children – please help keep them safe. It's not just permanent pools. Summer is a typical time for portable pools to go up in front or back yards. Check to make sure your pool meets the rules – have a look at the [BRANZ article](#).

Why are there rules for barriers?

Swimming and spa pools at home are a risk to toddlers. Even if you don't have littlies at home – it only takes a moment for a curious toddler to get out of reach of their caretaker for a fatality to occur.

Building Code updates – reminder

Important dates to remember that affect the Building Code:

- **3 November** – end of the transition period for changes in the [2020 Building Code update](#). Changes apply to Acceptable Solutions and Verification Methods for C1–C6, E1, E2, E3, G9 and G13
- **Late November** – MBIE due to publish details on the 2021 Building Code update.

Have safe and happy holidays, and our best wishes for the New Year!

Selwyn District Council Building team

