

Latest building consent news from Selwyn

In this newsletter

- [Update on our workload](#)
- [Fee increases](#)
- [Lodgement of building consent applications in bulk](#)
- [Removal of the preconstruction meeting for flood assessment certificate discussions](#)
- [Professional partnership programme](#)
- [General reminders](#)
- [Residential development design guidelines](#)
- [Reminders on building code changes](#)

Update on our workload

Inspection timeframes

Our inspections are currently around 96 hours (4 working days) timeframe from booking due to a high level of team member sickness.

We are actively working on reducing this timeframe to our standard 48 hours through recruitment and contractor assistance. Please bear with us in the meantime.

Processing timeframes

At the end of August:

- The average working days for building consents being issued was 13 days (note this is an average)
- 84% of applications were processed within 20 working days.
- New commercial consents are generally being processed within 25 working days.

Note that timeframes depend on the quality of your application.

Fee increases

We've had a few enquiries about our fees and charges lately.

In our April newsletter we advised that the Long term plan consultations were underway. These included proposed changes to our building fees and charges.

Our June newsletter advised that there were no submissions received relating to changes to the building fees and charges, therefore these went through the council for ratification.

The majority of fees increases were updated in our finance system to apply from 1 July 2024, however limitations within our systems meant that we have only recently been able to implement the accreditation levy increase. Therefore the accreditation levy change was applied from 2 August 2024.

Our [fees and charges](#) are listed on our website.

To help understand application of our fees we will shortly be adding to our website some general guidance on what you can expect to pay on average for different types of applications. Note: the guidance is based on a good quality application which [meets the application requirements](#), have the [documents in the correct order](#) and minimal RFIs.

Lodgement of bulk building consent applications

Notify us before submitting **more than 10** building consent applications at the same time.

This will aid our resourcing, and help ensure a smoother progression of your consents through vetting, processing, and inspections.

Depending on the extent of the development, we may arrange a pre-application meeting to discuss the development stages, conditions of resource consents, availability of services, restrictions of building, and any easements.

Please contact us via building.technical@selwyn.govt.nz to discuss.

Removal of the preconstruction meeting for flood assessment certificate discussions

We will no longer be including pre-construction meetings/inspection as a required inspection on your building consent from 26 August 2024.

Active monitoring over the last couple of months has shown that the implementation of the requirements of the flood assessment certificates (FACs) in relation to the required minimum FFL of the building platform, implemented as part of the partially operative district plan, has been effective to the point where it is no longer needed.

In summary

- If your building consent includes a pre-construction meeting/inspection, then you will be able to

book the next inspection.

- A pre-construction meeting/inspection is still required for commercial projects, and residential projects where existing buildings include alterations and additions.
- The cost of the pre-construction meeting/inspection will be reconciled at the end of the project depending on the accumulation of administration, inspection and any re-inspection costs along the project journey.

Professional partnership programme

A reminder about our professional partnership programme. Currently we have 15 partners who are receiving the benefit of faster consenting timeframes for residential building projects.

Our aim is to help make it easier and faster to get a building consent where applications received are complete, and of a quality where we can have the confidence that these will be a low risk for Council receiving any claims.

We are also planning a review of the programme over the coming months to ensure it remains effective and we improve the programme where can.

What do we look for in a partner?

There is key criteria and expectations to meet as a partner which are explained on our website.

We look for partners who will lead the industry in setting best practice with quality applications and good ongoing communication with us around projects.

A good partner will actively engage with us – which means:

- keep us informed (eg projected workloads, heads up on anything unusual, staffing updates, change in contact details, etc),
- follow application requirements consistently,
- receive minimal processing RFIs,
- have minimal serious inspection issues,
- keep current with legislative changes and council requirements,
- submit the majority of your consent applications through the programme, and
- have a conversation with us if it may be marginal in meeting criteria.

By opening up dialogue we may be able to pre-approve an application that doesn't quite meet the set criteria.

How to get involved

- Read the [information for applicants](#)
- Meet the partner criteria and programme expectations listed in the information for applicants document
- Fill in an professional partnership programme [application form \[PDF, 344 KB\]](#)
- Send your completed application form to buildingppp@selwyn.govt.nz

General reminders

CODWs

Please ensure that full details of all design LBPs involved in the project supply their certificate of design work (CODW) with your building consent application.

ROWs

From 1 September 2024 all building consents involving restricted building work will be detailed on the Form 5. Under required documents you will see a list all required records of work that are to be supplied by the LBPs involved in the project.

This information will be required for acceptance of code compliance certificate (CCC) applications. Where not provided, your CCC application will not be accepted.

Inspection bookings

Please ensure at time of inspection booking that you:

- provide site contact details – these MUST include a first name and surname, and
- Supply LBP details, and
- upload as built truss documents prior to the pre-wrap inspection – no truss documents; no inspection will be booked.

Residential development design guidelines

We'd like to introduce SDC's adopted [Urban Design guidelines](#) and [summary document](#).

The guidelines:

- provide options and best-practice examples on residential urban design both for designers and Council staff reviewing resource consent applications, and
- addresses urban design matters within themes and urban scales.

Note that not all matters might be relevant to you. For example [chapter 7, page 60](#) looks at best practice at the unit scale and the built form within it.

These guidelines are a joint effort, incorporating feedback from across teams, disciplines, and industry experts. Emphasis has been given to provide background information and context, consciously applying a Selwyn 'lens' over all examples.

This document is non-statutory. It is supplementary to the District Plan and Engineering Code of practise, with the aim of promoting Selwyn specific best practise outcomes.

Please contact urban.design@selwyn.govt.nz for any further questions.

Reminders on legislation and building code changes

Legislation

- [Building \(Forms\) Amendment Regulations 2024](#) – amend the form for an application for a project information memorandum and/or building consent by making specific provision for alternative plans and specifications, and alternative product certificates, to be attached to an application if the applicant wishes.
- [Building \(Minor Customisations\) Regulations 2024](#) – define the minor customisations that may be made to the plans and specifications for which a national multiple-use approval has been issued, and provides that when applying for a building consent or an amendment in reliance on plans and specifications for which a national multiple-use approval has been issued, changes may be made to the plans and specifications if they are minor customisations.
- [Building \(Minor Variations\) Amendment Regulations 2024](#) – amend the Building (Minor Variations) Regulations 2009 by expanding the definition of minor variation; clarifying when the substitution of a comparable product is a minor variation.

Building code

- 1 November 2024 – end of the 12-month transition period for the 2023 Building Code compliance changes around protection from fire (notably the requirement for interconnected smoke alarms in

housing) and plumbing and drainage (with the exception of lead in plumbing, which has a longer transition period).

- November 2024 – updated Building Code documents (Acceptable Solutions G12/AS1 and G12/AS3) will be published with the extended transition period end date for lead in plumbing and other minor changes.