



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

# Performance improvement lessons for BCAs

**A summary of several complaints against building  
consent authorities during 2010**

February 2011



# Contents

## **INTRODUCTION 1**

## **SUMMARY OF FORMAL COMPLAINTS INVESTIGATED 2**

The adequacy of inspections undertaken by a BCA 2

Processing an application for a building consent amendment outside the statutory timeframe 4

The wrong plans attached to a building consent by a BCA 5

Incorrect advice given by a BCA regarding the change of use and building consenting requirements 7

## **APPENDIX 1 10**

Overview of the Department's complaints management process 10

## **APPENDIX 2 12**

Overview of key building control guidance for BCAs 12

### **This document's status**

This document is issued as guidance under section 175 of the Building Act 2004. While the Department has taken care in preparing the document it should not be relied upon as establishing compliance with all relevant clauses of the Building Act in all cases that may arise. The document may be updated from time to time and the latest version is available from the Department's website at [www.dbh.govt.nz](http://www.dbh.govt.nz)

# Introduction

The Department of Building and Housing (the Department) plays a key role in monitoring how building consent authorities (BCAs) perform their statutory building control functions under the Building Act 2004.<sup>1</sup> One part of the Department's monitoring activities involves responding to complaints about BCAs. The majority of these complaints relate to the building consent authority functions established by the Building Act 2004, and these include functions to process building consent applications, undertake building inspections, and approve building work as compliant with the building consent and the Building Code.

The report summarises the key themes across several formal complaints received about BCAs performance during 2010. It outlines key recommendations and advice in response to specific issues raised, and identifies relevant best practice guidance, advice and resources. This information will be useful for BCAs to help ensure potential problems are prevented in the future.

The report offers some key practical recommendations on improving the performance issues in the wider building control system. The report is aimed primarily at building officials in BCAs.

<sup>1</sup> These functions are predominantly contained in parts 2 (Building) and 3 (Regulatory responsibilities and accreditation) of the Building Act 2004 and include issuing building consents and code compliance certificates, processing building consent applications and undertaking building inspections during construction. The Department also receives hundreds of informal complaints about Councils' building control operations each year.

# Summary of formal complaints investigated

## THE ADEQUACY OF INSPECTIONS UNDERTAKEN BY A BCA

### The matter investigated

A complaint was made to the Department of Building and Housing about a BCA's performance, specifically concerning the adequacy of inspections undertaken by the BCA on the roof structure of the complainant's property.

A subsequent application for determination by the complainant was also accepted. It determined that the defects to the roof cladding would enable the ingress of water and therefore the roof cladding did not comply with Building Code Clause E2 External Moisture.

Preliminary enquiries by the Department found reasonable grounds to believe that the BCA may have failed without good reason to properly perform a building control function under the Building Act 2004 (the Act), or had been negligent in performing such functions, specifically in regard to the apparent inadequate inspection of consented building work for the roof structure of the complainant's property.

A formal investigation proceeded. Its scope included the apparent inadequate inspection of consented building work, specifically for the roof structure of the complainant's property.

The key issues for resolution were as follows:

- Could the BCA reasonably have been expected to observe or otherwise become aware of the deficiencies in the course of their inspections during construction?
- Was the BCA entitled to rely on the experience and expertise of the roofer to complete the roof to consent and Code requirements?
- In light of the answers to the above questions, was it reasonable for the BCA to have issued the CCC?

### The evidence considered

In investigating the complaint, the Department considered, in particular the following evidence.

- input and opinion from technical advisors within the Department's Consent Authority Capability and Performance Group (CACPG), including an internal technical report
- input and opinion from an independent external building control expert commissioned by the Department.

### Submissions from the parties

Both the complainant and the BCA made a number of detailed submissions in relation to this matter.

### Discussion

A review of the complaint file and, in particular, the submissions made by both parties, revealed that the issues for resolution for this matter are confined – the roof of the dwelling suffered from significant deficiencies that, from a technical point of view, were inadequate to meet the performance requirements of the Building Code. The BCA did not seek to argue that these deficiencies do not exist.

#### **a. Could the Council reasonably have been expected to observe or otherwise become aware of the deficiencies in the course of their inspections during construction?**

On this point, the BCA's key submission was that they are not able to view every detail of a house's construction and that, due to the timing of their inspections, the relevant detail was either not completed or on subsequent visits was concealed in a way that would have required destructive investigation to reveal.

The BCA maintained that its inspection process was standard and involved the number of inspections that would normally be expected for a development such as this.

The Department accepted that a BCA is not in the same position as a clerk of works, and that there may be details of construction that a BCA, quite reasonably, does not view during the course of construction. In the present case, if the BCA could have established that the relevant details were not observable, that would have been highly relevant to a discussion of whether it properly fulfilled its functions.

However, the evidence from the technical experts, both the independent expert and the Department's own technical advisors, is that the defects should have been readily observable by BCA inspectors when they inspected the property. The advisors were in agreement that:

- the defects in the roof structure were observable from a ground level visual inspection and that these would have been obvious to a competent inspector
- the inspection approach and enabling processes applied by the BCA were clearly inadequate in this case
- there was sufficient opportunity available to the BCA during the course of inspection activity to have identified the obvious non-compliance in the roof cladding
- there was inadequate documentation of and follow-up of issues identified during inspections
- closer scrutiny of the roof junctions during construction by the BCA inspector would have reduced the potential for non-compliance.

There were a number of submissions from both parties about whether the BCA inspector should have got on to the roof as part of their inspection. In light of the evidence from the experts that the roof junction defects were observable from the ground, this matter was seen as irrelevant. Climbing onto a roof to inspect roof cladding during inspections, however, is considered appropriate and usually necessary to perform an adequate envelope inspection. Roof inspections are usually carried out during construction and as part of the final inspection.

Based on the technical advice, it was concluded that the defects in the construction of the roof were observable from the ground and that the BCA should have observed these defects and taken steps to remedy them during the inspection process as they were clearly non-compliant.

**b. Was the BCA entitled to rely on the experience and expertise of the roofer to complete the roof to consent and Code requirements?**

The Council made detailed submissions that it was entitled to rely on the skills and experience of the roofer to complete the roofing work in accordance with the consent and the Building Code.

Shortly after receiving the BCA's submissions, the Court of Appeal released its decision on the *Sunset Terraces* case [2010] NZCA 64. In this case, the Court was unambiguous in its ruling that, irrespective of the involvement of building design professionals, a BCA continues to owe an independent duty of care to the owners of residential dwellings.

The BCA acknowledged that it owed such a duty of care but submitted that this was satisfied by relying on the roofer. The Department concluded that the BCA cannot seek to limit its own responsibility by relying on the skills and experience of the building professionals and tradespeople involved in the dwelling's construction to satisfy its own independent duty towards the adequacy of the inspections.<sup>2</sup>

This argument also did not carry any weight with the Department as the BCA concerned was also well aware of the skill and capability limitations of roofing practitioners in the sector, including the Government's initiative to license this trade to help address this trade's competency issues.

<sup>2</sup> This situation may be different where a BCA has specifically relied on a recognised skill or expertise of a particular building professional, for example where it has obtained a producer statement from a chartered professional engineer.

## Conclusions

The Department substantiated the complaint.

The key findings are that:

- not observing, identifying and assessing the defects in the roof structure was a failure on the BCA's part to properly perform a building control function (i.e. the inspection of building work for which it had granted a building consent)
- undertaking building inspections during the course of normal building inspection practice would have required the BCA to take reasonable steps to ensure that any defects (non-compliance) in the roof structure were identified, assessed and resolved during inspections and before issuing a CCC.

After careful consideration, the Department decided not to take any disciplinary action against the BCA. The improvements already made by the BCA through accreditation seem to have addressed matters that would otherwise have been referred to in any warning or remedial requirements and these improvements will help to prevent a similar failure of this nature occurring again.

International Accreditation New Zealand was also notified of the BCA's performance in this matter to help ensure that accreditation standards, particularly around inspection procedures and the competence of inspection staff, are improved by the BCA going forward.

The Department expects the BCA to engage positively with the complainant with a view to helping resolve the matter through negotiation or mediation, as they clearly have some accountability here.

## Learnings and recommendations to BCAs

- irrespective of the involvement of building design professionals, a BCA continues to owe an independent duty of care to the owners of residential dwellings to help ensure Code and building consent compliance
- during the course of normal building inspection practice, a BCA must take reasonable steps to ensure that any defects (non-compliance) are identified, assessed and resolved during inspections and before issuing a CCC
- strong evidence is required for a Council to defend non-compliance identified after issuing a CCC. This is where good inspection records of decisions and reasons for decisions prove beneficial.

## PROCESSING AN APPLICATION FOR A BUILDING CONSENT AMENDMENT OUTSIDE THE STATUTORY TIMEFRAME

### The matter investigated

The Department of Building and Housing investigated a complaint alleging that the processing of an application for an amendment to a building consent was outside the statutory timeframe defined under section 48 of the Building Act 2004 (the Act).

### The evidence considered

The BCA acknowledged that:

- the application for an amendment to the building consent was not processed in accordance with the statutory timeframe defined under the Act
- there was no acceptable explanation for this failure to perform a statutory building control function.

Subsequent to the receipt of the complaint, the BCA has engaged some new contract resource to increase its in-house building control capability and capacity.

## Conclusion

The Department upheld the complaint. The key findings were that:

- the BCA failed without good reason to perform a statutory building control function by not processing the application for an amendment to the building consent within the statutory timeframe defined under section 48 of the Act (ie, the processing of an application for building consent which it had received)
- there is no apparent good reason for this failure; insufficient staff resources to keep on top of fluctuating work loads was not considered a reasonable excuse. BCAs need to have contingency plans for such usual experiences.

After careful consideration, including the BCA's cooperation in bringing this matter to prompt conclusion and action taken by the BCA to address their performance failure, the Department decided not to take formal disciplinary action against the BCA.

The Department offered support to the BCA to help it meet its statutory obligations under the Act, specifically:

- technical building control experts from the Department to provide intensive training sessions and mentoring for the Council's building control manager and staff where there have been technical limitations identified
- support to Building Control Management to focus on priority areas for performance improvement.

## Learnings and recommendations to BCAs

BCAs need to ensure that they have the following:

- systems and processes in place to flag when an application is nearing the statutory timeframe for processing, and acting on this by reprioritising the work
- appropriate building control capability and capacity as required to process applications within statutory timeframes. The 20-workingday timeframe for processing building consents and code compliance certificates (CCC) needs to be viewed by BCAs as an absolute maximum time limit.

All BCAs should have the resources and/or have extra capacity on top when required to process consents and CCCs in a much quicker timeframe wherever possible. Failure to meet these statutory timeframes is a breach of the Act and failing by a BCA to perform its function properly.

## THE WRONG PLANS ATTACHED TO A BUILDING CONSENT BY A BCA

### The matter investigated

The Department of Building and Housing investigated a complaint alleging that a BCA had attached the wrong building plans to the building consent issued for work on the complainant's property.

### The evidence considered

The background to the complaint is summarised as follows.

- The complainant submitted a building consent application to the BCA.
- The BCA advised the complainant that, if they wanted to build in accordance with the submitted plans, a resource consent would be required because the proposed building exceeded the site coverage rule, or they would need to reduce the size of the proposed building.

- The complainant submitted revised plans to the BCA for a building of reduced size that complied with the site coverage rule and so avoided the need for a resource consent.
- The BCA acknowledged receipt of the revised plans, and confirmed that the proposed building detailed in those plans would not require resource consent.
- The BCA issued the building consent with a copy of the original set of plans mistakenly attached (i.e. it should have been the revised plans that were attached to the consent rather than the original plans).
- The builder prepared the site and concrete foundations were poured based on the original plans.
- Timber framing was ordered for the building based on the second set of plans. When these were delivered to site, they did not fit the foundation.
- The complainant suffered a financial loss as a result of having to get the framing re-sized to fit the foundations of approximately \$11,000 and in obtaining a resource consent to enable the building to be completed as per the original plans.
- The BCA acknowledged and apologised for its mistake and offered a refund of \$500, being part of the processing fees paid by the complainant. This offer was rejected.

### Discussion

In issuing the building consent, the BCA should have taken sufficient care to ensure that revised plans submitted by the complainant were attached to the consent before it was issued. While the BCA acknowledged that a mistake was made, it did not explain how the wrong plans were attached to the building consent; human error one assumes.

Subsequent to the complaint, the BCA has appointed a new Building Control Manager and has made appropriate consent system improvements, including quality assurance checks and balances, to meet accreditation standards prescribed in regulations made under the Act. It is expected that these improvements will help to prevent a similar failure from occurring again.

### Conclusions

The Department upheld the complaint. The key findings were that:

- attaching the wrong plans to the complainant's building consent was a failure on the BCA's part to properly perform the building control function of issuing a building consent
- there was no good reason for the failure and the BCA was negligent in issuing the building consent because the BCA failed to take adequate care to ensure that the correct consent plans were attached.

After careful consideration, the Department decided not to take any disciplinary action against the BCA as the system improvements made by the BCA and the acquisition of a new building control manager seem to have addressed matters that would otherwise have been referred to in any such warning or requirement. This decision does not diminish the Department's concern about the process failure that led to the complaint.

The BCA was encouraged to engage positively with the complainant with a view to negotiating a mutually acceptable resolution, given that the Council's offer of a partial refund of processing fees was not acceptable to the complainant.

## Learnings and recommendations to BCAs

All BCAs need to ensure that they have a rigorous peer review and quality assurance process in place during the building consent process to ensure that the consent process and accompanying documentation are correct before issuing the consent. Humans are not infallible and will make mistakes from time to time. Most building consent applications should always pass through more than one set of eyes before being approved.

### **INCORRECT ADVICE GIVEN BY A BCA REGARDING THE CHANGE OF USE AND BUILDING CONSENTING REQUIREMENTS**

#### The matter investigated

The Department of Building and Housing investigated a complaint regarding the accuracy of a BCA's advice provided to the complainant. The complainant wanted to convert part of an existing garage, attached to a two storey house, into an office. The conversion was to be achieved by installing a non-load bearing wall across part of the existing garage.

The complainant contended that:

- they were incorrectly advised by the BCA that their project involved a building change of use and therefore required them to get a building consent
- when they asked the BCA whether they were likely to get an exemption to the building consenting requirements, they were advised that this would be very unlikely
- as a result of the dealings with the Council and the consenting process, the complainant allegedly suffered a financial loss as they essentially had to pay consenting fees of nearly \$3,000 for a project that only involved around \$500 worth of materials to build.

## Background

A summary of the background to the complaint is noted below.

- The complainant sought advice from the BCA in 2007 regarding whether they were required to obtain building consent.
- The BCA advised that a building consent was required as the work amounted to a change of use.
- After approximately a year, the complainant commissioned a draftsman to draw up plans for the building work and submitted an application for a building consent to the BCA in late 2008.
- A building consent was issued by the BCA in December 2008.
- The BCA's final inspection was conducted in March 2009.
- The complainant and BCA corresponded throughout 2009 over the concerns raised regarding the advice and assistance provided by the BCA.
- The complainant lodged a complaint with the Department on 17 September 2009. They also separately applied to the Department for a determination in February 2010.

#### The evidence considered

Some of the key evidence the Department considered when investigating this complaint included:

- building control advice from the Department's Performance Monitoring and Review Team
- building control advice from an independent external building control expert commissioned by the Department
- copies of the plans and other consent documents for the building work and correspondence between the BCA and the complainant.

## Findings

Having considered the particulars of the complaint, the Department made inquiries into two related issues:

1. Whether the building project constituted a change of use under sections 114 (owner must give notice of change of use, extension of life, or subdivision of buildings) and 115 (Code compliance requirements: change of use) of the Act.
2. Whether an exemption to a requirement for a building consent under clause (k) of Schedule 1 of the Act was appropriate in the circumstances.

We believe that in this case:

- After assessing the proposed building work, the BCA should have concluded that the work did not constitute a change of use under the Building Regulations (Specified systems, Change the Use, and the Earthquake-prone Buildings) 2005. Our reasons are consistent with those explained in the Department's determination on this case (Reference 2171 Determination 2010/107, section 5.2).
- According to the Determination, the building work did not constitute a change of use under the Act as the building itself would continue to be categorised as Sleeping Single Home (SH) once the work was completed. The Determination further contended that building work that may arise from a change of use may be exempted from the need for a building consent under Schedule 1 of the Act.

- Whether a building consent is required is determined by sections 40 and 41 of the Building Act. Building work exempted from a building consent is contained in Schedule 1 of the Act. In this case, we consider that paragraphs (ca) or (k) of Schedule 1 would have provided a sound case for an exemption to the requirements for a building consent. We also note that there is a timing issue as Schedule 1 to the Building Act 2004, which sets out certain building work that is exempted from a building consent was amended in the month prior to the BCA providing its advice. They were reasonably expected to be up to date with this law change and its effect on the proposed building project.
- There were at least two appropriate opportunities for the BCA to have concluded that the building work would not involve a change of use – during the initial inquiry in person by the complainant and at the time the building consent application was received, vetted or processed.
- The Department accepts the complainant's concerns about the BCA's decision-making regarding the change of use and consenting requirements as valid, and that the complainant should have received better quality and competent advice from the BCA.
- The advice appears to have resulted from individual errors in judgment from BCA personnel.
- The complainant would have likely withdrawn their application for a building consent if they had been correctly informed by the BCA of the valid exemption.

## Recommendations

We recommended that the Council should:

- review its internal procedures around assessing proposed changes of use under sections 114 and 115 of the Building Act and its decision-making processes regarding building consent exemptions
- review the effectiveness of its staff competency assessment, training, and work allocation systems.

Because these issues related to the interface between territorial authority and BCA functions, the Department also provided the Building Consent Authority Accreditation Body (IANZ) with the details of this complaint and asked it to factor the complaint, and any subsequent remedial work the Council implements, during its next accreditation assessment.

## Outcome

The BCA agreed with the Department's conclusions regarding this complaint and has advised that it has refunded the cost associated with obtaining the building consent application to the complainant.

## Recommendations to BCAs

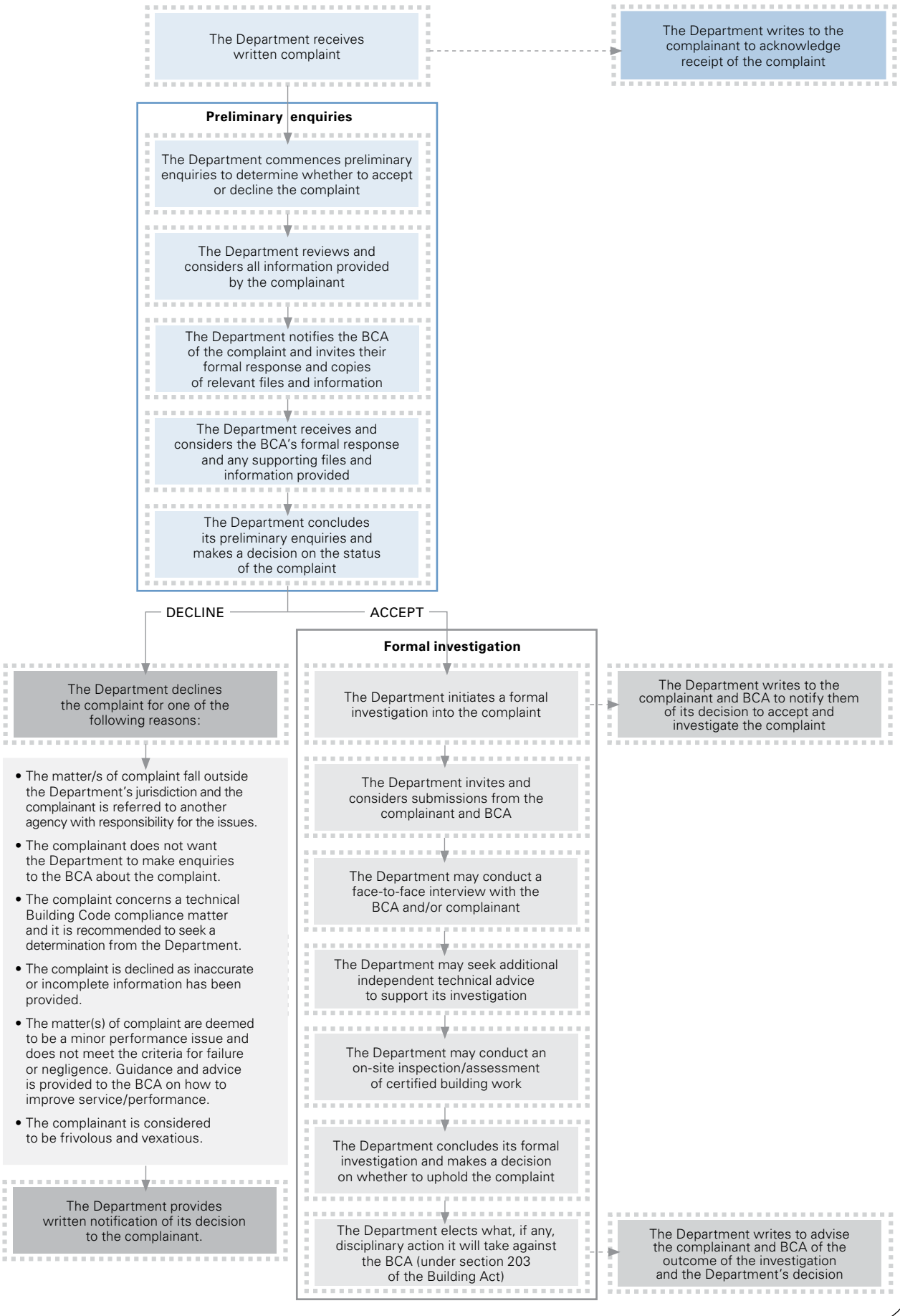
- Ensure staff fully understand the building control functions at the interface of territorial authority and BCA responsibilities (especially the change of use and alterations to existing buildings provisions).
- Ensure you maintain up-to-date knowledge of the exemptions covered by Schedule 1 of the Building Act – as they change over time. Guidance should also be provided to customers on the consenting and exemptions process. To assist with this the Department has produced guidance information covering Schedule 1. This is available on our website <http://www.dbh.govt.nz/publications-about-the-building-act-2004>

- Seek clarification on the building regulations and requirements with the Department when you are unsure of technical issues and their application. Consent Authority Capability & Performance Group Building Act and Building Regulations helpline on email [info@dbh.govt.nz](mailto:info@dbh.govt.nz) or Ph 0800 242 243.

# Appendix 1

See Overview of the Department's Complaints Management Process graph opposite.

# OVERVIEW OF THE DEPARTMENT'S COMPLAINTS MANAGEMENT PROCESS



# Appendix 2

## OVERVIEW OF KEY BUILDING CONTROL GUIDANCE FOR BCAS

One of the key responsibilities of the Department of Building and Housing is to publish guidance information for the building control sector on the requirements of the Building Act and Building Code.<sup>3</sup>

Over the years we have produced a wealth of best practice guidance on a range of issues.

This includes publishing:

- regular email bulletins and newsletters, which can contain guidance along with other material (examples include Building Controls Update, Codewords, BCA Update, and ; Practice Advisories)
- more comprehensive stand-alone guidance documents on key issues.






A summary of some of the key stand-alone guidance documents available is provided below.






In most cases, this information is freely available in electronic form on our website:



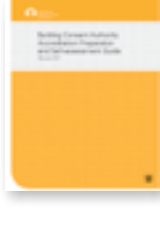


[www.dbh.govt.nz/publications-about-the-building-act-2004](http://www.dbh.govt.nz/publications-about-the-building-act-2004)







TITLE	COVER PAGE	SUMMARY OF CONTENT	PRIMARY AUDIENCE
A guide to building work that does not require a building consent		Provides more detail about each of the exemptions in Schedule 1 and specific examples to illustrate where such exemptions are likely to be appropriate.	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Builders</li> <li>• Building officials</li> <li>• Homeowners</li> </ul>
Guide to building consent amendments		Outlines the Department of Building and Housing's expectations around notifying proposed variations to building consents, assessing those variations and making amendments to building consents.	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Builders</li> <li>• Homeowners</li> <li>• Developers</li> <li>• Building officials</li> </ul>
A beginner's guide to resource and building consent processes		Explains in plain English the requirements of, and relationship between, the Resource Management Act 1991 and the Building Act 2004. It was jointly produced by the Department and the Ministry for the Environment.	<ul style="list-style-type: none"> <li>• General public who are considering a building project</li> </ul>






<sup>3</sup> Sections 11(e) and 175 of the Building Act 2004 refer.

TITLE	COVER PAGE	SUMMARY OF CONTENT	PRIMARY AUDIENCE
Compliance Schedule Handbook		Provides information about the compliance schedule and building warrant of fitness regime under the Building Act 2004. It also provides a guide to developing a compliance schedule for a specified system or systems in a building, including guidance on the associated inspection, maintenance and reporting procedures.	<ul style="list-style-type: none"> <li>• Building officials</li> <li>• Designers</li> <li>• IQPs</li> <li>• Compliance companies</li> <li>• Building owners</li> <li>• Building managers</li> </ul>
Guide to applying for a building consent (residential buildings)		This guide provides information about the issues to consider when applying for a building consent, and describes the minimum documentation that should be supplied with an application to demonstrate compliance with relevant clauses of the Building Code. This guide is an update to the original guide published in 2007, following a number of legislative changes such as the Building Amendment Act 2009.	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Builders</li> <li>• Project managers</li> <li>• Members of the construction industry</li> <li>• Developers</li> </ul>
Accessible car parking spaces		Provides information on car parking spaces suitable for use by people with mobility disabilities. It outlines the number of parks that must be provided and how they are to be constructed and located.  Mobility Parking Permits are explained, along with how accessible parks at motels and in commercial buildings can be managed.	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Building owners</li> <li>• Building managers</li> <li>• Building users</li> <li>• Building officials</li> </ul>
The international symbol of access		Contains information on the international symbol of access – the symbol used to indicate the features and facilities in buildings that can be used by people with mobility disabilities.	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Builders</li> <li>• Building users</li> <li>• Building officials</li> </ul>
Accessible reception and service counters		Contains information on the correct use of the international symbol of access, and the sound design and installation of accessible reception and service counters.	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Builders</li> <li>• Building users</li> <li>• Building officials</li> </ul>

TITLE	COVER PAGE	SUMMARY OF CONTENT	PRIMARY AUDIENCE
Building Act 2004: Information for designers, builders and specialist trades		Discusses changes to building legislation brought about by the introduction of the Building Act 2004 and new Regulations, including: <ul style="list-style-type: none"> <li>• contracts for building work</li> <li>• building consents and inspections</li> <li>• spec building and housing developments</li> <li>• occupational licensing.</li> </ul>	<ul style="list-style-type: none"> <li>• Designers</li> <li>• Building site supervisors</li> <li>• Tradespeople</li> </ul>
Building Act 2004: New safety measures for premises intended for public use – Section 363		Contains information about section 363 of the Building Act 2004, which covers premises intended for public use that are affected by building work. The main topics discussed are: <ul style="list-style-type: none"> <li>• when section 363 applies</li> <li>• responding to section 363.</li> </ul>	<ul style="list-style-type: none"> <li>• Owners and occupiers</li> <li>• Those who control premises intended for public use</li> </ul>
Building officials' guide to the Building Act 2004		Provides information for building officials about the key changes to building legislation introduced by the Building Act 2004. The main topics it covers are: <ul style="list-style-type: none"> <li>• responsibilities of TAs and BCAs</li> <li>• core building control provisions (eg, project information memoranda, building consents, compliance schedules)</li> <li>• other provisions (eg, warnings and bans, offences, product certification)</li> <li>• a comparison with the Building Act 1991.</li> </ul>	<ul style="list-style-type: none"> <li>• Building officials</li> </ul>
Building officials' FAQs		Provides answers to building officials' most frequently asked questions about the consent and inspection process under the Building Act 2004.	<ul style="list-style-type: none"> <li>• Building officials</li> </ul>
Earthquake-prone building provisions of the Building Act 2004: Policy guidance for territorial authorities		Provides guidance on how councils can make a policy for dealing with earthquake-prone buildings. The main topics covered include: <ul style="list-style-type: none"> <li>• the intent of the legislation</li> <li>• a policy template</li> <li>• policy guidance</li> <li>• a model policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Territorial authority chief executives</li> <li>• Building officials</li> </ul>

TITLE	COVER PAGE	SUMMARY OF CONTENT	PRIMARY AUDIENCE
<p><b>Dangerous and insanitary building provisions of the Building Act 2004: Policy guidance for territorial authorities</b></p>		<p>Provides guidance on how to develop a policy for dealing with dangerous and insanitary buildings. The main topics covered include:</p> <ul style="list-style-type: none"> <li>• a policy approach</li> <li>• priorities for action</li> <li>• dealing with heritage buildings</li> <li>• a template check sheet for inspections.</li> </ul>	<ul style="list-style-type: none"> <li>• Territorial authority chief executives</li> <li>• Building officials</li> </ul>
<p><b>Building infringement scheme guidelines</b></p>		<p>Contains information to assist effective and appropriate implementation of the <i>Building (Infringement Offences, Fees, and Forms) Regulations 2007</i> and the development of relevant local enforcement policies and procedures.</p>	<ul style="list-style-type: none"> <li>• Territorial authorities</li> <li>• Regional councils</li> </ul>
<p><b>Building Consent Authority Accreditation Preparation and Self-assessment Guide</b></p>		<p>Provides information to assist territorial and regional authorities that apply to become building consent authorities to prepare their policies, processes and procedures for accreditation assessment. The guide is also a tool to support self-assessment for building consent authority accreditation applicants against the Building (Accreditation of Building Consent Authorities) Regulations 2006.</p>	<ul style="list-style-type: none"> <li>• Building officials</li> </ul>
<p><b>BCA Accreditation Regulation 17 Quality Assurance System Guidance</b></p>		<p>Provides guidance for building consent authorities on the quality assurance requirements of regulation 17 of the Building (Accreditation of Building Consent Authorities) Regulations 2006.</p> <p>Building consent authorities must have implemented, and be successfully accredited against, these requirements before 1 December 2010.</p>	<ul style="list-style-type: none"> <li>• Building officials</li> </ul>
<p><b>Building consent authority development guide</b></p>		<p>A tool for applicant building consent authorities to use when preparing for accreditation. The guide includes process flowcharts and information about the technical processes and procedures of territorial authorities, regional authorities and building consent authorities.</p> <p>Note: A CD version for regional authorities is also available on request.</p>	<ul style="list-style-type: none"> <li>• Building officials</li> </ul>

TITLE	COVER PAGE	SUMMARY OF CONTENT	PRIMARY AUDIENCE
Building consent authority development guide: Management processes and procedures module		Provides assistance to territorial and regional authorities that apply to become building consent authorities to prepare their quality assurance policies, processes and procedures for accreditation assessment and ongoing compliance. The guide also provides good-practice guidance that may be used (or adapted for use) by building consent authorities to demonstrate compliance with the accreditation regulation 17 Assuring Quality.	<ul style="list-style-type: none"> <li>• Building officials</li> </ul>
Means of establishing compliance: alternative solutions		Contains guidance on how to use alternative solution proposals when applying for building consents. This includes the use and assessment of alternative solutions by building consent authorities.	<ul style="list-style-type: none"> <li>• Building consent applicants</li> <li>• Designers</li> <li>• Architects</li> <li>• Engineers</li> <li>• Other building and construction professionals</li> <li>• Building officials</li> </ul>
Owners' responsibilities to ensure their buildings are safe to use: Guidance on building warrants of fitness and compliance schedules		Provides guidance to building owners (and their agents) on how to meet the requirements of the Building Act 2004 (the Building Act) relating to building warrants of fitness, compliance schedules and related matters.	<ul style="list-style-type: none"> <li>• Building owners</li> </ul>
Minor variations to building consents: Guidance on definition, assessment and granting		Provides information and guidance about the legislation that provides for minor variations to building consents; how to define minor variations in practice; how BCAs should assess and grant minor variations; and recommended BCA systems and processes for dealing with minor variations.	<ul style="list-style-type: none"> <li>• BCAs</li> <li>• Builders</li> <li>• Designers</li> <li>• Project managers</li> </ul>
Early Childhood Education Centres and Building Code compliance		Provides guidance on ensuring that ECE centres meet the requirements of the Building Act 2004 and Education (Early Childhood Services) Regulations 2008.	<ul style="list-style-type: none"> <li>• BCAs</li> <li>• Owners, designers and builders of Early Childhood Education and Care (ECE) Centres</li> </ul>
Project information memoranda: Guidance on changes from 31 January 2010		Provides guidance to the building control sector following the passing of the Building Amendment Act 2009 in July this year, which introduced a number of changes to project information memorandum (PIM) requirements.	<ul style="list-style-type: none"> <li>• TAs</li> <li>• BCAs</li> </ul>

TITLE	COVER PAGE	SUMMARY OF CONTENT	PRIMARY AUDIENCE
Dam Safety Scheme		Provides guidance to regional authorities and owners of large dams regarding the Dam Safety Scheme.	<ul style="list-style-type: none"> <li>• Regional authorities</li> <li>• Owners of large dams</li> </ul>
Building Act 2004: Sales by residential property developers – Section 364		Provides information about section 364 of the Building Act 2004, which is about consumer protection measures for people buying household units from residential property developers and spec builders. The main topics it covers are: <ul style="list-style-type: none"> <li>• the situations in which section 364 applies</li> <li>• an explanation of terms</li> <li>• code compliance certificates for household units contracting out.</li> </ul>	<ul style="list-style-type: none"> <li>• Residential property developers selling household units</li> <li>• Spec builders</li> </ul>
Using the Product Assurance Framework to support Building Code compliance – A guide for manufacturers and suppliers of building products		The guide covers: <ul style="list-style-type: none"> <li>• a summary of New Zealand’s building regulatory environment</li> <li>• introduces the risk-based product assurance framework and lays out the options for manufacturers and suppliers etc to achieving building code compliance</li> <li>• outlines to manufacturers, suppliers etc their responsibilities in providing building products with the necessary technical evidence to demonstrate code compliance</li> <li>• informs manufacturers of the audiences they need to support in the design/build process</li> <li>• case examples and flow charts.</li> </ul>	<ul style="list-style-type: none"> <li>• Manufacturers</li> <li>• Suppliers</li> <li>• Importers</li> <li>• Distributors</li> <li>• Direct marketers</li> <li>• Trade merchants</li> <li>• Retailers of building products in the New Zealand market</li> </ul>
National Building Consent Authority Competency Assessment System			
Preparation for assessment – Candidate information pack			

Published in February 2011 by  
Department of Building and Housing  
PO Box 10-729  
Wellington 6143  
New Zealand

You can copy all or some of this document only if you are using it for education or public information, and you say it came from us. You cannot copy any of this document in any way for commercial use, and you cannot keep it in a retrieval system unless you ask us first.

ISBN 978-0-478-34379-3 (website)