

Vehicle crossing / Vehicle entrance bond / Road infrastructure bond

The Engineering and Services team may require the applicant/owner to pay a bond, where the property has an existing entrance way / crossing. This is in case damage is caused during construction of the building. If no damage is caused by the end of building the dwelling then the bond can be released or refunded back to the owner.

If there is no formed entranceway, then the Engineering and Services team will request that the entranceway be formed according to the Ōpōtiki District Council Engineering Code of Practice.

CERTIFICATE OF TITLES

As mentioned before evidence of ownership must be lodged with the application. For those who need a copy of their Certificate of Titles you can visit this site : <http://www.cheaptitles.co.nz/> or we will be happy to obtain a copy for you but at a cost. You are also alerted to that fact that some CTs have consent notices, these are very important to understand as the conditions pertain to your property.

SITE PLAN

Please be sure to include all measurements from boundaries, other buildings on the property and that the plan is legible. To also show entranceways, natural features (if any), layout of drainage lines (if any), position of

building, location of property in relation to the nearest street, road or main road. Note that the site plan is relevant and important to your application.



Opotiki District Council
Building Consent Authority

GUIDANCE NOTES when applying for building consent



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OPOTIKI 3162
Telephone No: (07) 315 3030
Facsimile No: (07) 315 7050
Email: info@odc.govt.nz
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Building

Guidance Information

When applying for building consent documentation must cover all aspects in the application. This guidance is designed to ensure applicants know up front what information is required.

Building Consent Application Form (Form 2)

There are four application forms :

- Minor
- Simple
- Residential
- Multi Residential / Commercial

The application form must be fully completed and where applicable, noted “not applicable” where not applicable. Ensure the application form is signed.

Each application form has its own checksheet that the owner/applicant is encouraged to complete and lodge with the application.

The Building Consent Application Form (Form 2) is also used if a project information memorandum (PIM) is required – *please note that the PIM is voluntary.*

Standard documentation and plans must be presented to a high, professional standard. Plans must be accompanied with the specifications and the specifications must be project specific and include relevant supporting documentation (installation details).

Evidence of ownership

Please ensure evidence of ownership is lodged with your application, e.g. Certificate of Title, Occupation Order, Partition Order, Trust Order.

Restricted building work (RBW)

From 1st March 2012, the introduction of Restricted Building Work ‘RBW’ took effect for residential dwellings and apartment buildings. RBW is defined as design or building work that is critical to the integrity of the building.

Licensed Building Practitioners (LBPs)

Only an LBP can carry out or supervise RBW. The classes of RBW are design, carpentry, site supervision, roofing, bricklaying, blocklaying, external plastering, foundations and emergency warning systems (applies to apartment building only).

Lodgement fee

All applications must be lodged with the building consent fees (including BRANZ, MBIE, BCA levies if project is \$20,000 and over). Once the fee is lodged a building consent unique no. is created and the clock begins (ie the 20 working days to process begins).

Building Consent Process

The Opotiki District Council BCA has 20 working days to begin processing the application.

If more information is required the clock stops until that information is received.

Engineering Services

Water meter application

For new water meter connections an application form can be obtained from the Engineering and Services department or from the Ōpōtiki District Council website : www.odc.govt.nz : <http://www.odc.govt.nz/media/97930/2013-07-01-application-for-new-water-connection-01-july-2013.pdf>

Sewer connection

For new sewer connections an application form can be obtained from the Engineering and Services department or from the ODC website : <http://www.odc.govt.nz/media/97931/2013-07-01-application-for-sewer-connection-form-01-july-2013.pdf>

Rural (rapid) Number

If you wish to apply for your rural rapid number the application form can be obtained from the Engineering and Services department or from the ODC website: <http://www.odc.govt.nz/media/99048/rural-number-request-form-323kb.pdf>