

WHAT HAPPENS NEXT?

Guidance for homeowners - The build process, how to plan for it & the road to CCC?

BEFORE CONSTRUCTION

YOUR BUILDING CONSENT	
<p>Time:</p> <ul style="list-style-type: none"> Varies, check with your builder. <p>Fees:</p> <ul style="list-style-type: none"> Fees vary, check with your Council. <p><i>(all above are billed directly to owner)</i></p>	<p>Congratulations! Your building consent has been issued.</p> <p>Before you commence any work carefully read the:</p> <ul style="list-style-type: none"> ISSUED BUILDING CONSENT FORM INSPECTIONS LIST (Council & Consultants such as Engineers) CHECK FOR CONDITIONS <p>The conditions that Council have imposed on your application may be quite separate from information detailed on your working drawing plans. If you are unsure of any conditions, please contact us to clarify.</p> <p>Building work must START within 1 year of the consent being issued. Building work must be COMPLETED issued with a CCC (Code Compliance Certificate) within 2 years of the consent being issued.</p> <p>If you require further time to start or complete your project, you will need to write to Council and apply for an EXTENSION OF TIME.</p> <p>Requests are usually a simple process, provided you allow reasonable time for the application.</p> <p>DO NOT apply for an EXTENSION OF TIME at the last minute. We can help you with an application for an extension of time if required (at additional cost)</p>
RESOURCE CONSENT	
<p>Time:</p> <ul style="list-style-type: none"> Valid for 5 years from date of issue. <p>Fees:</p> <ul style="list-style-type: none"> Generally, none, check with your Council. <p><i>(all above are billed directly to owner)</i></p>	<p>If your project involved a Resource Consent application, the issued consent documents will contain:</p> <ul style="list-style-type: none"> CONDITIONS <p>ALL these conditions must be adhered to. These conditions will generally remain active forever.</p> <p>Your RESOURCE CONSENT is valid for 5 years, so if you need more time to complete your project you will need to apply for an EXTENSION OF TIME. The process is like the one discussed above.</p> <p>NO building work may commence until Building Consents and Resource Consents relating to your project have been issued.</p>

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SURVEYOR	
<p>Time:</p> <ul style="list-style-type: none"> • 2 – 4 weeks. <p>Fees:</p> <ul style="list-style-type: none"> • Can vary. <p><i>(all above are billed directly to owner)</i></p>	<p>Never assume the fence is on the boundary!</p> <p>Before any construction begins it is often recommended that a surveyor comes to site to:</p> <ul style="list-style-type: none"> • verify the location of boundaries & set- backs (if not already completed during planning of your project) • accurately locate the building <p>If you have a concrete foundation many employ surveyors to set out their slabs. In which case you will not need to engage a surveyor yourself.</p> <p>Please ask us if you require more information regarding boundary offsets. We will most likely be able to help.</p> <p>Sometimes councils will require a surveyor to check & clarify the final building location. If so, this will need to be completed at your expense.</p>

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PLANNING YOUR BUILD	
RESTRICTED BUILDING WORK (RBW)	
<p>Always, use a professional.</p>	<p>Clients need to engage trade Licenced Building Practitioners (LBPs) such as:</p> <ul style="list-style-type: none"> • Carpenters • Electricians • Plumbers • Roofers • external plasterers • brick and block layers • foundation experts, etc <p>These professionals carry out or supervise RBW restricted building work for construction.</p> <p>If you have a main builder/contractor, they will likely recommend and organize these sub-trades.</p> <p>We can often recommend tradesmen who we regularly work with.</p>
HELPFUL WEBSITES	
<p>Do your research!</p> <p>Type these into your internet browser or click on the links.</p>	<p>www.consumer.org.nz/topics/building-a-new-home</p> <p>www.standards.govt.nz</p> <p>www.building.govt.nz</p> <p>www.branz.co.nz</p> <p>www.building.govt.nz/assets/Uploads/projects-and-consents/guide-to-tolerances/guide-to-tolerances.pdf</p>

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THE BUILDING CONTRACT	
<p>Time:</p> <ul style="list-style-type: none"> • 1 – 3 months. <p>Fees:</p> <ul style="list-style-type: none"> • Fees outlined in Building Contract. 	<p>There are three main types of Building Contracts.</p> <ul style="list-style-type: none"> • Full Contract. • Labour only. • Managed Contract. <p>It is crucial when tendering your project that you and the builders are clear about what sort of contract you want.</p> <p>TIPS:</p> <ul style="list-style-type: none"> • A written contract is best no matter what type of contract, it protects both parties. • Keep a paper trail for all contract changes and decisions made during the job. • Emails are essential. It is good practice to follow up phone calls or face-to-face meetings with an email to all parties outlining what was discussed and agreed on. <p>We recommend a New Zealand Standard Building Contract appropriate for the type of building contract you are undertaking.</p> <p>You can download a free copy of: NZS 3902:2004 HOUSING, ALTERATIONS, AND SMALL BUILDINGS CONTRACT (type the link below into your internet browser or click on the link): www.standards.govt.nz/about/quick-reference-guides/nzs-39022004-housing-alterations-and-small-buildings-contract</p>
INSURANCE	
<p>Time:</p> <ul style="list-style-type: none"> • 1 – 4 weeks. <p>Fees:</p> <p>Fees outlined by Insurance Co.</p>	<p>Once you have your building contract and value of work you must contact your insurance company and advise them of the planned work. They will provide you with the appropriate insurance, BEFORE you commence any building work.</p> <p>Your current policy for Home & Contents WILL NOT provide cover during alterations unless the insurance company agrees in writing to cover the period of work.</p> <p>Check that your builder has Contract Works Insurance to cover accidental damage during construction.</p> <p>In the case of a labour only contract, it is usually your responsibility to arrange insurance.</p> <p>Check all builders and contractors have Public Liability/Insurance for protection against damage to third party property and personal injury to others, which is caused by the contractor's negligence. REQUEST EVIDENCE OF THIS INSURANCE.</p>

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DURING CONSTRUCTION

STAMPED CONSENT PLANS & DOCUMENTS	
<p>Get Organised.</p>	<p>The issued (stamped) Consent documents are required to remain on site for the duration of the project. These stamped plans are necessary for the Building Inspector to verify works are in accordance with the consent.</p> <ul style="list-style-type: none"> • Print a FULL SET of plans. Warehouse Stationary does good quality A3 printing and laminating for a relatively low cost. • You may choose to print the Specs pack. Warehouse Stationary can do an A4 print & spiral bind for a relatively low cost. <p>Many councils now process everything digitally, while a few still work with hard copies. It is recommended you have your stamped plans printed and laminated regardless of if they are hard copies or digital copies. Specifications & supporting documentation may remain digital, provided the inspector & consultants can easily view them.</p> <p>Your contactor will need to keep a copy of all digital documentation displayed on a screen large enough for the Council Inspector to review (iPad or Tablet suggested).</p>
SITE VISITS & CONSTRUCTION ADVICE	
<p>Time:</p> <ul style="list-style-type: none"> • Can vary. <p>Fees:</p> <ul style="list-style-type: none"> • Topcat Arch Fees charged at an hourly rate, incl. travel time as per agreement letter. <p><i>(all above are billed directly to owner)</i></p>	<p>We aim to provide plans which are detailed and thought out enough to not require further input during construction.</p> <p>We generally do not undertake site visits unless a contactor requires on site input from us to solve a problem or make a change.</p> <p>Sometimes a builder may not be familiar with a product or will need to make a judgement call. In this instance we are happy to discuss and will generally not charge for any time. If we spend significant time discussing with a contractor, we may charge you on an hourly basis.</p> <p>We do not undertake construction monitoring. This is due to insurance, liability and Health and Safety issues which could cost you more than they are worth. Plus, we believe your contractors are more knowledgeable and capable at monitoring construction than us. As noted, we are happy to help with judgement calls and problem solving though.</p> <p>Site visits will be charged at our hourly rates and will include travel time.</p>
HEALTH & SAFETY	
<p>Keep everyone safe.</p>	<p>It is important to follow Health and Safety Protocols at all building sites.</p> <p>It is important that this is highlighted to your contractor and that your contractor is aware that they are fully responsible to ensure compliance with the Health and Safety in Employment Act 2015.</p>

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STREET SERVICES	
<p>Time:</p> <ul style="list-style-type: none"> • 1- 6 months. <p>Fees:</p> <ul style="list-style-type: none"> • Varies greatly. <p><i>(all above are billed directly to owner)</i></p>	<p>For most projects we will show the location of sanitary sewer and storm water connections (laterals) to the council mains. We may also show water supply toby or manifold locations and other connections. We use council information and maps to provide this information, and do not take any responsibility for the accuracy of the information. It is the responsibility of you/your contractors to correctly locate any connections as required. Some projects require new laterals be installed to council mains. Again, this is the responsibility of you/your contractors and must be completed in compliance with all council requirements.</p> <p>If you require a new vehicle crossing, footpath etc. outside of your boundary, be advised to contact the Council and obtain any necessary consents.</p> <p>If you proceed with work outside your boundary, which does not conform to the Council's requirements, they have the power to enforce you to remove all the work and re-instate it to their satisfaction (at your cost).</p> <p>Your builder/subcontractor should be able to provide you with guidance or undertake the process on your behalf.</p>
ENGINEER	
<p>Time:</p> <ul style="list-style-type: none"> • 1 – 12 weeks. <p>Fees:</p> <ul style="list-style-type: none"> • Estimated on a job-to-job basis. <p><i>(all above are billed directly to owner)</i></p>	<p>During construction if your contractor or building inspector unexpectedly finds the ground to be soft or unstable, then an engineer may need to be contacted to check the ground. This will incur additional cost and will halt construction. We can point you towards a suitable engineer, advise of rough cost and time estimates and help manage the process until construction can commence again.</p> <p>This work will be charged at our standard rate.</p> <p>This is a very unlikely scenario, as we will generally have organized ground testing for any project which we (or the council) deem large enough to warrant testing prior to drawing your plans.</p> <p>If your project involved specific engineer design, it is important that you or your builder/contractor notifies the engineer of required inspections at the correct time. These inspections are in addition to council inspections and are carried out by the engineer. They are charged to the client directly by the engineer and will not have been allowed for in our cost estimate for the consent and drawings. Engineers vary in their charges for inspections, but their quote generally will have included their inspection fees. They will also have provided a list of required inspections as part of their documentation.</p>

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GROUND CLEARANCES	
<p>A common problem.</p>	<p>It is becoming a more common occurrence that owners are unaware of the ground clearance requirements, it is important to understand what they are:</p> <ul style="list-style-type: none"> • the distance between new floor and the ground level directly underneath • The minimum clearance required from a concrete floor to earth level is 225mm. <p>There are other circumstances that allows for less – such as cladding types and paving/other ground finishes. The required clearances will have been noted on the plans or in the consent specifications.</p> <p>Although minimum ground clearances are provided at the time of construction, owners often finish the ground with imported topsoil, localized levelling, and re-contouring, to make spaces around the house more useable. This can cause difficulties in the future.</p> <p>Please contact us if you are unsure. We have seen examples of clients applying for a final inspection, only to fail and must rip-up their beautiful new patio or garden because it was constructed too close to the cladding or floor level. We do not wish this on anyone!</p>
COUNCIL INSPECTIONS	
<p>Time:</p> <ul style="list-style-type: none"> • Inspections will happen throughout the build. <p>Fees:</p> <ul style="list-style-type: none"> • Generally pre-paid as part of your consent. <p><i>(all above are billed directly to owner)</i></p>	<p>The council will request various inspections be carried out by their inspectors.</p> <p>These are undertaken to ensure the building works are in accordance with the consented plans and the New Zealand Building Code (NZBC). It is the responsibility of you or your builder/contractor to book inspections. Please remember that inspection teams may be booked up for weeks, so leave plenty of time.</p> <p>Inspectors may request a variety of different items, generally because there is something missing or incorrectly implemented. If an item seems out of the ordinary or unfair, ensure you or your builder/contractor requests proof from NZ Building Legislation which demonstrates that what the inspector is requesting is in fact a true requirement. Sometimes inspectors simply like things done a certain way, even though there is no rule around it.</p> <p>We can assist you in this process if required, however our work may incur fees depending on the time taken.</p>

WHAT HAPPENS NEXT?

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AMENDED BUILDING CONSENT	
<p>Time:</p> <ul style="list-style-type: none"> • 4 – 8 weeks (Topcat) • 5 – 6 weeks (Council) <p>Fees:</p> <p style="padding-left: 20px;">To be confirmed</p> <p style="padding-left: 20px;"><i>(all above are billed directly to owner)</i></p>	<p>We understand that sometimes you may not have understood the plans completely or you may want to ‘move that window’ or ‘push out that wall’.</p> <p>Discuss any changes with your builder/contractor and us to ensure it is feasible, and that you understand the implications of making the change. We can also advise whether an amendment to the plans will likely be required.</p> <p>Councils request Amended Building Consents for most changes made during construction. Amendments are processed by Council the same way as Building Consents, with the same 20 working-day timeframe.</p> <p>For this reason, we do our utmost to ensure the plans we submit to council have been reviewed by you and that you are happy with all aspects of your project.</p> <p>At Topcat work on amendment is generally scheduled on the weekends and late nights so we don’t push timelines on our current projects. Give us as much notice as you are able, and please respect that we may not be able to get onto your amendment immediately as we are working in our personal time.</p>
MAINTENANCE, WARRANTIES & GUARANTEES	
	<p>Most products used in construction require maintenance. Carefully read all warranties and guarantees regarding all products specified & installed on your project.</p> <p>If maintenance requirements are not followed this will affect the lifespan of the products. It will also likely negate any warranties.</p>

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AFTER CONSTRUCTION

CODE COMPLIANCE CERTIFICATE	
<p>Time:</p> <ul style="list-style-type: none"> • 2 – 4 weeks. <p>Fees:</p> <ul style="list-style-type: none"> • <i>Generally pre-paid as part of your consent.</i> <p><i>(all above are billed directly to owner)</i></p>	<p>When you have completed all building work you will need to apply for a Code Compliance Certificate (CCC).</p> <p>This Certificate is important and is your proof that all building work has been completed in accordance with consented plans & the Building Act. Your consent package or council website will have information regarding applying for a CCC. There are often certificates and warranties from sub-contractors required as part of the application process.</p> <p>This Certificate can affect your insurance and the possible sale of your property in the future. You are required to obtain a Code Compliance Certificate within two years from the date you begin construction.</p> <p>Obtaining a CCC is the responsibility of you and/or your builder/contractor and is not a service provided by Topcat Architecture unless specifically agreed.</p>
DECKS	
<p>Time:</p> <ul style="list-style-type: none"> • Can vary. <p>Fees:</p> <ul style="list-style-type: none"> • Can vary. <p><i>(all above are billed directly to owner)</i></p>	<p>A Building Consent is not required for any deck below 1.5m in height. This height is generally measured from 1.2m away from the edge of the proposed deck.</p> <p>HOWEVER, Councils have different requirements for decks under their District Plan and may restrict:</p> <ul style="list-style-type: none"> • deck size • total area of deck • distances from boundaries <p>This means that although you may not require Building Consent for a deck, you could very well require a Resource Consent. Before you proceed with any deck project it is important you verify the items above with your Council before you commence any work.</p> <p>Any deck more than 1.5m above ground level, requires a Building Consent regardless of how minor it is. Generally, we would have discussed decks during the design phase of your project and included any required deck information in our plans and consent application.</p> <p>If you decide to build a deck somewhere else during construction, we can assist you with the correct council application, for a fee reflective of the required work.</p> <p>Remember all building work must comply with the building code, even if it doesn't require a building consent.</p>

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FENCES	
<p>Time:</p> <ul style="list-style-type: none"> • Can vary. <p>Fees:</p> <ul style="list-style-type: none"> • Can vary. <p><i>(all above are billed directly to owner)</i></p>	<p>Many projects involve new fencing.</p> <p>If you want to build a fence on the boundary between you and your neighbour, the first thing you should do is discuss your proposal with your neighbour.</p> <p>You can build a fence up to 2.00m high (we recommend 1.8m maximum for aesthetic purposes) without a building consent.</p> <p>Your rights and obligations are set out in The Fencing Act 1978. Most Councils produce a standard booklet on fencing to assist you further.</p> <p>Please note the LOCATING BOUNDARIES IS YOUR RESPONSIBILITY and could involve the cost of a surveyor.</p>