



The Build Process

The process of building your project is exciting but is also full of decisions and obligations. Your selected Construction Team is your first point of call. This guide simply describes some of the lesser known or lesser discussed steps.

At TCA Group, we aim to ensure our work supports an enjoyable and simple build process.

Please make note of each step detailed in this guide, but also feel free to discuss any part of the process with one of the knowledgeable TCA Team.

BUILDING CONSENT	Congratulations! Your building consent has been issued. The Building Act requires work to be started within 12 months of the consent being issued and to be completed and issued with a Code Compliance Certificate within two years. If you require further time you will need to write to Council and request an extension of time. Requests are usually a simple process, provided you allow reasonable time for the application, and do not apply for it at the last minute. Before you commence any work read your Building Consent carefully. Check any conditions that Council have imposed on your application. These conditions may be quite separate from information detailed on your working drawing plans. If you are unsure of any conditions, please contact us to clarify.
STAMPED BUILDING CONSENT PLANS & DOCUMENTS	You are advised that the Building Consent documents are required to remain on site for the duration of the building contract. These stamped plans are necessary for the Building Inspector to verify works are in accordance with the consent. 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. Warehouse Stationary does good quality A3 printing and laminating for a relatively low cost. If your specifications are digital, it is recommended you do not print these off. Your contractor 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).
SURVEYOR	Not all projects require surveying. If your project is located far from all property boundaries, then this may not apply to you. Before any construction begins it is highly recommended that a surveyor checks your boundaries and verifies the location and boundary set-backs. Never assume the fence is on the boundary! You may have already had a surveyor in for your project, in which case we will have asked them to locate the boundaries with pins or pegs. If you have had a surveyor set out or locate pegs as part of the building consent process, you will not need to do this again. Please ask us if you require more information regarding boundary offsets to locate the building. We will most likely be able to help. Many concrete foundation companies employ surveyors to set out their slabs. Sometimes councils will require a surveyor to check the final building in relation to boundary setbacks and sunlight angles. If so, this will need to be completed at your expense.

COUNCIL INSPECTIONS	The council will request various inspections be carried out by their inspectors. 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 inspections may be booked up for weeks, so leave plenty of time. Inspectors may request a variety of different items that need to be implemented, generally because there is something missing or incorrectly implemented which was demonstrated on the consented plans. If an item seems out of the ordinary or unfair, ensure you or your builder/contractor requests proof in 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). We can assist you in this process if required, however our work may require a fee depending on the time taken.
CODE COMPLIANCE CERTIFICATE	When you have completed all building work you will need to apply for a Code Compliance Certificate (CCC). This Certificate is important and is your proof that all building work has been completed in accordance with the Building Act, at the time of construction. 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. 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 your Building Consent is issued. Obtaining a CCC is the responsibility of you and/or your builder/contractor and is not a service provided by TCA Group unless in extraordinary circumstances.

RESOURCE CONSENT	If your project involved a Resource Consent application, be advised to read all the conditions outlined in the consent and adhere to them. These conditions will generally remain active for all time. Be advised that no building work may commence until both the Building Consent and Resource Consents have been granted.
AMENDED BUILDING CONSENT	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. 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. 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'. 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. Please be aware that the additional work of an amendment is generally completed by us during weekends and late nights and pushes the timeline out for other projects we are working on. It is our personal time that is being given up. Give us as much notice as you are able, and please respect that we may not be able to get onto your amendment immediately.
STREET SERVICES	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 will require new connections (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 - it is generally outside of your property and on council land. If you require a new vehicle crossing, footpath etc. outside of your boundary, be advised to contact the Council and obtain any necessary permits and/or collate documentation that they require. 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). Your builder/subcontractor should be able to provide you with guidance or undertake the process on your behalf.

FENCES	Many new projects require the construction of a fence. 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. You can build a fence up to 2.00m high (we recommend 1.8m maximum for aesthetic purposes) without a building consent. Your rights and obligations are set out in The Fencing Act 1978. Most Councils produce a standard booklet on fencing to assist you further. Please note the confirmation of all boundaries is your responsibility and could involve the cost of a surveyor.
GROUND CLEARANCES	It is becoming a more common occurrence that owners are unaware of the ground clearance requirements – the distance between new building works and the ground level directly underneath. 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. Be advised that 225mm minimum clearance is required from a concrete floor to earth level. 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. 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!
DECKS	A Building Consent is not required for any deck below 1.5m in height. This height is measured from 1.2m away from the edge of the proposed deck, or from where you could reasonably fall to. If you are ever unsure, please contact us to discuss before starting a deck. However, Councils have different requirements for decks under their District Plan. Items such as deck size, area and distances from boundaries are examples of things your councils District Plan may restrict. 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 with your Council; the size of this deck; the total area, the distance from boundaries and any other applicable items before you commence any work. Any deck more than 1.5m above ground level, requires a Building Consent application and a specific detail 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. However, 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. Remember all building work must comply with the building code, even if it doesn't require a building consent.

INSURANCE	Be advised before commencing any building work, contact your insurance company and advise them of the extent of work and the appropriate insurance required. Please note your current policy for Home & Contents may not provide cover during alterations unless the insurance company agrees in writing to cover the period of work. Check that your builder has Contract Works Insurance to cover damage to your property during construction or alterations, i.e. damage to his own work. In the case of a labour only contract, it is usually your responsibility to arrange insurance. All builders and contractors who are self-employed should 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.
HEALTH & SAFETY	It is important to follow a prescribed Health and Safety Policy for all building sites. It is important that this is highlighted to your contractor and that your contractor is be made aware that they are fully responsible to ensure compliance with the Health and Safety in Employment Act 2015.
BUILDING CONTRACT	There are three main types of Building Contracts. • Full Contract. • Labour only. • Managed Contract. It is crucial that you and the builders who are tendering for your project are clear about what sort of contract you want. For everyone's protection we recommend a written contract for all types of building contracts. Keeping a paper trail for the decisions made surrounding your job is key. Alongside written contracts, emails are essential. Good practice is to follow up phone calls or face-to-face meetings with an email outlining what was discussed and agreed. There are several different types of standard building contract documents. We recommend a New Zealand Standard Building Contract appropriate for the type of building contract you are undertaking. You can download a free copy of NZS 3902:2004 Housing, alterations, and small buildings contract from the following link (type this into your internet browser or click on the link): https://www.standards.govt.nz/sponsored-standards/building-standards/nzs3902/
MAINTENANCE, WARRANTEES & GUARANTEES	All products used in construction require certain maintenance issues to be implemented. Carefully read all warranties and guarantees regarding all products. If maintenance issues are not addressed this will affect the lifespan and expectations of certain products. It will also likely negate any warranties.

RESTRICTED BUILDING WORK (RBW)	Clients need to engage trade Licenced Building Practitioners (LBPs) such as carpenters; electricians; plumbers; roofers; external plasterers; brick and block layers; foundation experts; etc, to carry out or supervise restricted building work construction. We can often recommend suitable tradesmen who we work with. If you have a main builder/contractor, they will likely be able to recommend and organize these sub-trades.
HELPFUL WEBSITES (Please type these into your internet browser or click on the link)	www.consumerbuild.org.nz www.standards.co.nz www.dbh.govt.nz www.branz.co.nz www.building.govt.nz/assets/Uploads/projects-and-consents/guide-to-tolerances/guide-to-tolerances.pdf
SITE VISITS & CONSTRUCTION ADVICE	We generally do not undertake site visits unless a contractor requires on site input from us to solve a problem or make a change. We aim to provide plans which are detailed and thought out enough to not require further input during construction. 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 at our latest hourly basis. We do not undertake any construction monitoring. This is due to insurance, liability and Health and Safety issues. Plus, we trust and 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. Site visits will be charged at our latest hourly rates and will include travel time.