



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui



Building Consent Process

**Other Approvals You May Need For Your
Building Project**

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1. Council utilities: water supply, sewage disposal, stormwater disposal

The Council's reticulation network consists of hundreds of kilometers of pipes and drains, and is available to most urban properties.

If your development requires water supply, stormwater or sewage disposal, it is recommended that you first visit the Infrastructure Services Group to confirm the availability and location of connections to these services. Council staff can also explain the types of connections available, the associated levels of service (e.g. pressure and flow for water connections) and an indication of likely costs.

If council reticulation is available to the property, and you wish to connect to it, you will need to apply to the council for connection.

A water, sewer or stormwater disconnection application will be required when a building is to be removed or demolished and supply or disposal is no longer required to or from the site.

For more information please contact council's Infrastructure Services Group, Ph. 349 0001 or visit their offices at 179 St Hill Street (opposite the RSA).

2. Sewer connection/disconnection application

Generally, any buildings with toilets and other plumbing will be required to provide for the hygienic disposal of waste. If the reticulation network is not available to the property, an onsite wastewater management system such as a septic tank will be required. This must meet Building Act requirements (details of which must be covered by a building consent).

For more information, please see the sewer connection/disconnection form and sewer connection/disconnection guide.

3. Stormwater connection/disconnection application

The stormwater from your development must be managed to avoid flooding problems on your property and other properties. Onsite stormwater management is normal for residential properties, through the use of appropriate soakholes systems (details of which must be covered by a building consent).

However, where onsite stormwater management is not possible you may need to apply for a stormwater connection from the council. See Councils Stormwater Separation guide.

4. Water connection/disconnection application

Each new dwelling within the urban area is required to have a separate water connection.

If the reticulation network is not available to the property, an alternative water supply such as a water tank will be required. This must meet Building Act requirements (details of which must be covered by a building consent).

For more information, please see the water connection/ disconnection form and water connection/disconnection guide.

5. Discharge of trade waste consent application

There are restrictions on what can be discharged to the council's sewer reticulation. In the interests of protecting public health and the security of the public sewage system, what gets washed down the drain is closely monitored and managed. You may require a trade waste consent to discharge waste originating from your business to the sewer.

The Whanganui District Council's Trade Waste Bylaw contains schedules of what types of activities require a trade waste consent to discharge to the sewer.

6. Licence to occupy application

If your project extends beyond your site boundary into public space, such as a footpath or road reserve you will need to apply for a licence to occupy from the council.

A licence to occupy may be required to ensure that acceptable standards of convenience and safety are maintained in public areas.

Examples of when a licence to occupy may be required include:

- A café using the sidewalk as an eating area.
- A balcony extending over the footpath.
- Erection of signs on public property.
- Fences or retaining walls that cannot be built entirely within the owner's property.
- An Accessibility ramp into a business on Council footpath.

For more information, please contact councils Parks & Property Group, Ph. 349 0001 or visit council's main office.

7. Building over council reticulation (pipes)

Generally, no buildings are to be built over public reticulation (pipes) because future access to the pipelines may be jeopardized, or damage to the public network may result. It is recommended that you accurately locate any pipes and drains on the property prior to having building plans drawn.

In some cases buildings on or within 1.5 m of pipes maybe allowed, but permission must be obtained from the council first. If permission is granted, a deed of covenant and memorandum of encumbrance will be registered against the certificate of title.

If a structure is shown on the building consent plans as being over council reticulation, a condition will be included on your PIM that building work may not start until an appropriate agreement has been drawn up. To lift this condition, a signed declaration must be submitted with your application for building consent.

8. Vehicle crossing application

A vehicle crossing provides vehicle access from the road to a property. Where a vehicle crossing permit resulting in vehicle access to a property is required, the vehicle crossing must be built to the council's standard by a council approved contractor.

A vehicle crossing permit application is required when:

- A new vehicle crossing is to be installed.
- An existing vehicle crossing needs to be upgraded due to deterioration or change in use.

A permit may be waived for repairs and maintenance at councils discretion.

There are different types of vehicle crossing, and the one you require depends on the nature of the activity that will take place on the property.

WDC Bylaws requires the property owner or occupier to pay for the cost of construction/upgrading/repair of the vehicle crossing.

9. Infrastructure bond

The Whanganui District Council has significant infrastructure assets in its road corridor. Damage to those assets from building works can come at a cost to the ratepayers of the Whanganui District.

The purpose of the Infrastructure Bond is to encourage the applicant to ensure the infrastructure assets are not damaged. Further, in the event of damage, the infrastructure bond will ensure that the cost of repairing rests with the party responsible for its damage.

The Infrastructure Bond applies to all building consents (and/or resource consents) for demolition, removal, relocation and construction of dwellings.

10. Land use resource consent application

Resource consents are approvals granted by the council under the provisions of the District Plan, following processes laid down in the Resource Management Act 1991. The District Plan consists of maps, objectives, policies and rules, which set out the activities permitted in the Whanganui District.

It determines where resource consents are required and under which conditions these can be approved. The District Plan was developed in consultation with the community and aims to minimize the harmful effects that activities may have on the surrounding area and on the environment.

- Examples of when a resource consent may be required include:
- Building too close or too high in relation to a boundary.
- Exceeding maximum height restrictions.
- Building too close to an archaeological site or waahi tapu.
- Changing a protected heritage building.
- Building in a hazard area, such as the coast or close to a river that is known to flood.
- Exceeding site coverage restrictions.
- Significant earthworks associated with the building work.

If you plan to **relocate a house or any building**, you will probably need the following approvals:

- two PIM / building consents (one for demolition or removal from the existing site, and one for placement on the new site)
- resource consent—if the building is 2 or more years old
- water, stormwater and sewer connections (if your property is able to connect into the council's reticulation network)
- relocate report
- a vehicle crossing.

****Please note****: You will be required to pay a Relocation Bond and an Infrastructure Bond as part of the approval process.

For more information, please see the land use resource consent form and guide.

11. Subdivision resource consent

If you have a property in the Whanganui District, and you would like to adjust the boundary or create new lots, you will need to talk to a council planner. For more information, please see the subdivision resource consent form and subdivision resource consent guide.

12. Rapid number

If your property is in a rural area, a rapid number is available from the council so that your property is clearly identifiable from the road. A rapid number is a blue sign that indicates the distance of your property from a main street or road.

To request a rapid number; please ask at the front counter of the Customer Services Desk at the Whanganui District Council, or fill in the appropriate form.

13. Do I need to pay a development contribution fee?

If you are building a new or relocated dwelling, commercial accommodation, commercial or manufacturing building you are required to pay a development contribution. If a development contribution has already been paid at the time the allotment was created as part of a subdivision consent that figure will be deducted from the development contribution payable at the time of building consent.

In all instances second and any subsequent dwellings erected on existing titles will also be charged the development contribution.

This payment is for the additional demand new developments created for such things as network infrastructure and community infrastructure. Under the current development contribution policy, development contributions are charged for roading extensions and upgrades, water supply and wastewater.

Please talk to Council staff to determine whether this requirement affects you.

14. Liquor licence application

Under the Sale and Supply of Alcohol Act 2012, any premises used for any of the following activities need to first obtain a liquor licence:

- Serving drinks and providing corkage/glasses, such as BYO premises, hotels, taverns, restaurants, night clubs.
- Selling alcohol for consumption off the premise (e.g. Liquor stores, supermarkets, wine shops, internet distributors).

Applications for a liquor licence should be made to the council, which operates as the District Licensing Committee for the Whanganui District.

Where liquor is sold or supplied for consumption on the premise, food must also be made available. Therefore, you will probably also need a food premise licence.

There are a number of different types of liquor licence that you may need before selling or supplying alcohol from or in your building;

- An “on-licence” authorises the holder to sell or supply liquor on their premises, but the liquor cannot be removed from the site. For more information, please see the on-licence form and guide.
- An “off-licence” authorises the holder to sell liquor to take away. Liquor cannot be consumed on the premises. For more information, please see the off-licence form and off-licence guide.
- A “club licence” is specifically for chartered clubs, sports clubs and other clubs. For more information, please see the club licence form and guide.



15. Food premise licence application

All premises used for the manufacture, preparation, packaging or storage of food for sale must obtain a food premise licence under the Health Act 1956 and regulations before opening for business.

Examples of food premises include restaurants, bars, cafes, takeaways, bakeries, dairies, grocers, supermarkets, and service stations. For more information, please see the food premise licence form and guide.

16. Health Act licence application

Premises used for:

- Hairdressing
- Camping grounds
- Funeral parlours
- Offensive trades

The Health Act 1956 requires occupiers of premises used for hairdressing, camping grounds, funeral parlours and offensive trades to obtain a licence or certificate from the council before the activity begins.

Hairdressing:

All premises used for hairdressing must first obtain a licence. Examples of hairdressing activities include dressing; curling; waving; cleansing; cutting; trimming; singeing; bleaching; tinting; colouring or other treatments of the hair or beards.

Camping ground:

You may not use land as a camping ground unless you are the holder of a current certificate of registration, in respect of that land, issued by the council in accordance with the Health (Registration of Premises) Regulations 1966. The Camping Ground Regulations 1985 and Whanganui District Plan also apply.

Funeral parlours:

All premises used for the preparation, embalming, examination and/or treatment of dead bodies prior to burial must obtain a licence before opening for business.

Offensive trades:

Offensive trades are required to be registered and inspected by the council under the Health (Registration of Premises) Regulations 1966.

Offensive trades include: blood or offal treating; collection and storage of used bottles for sale; fell mongering; fish cleaning; fish curing; flax pulping; flock manufacturing or teasing of textile materials for any purpose; night soil collection and disposal; refuse collection and disposal; septic tank desludging and disposal of sludge; slaughtering of animals for any purpose other than human consumption; tanning; wood pulping.

17. Other project requirements

Costs:

Fees are reviewed from time to time and are subject to change. The fees listed are for recovery of administrative costs and do not include contractors' costs unless specified. Fees must be paid before an application can be accepted.

Processing times:

Processing times refer to the amount of time required to issue a decision on an application, provided that all information and documentation is submitted with the application.

TIP: An appropriate set of plans, specifications and other documentation is essential before applying for a Building Consent. There is good information available in the "Guide to applying for a building consent (residential buildings)", which is available on-line at www.building.govt.nz.



Site Safety:

Please ensure that your site is safe at ALL times. (An inspector can refuse to go on site).

It is important that you contact other local service providers to determine the location of gas pipes and telephone and electricity lines. Interference with pipes and lines may have serious consequences for public safety and integrity of services relied upon by the community. Pipes and lines should not be damaged by digging, or be built over.



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