



BULLER
DISTRICT COUNCIL
Te Kaunihera O Kawatiri

Inspections

A condition of granting any consent, whether stated or not, is that the Building Consent Authority (BCA), being Buller District Council, is entitled, at all times during working hours or while building work is being done, to inspect the building, the building work and the land on which building work is being undertaken, or proposed to be undertaken on.

They may not enter a household unit without the consent of the occupier, or an order from the District Court, and when on private land, must produce to the occupier of the building a warrant issued by the Council as proof of authorisation whenever requested to do so.

Inspections are required to verify that building work is being carried out in compliance with the approved consent documents. The consent will list the inspections required.

Inspections by others

Sometimes it is necessary for specialists to conduct inspections in addition to the inspections carried out by Council. If a specialist inspection is necessary, you will generally be advised as an endorsement on your consent.

Typically, these types of inspections involve having a suitably qualified engineer confirm ground stability or having an aspect of specific structural design checked by a Chartered Professional Engineer. Inspections to be carried out by any other professional will be accepted at the discretion of Council and acceptance will depend on the professionals' qualifications, experience, insurance, and previous history of similar designs. In all cases, a construction review statement signed by the professional is required, confirming that the inspection has been carried out and approved. Please ensure you read and are familiar with the inspection requirements before commencing work.

The owner, their agent or builder must request an inspection at least 48 hours in advance (preferably longer for rural areas) to ensure the inspection can be carried out at a time that is suitable. To book an inspection, contact Council's Customer Services staff at in either Westport, phone (03) 788 9111. When booking the inspection, you will need to provide the consent number, site location, type of inspection, a contact person and phone number and the name of the Licensed Building Practitioner (LBP) if the work involves restricted building work.

It is also important to ensure that the inspector can gain access to the site, or into the building to inspect it. If no one is available on site, please arrange access into the building when booking the inspection. Please also ensure that a contact person is on site, unless prior arrangements have been made, and that the consent and approved plans are available.

Council recommends that the lead contractor or their representative be on site for all inspections. The inspector will check that the work complies with the approved plans and consented documents, record verification or otherwise and email or notify the owner and nominated agent of the results.

Please note if site safety requirements as per WorkSafe guidelines are not being met, council officers have the right to refuse entry.

Extra inspections carried out over and above the number estimated and paid for at the time of issue of the Building Consent will be invoiced on completion of the work and must be paid before a Code Compliance Certificate will be issued. The current inspection fee applies for any inspections carried out more than two years after the consent was issued. For prepaid inspections, the balance between the fee paid and the current fee (or fee applicable at time of inspection) will apply.

How do I know if the inspection has been approved?

The inspector will check whether the work complies, record these details, and email or notify the owner and nominated agent with an inspection report.

What if the work does not comply with Building Consent and/or the Building Code?

Extremely minor work may be able to be remedied and approved at the time of inspection. However, any other non-compliance will be recorded in an Inspection Report, which will detail the actions that need to be taken.

This could include what work needs to be remedied, whether any other work can continue, whether a further inspection will be required, whether an amendment is needed, if a change has been made or in serious cases, whether work must stop immediately and if a Notice to Fix is likely to be issued.

Final inspections

When work is completed, a final inspection is required. An owner or agent must apply to a BCA for a Code Compliance Certificate (CCC) after all building work has been carried out in accordance with the Building Consent. Form 6 is available via [Objective Build](#) if your application was made electronically. Alternatively, a hard copy format is available, this is internally generated and specific to your consent, so please contact Council to request this. Please check the conditions and endorsements listed on your consent to ensure that all required documentation is provided e.g., LBP record of works, energy works certificates etc.

A CCC verifies that the building work complies with the Building Consent. It is an important document and should be retained for future reference.

Council has 20 working days to issue or refuse the CCC from the date the CCC application is received. If there is any outstanding information still to be provided, such as producer statements or supporting documents, your application will be put on hold and the statutory timeframe will be placed on hold and will not restart until the date the information has been received.

Inspection Types and Descriptions

First inspection (Site investigation)

BEFORE ANY CONCRETE IS POURED, this includes pile and/or pole holes.

- Location of the structure in relation to the property boundaries is clearly identifiable (demonstrated by a boundary peg location, or surveyor's building location certificate).
- Foundation excavation and soil bearing capacity.

Prepour: Wastepipes, Concrete tilt panel

BEFORE ANY CONCRETE IS POURED

- All trench and footing excavations required formwork is completed and reinforcement is in place.
- Services into the building have been suitably placed.
- When holes are excavated prior to pile installation, pile holes are to be the correct depth, clean and free of water.
- Plumbing to be ready for inspection and drains completed but uncovered. Pressure test.
- Where pipework has been installed under the floor slab, it should be inspected before it is covered by hard fill and Damp-Proof Membrane (DPM).

Subfloor – Framing/drainage

- For timber floors, adequate ventilation is provided to the subfloor space, meets minimum distance to ground and includes fixings and underfloor insulation.
- Check subfloor connections, joist sizing, required blocking, suspended plumbing pipework.
- Relocated dwellings require a subfloor inspection prior to the base boards being fitted.
- Subfloor insulation is in place and adequate subfloor ventilation is provided.

Floor slab

- When all fill compaction is complete, moisture proof membrane placed, reinforcing steel installed and supported, plumbing and drainage services installed, AND BEFORE ANY CONCRETE IS POURED. Where pipework has been installed under the floor slab it should be inspected before it is covered by hard fill and Damp-Proof Membrane (DPM).
- When all plumbing and drainage pipes have been installed (and are under water test for AS 3500 only).
- DPM is placed with all laps and penetrations sealed, reinforcing in position with chairs, as appropriate.
- Additional steel is in place for slab thickenings and corner bars.

Blockwork

- Blockwork completed, reinforcing in place. Wash-out/clean-outs open to allow inspection of reinforcing to verify reinforcing, block sizes, tie bars, lintels, cavities etc.

Brickwork: Half-high brick, Shelf angle/Steel lintel

- Brickwork is completed to halfway up between the foundation and soffit. All associated flashings around the windows, doors and openings should be in place. Cavity width is correct, and cavity is clear of all debris. Brick ties correctly spaced and clean. All penetration through the building wrap must be sealed.

Pre-wrap: Framing, Pre-plaster

- All fixings including purlin, truss to top plate, top plate to stud and stud to bottom plate are checked but before roof cladding and building wrap have been installed.
- Relocated dwellings require a subfloor inspection prior to the base boards being fitted.
- Subfloor insulation is in place and adequate subfloor ventilation is provided.

Post-wrap: Monolithic cladding

- All roof trusses, purlins/wall framing, including exterior sheet bracing and brace fixings are complete.

- When building wrap is fixed in place and sill/ flashing tape is complete at openings.
- Wrap fixed in place, strapped to prevent bulging, and trimmed to avoid hanging below the cladding system.
- Cavity cladding systems - cavity battens, cavity closers and associated flashings are in place.
- All associated flashings around the windows, doors and openings should be in place.
- Primary flashings: flashings in place on the exterior of the building.
- Secondary flashings: back flashings and flashing tape in place around the wraps.
- Lintel bars may also be in place at this inspection.

Deck/roof membrane

- When all insulation material is in place, but PRIOR TO ANY ROOFING MATERIALS BEING FIXED.
- When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane.

Preline plumbing

- All internal plumbing is complete (including solar heating) and plumbing pipe work is under pressure test.

Preline building: Steel frame/steel construction, External tanking

- The building must be weathertight - all exterior cladding, windows, doors etc. have been fixed in place.
- All structural components (including bracing and brace fixings) completed and wall insulation in place.
- All internal plumbing is complete and plumbing pipe work is under pressure test.
- Moisture content is checked. Location of electrical fittings checked.
- Structural fixings may be rechecked. Metal angles fitted to tile shower corners.
- Wet area membrane: When all outlets have been installed and the water proofing membrane is in place, ensuring reinforced corners are fitted.

- Roofs and decks: When the substrate for the water proofing membrane is complete with all outlets installed. Substrate is prepared to a standard suitable for placement of the membrane.
- Prefilling of basement foundations to check water proofing membrane and protection substrate, drainage, filter cloth etc.

Post-line

- When all the internal wall and ceiling linings have been fixed in place **PRIOR TO FIXING OF CORNICES OR SKIRTINGS OR GIB STOPPING.**
- Bracing element(s), wet areas, noise construction, smoke sealing and fire linings correctly fixed per design and manufacturer instructions.

Internal membrane

- Waterproof membrane inspection prior to tiles being laid to ensure / check waterproof membrane to internal areas that are subject to accepting water (wet area shower). Check products used, number of coats over bandages/sealants and gradient of floor.

Drainage

- All drainage work is complete outside the building footprint, left open & under test - before any backfilling.
- As-built drainage plan has been completed. Council requires the as built drainage plan as part of the information requested for Code Compliance.

Solid fuel heaters (Including flue and wetback connections)

Ceiling plate to be left down so that clearances and distances to combustible materials can be inspected.

For inbuilt solid fuel heaters an inspection is also required to check the register before installation of the new appliance.

Retaining walls

Retaining walls, siting, post holes, footings, drainage, design engineer report, reinforcing.

- The installation of the water proofing membrane system (including the protection of the water proofing membrane) and sub-soil drainage system prior to the backing of the retaining wall with free draining fill. Filter cloth is in place to protect retaining wall drainage.

Final

- When building work is complete and can include installation of insulation materials in roof cavities; provision of fire requirements, steps/ramps required for egress from the building, installation of chimneys and spaceheaters.
- Required paperwork must be provided, including but not limited to construction statements, energy work certificates, and any as-built drawings.
- For residential properties: include installation of smoke alarms.
- For commercial properties: all systems identified as necessary for a Compliance Schedule must be installed and operational and any test certificates by installer provided.
- All required documentation (PS4s, tanking certificates, electrical/gas certificates).

Code Compliance Certificate - modular components

Special conditions apply when modular components make up part of a building. See [here](#) for a step-by-step guide showing how the building consent process works for a manufacturer certified to design and manufacture under [BuiltReady](#).

An owner or appointed agent must apply for a Code Compliance Certificate (CCC) by submitting the Form 6 application, which can be found on the [ObjectiveBuild](#) portal.

To ensure a complete application, the following must be included, if applicable:

- any records of work provided by licensed building practitioners,
- any energy work certificates
- current manufacturer's certificate for components where the work includes modular components

Non-standard

- Non-standard inspections could be for site meetings or buildings constructed as alternative solutions e.g., straw bale construction.