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## Auckland council residential building consent application form

Professional Building Consultants Ltd specialises in the processing of consent for the construction and inspection of residential buildings and we act as an agent under contract with Auckland Council. We do this work on their behalf, however, your point of contact is us. At this stage, we do not undertake projects located in other areas of the city council or projects related to commercial or industrial buildings. Why did I decide to come to PBC? We are a professional, dynamic business that is focused on achieving the best possible outcome for you during your project, while at the same time ensuring that your building meets the minimum requirements of the Building Code. Many of our clients prefer to deal with a representative private business than a large board. We have considerable experience and very customer focused. We work hard to deliver your building consent in the required time frame that our customers have a lot of choice experience and work hard to keep their business. Our team is focused on the consistency of approach and quality of delivery. We strive to be the best in what we do. How can I apply for consent to build? We accept and arrange all applications for consent to the construction electronically and online. If you have plans, specifications, forms and related documents ready to go, just submit them electronically through our Lodge app page. If you would like to discuss an offer, feel free to contact us or visit us in our offices during business hours. No destination is needed, however, if you want, we are happy to book a meeting time. What do I need to provide? Plans and Specifications (see below for details) A recent copy of your Certificate of Title (we can get them for a fee if necessary) Signed PBC Customer Checklist (download, click here) Signed board form (s) and checklist (download relevant application form (s), .pdf clicking here). We will provide you with the following services when you apply for building consent and a certificate of compliance with the code: Bring an application on behalf of the council Apply online to the Auckland Council system Receive and re-examine all messages to your contact person Track the days taken live to process your application Chase your application through the Council system if necessary Discuss matters with the Board on your behalf, to ease the issues. Process. PBC accepts applications for building consent as an agent on behalf of the Auckland Council, and checks documentation to verify the completeness. The app is then uploaded electronically to the Auckland Council's online consent system. A notice and a link to a contact requiring him to pay the required deposit (directly to the Auckland Council) is then sent from the Auckland Council system. Once this payment is made, the app then accepted for processing. The next step is that the application is processed simultaneously by us (to determine compliance with the building code) and the Planning Team of the Auckland Council, the development team, and other specialized teams as needed. Where it is determined that additional information is required, a request for additional information (RFI) email is generated and sent to the designated contact. Once all the requested information is received and confirmed as correct, PBC will download the completed application with a recommendation to grant an application for consent. Once all departments have notified the building consent group, the application is recommended to be granted, after which the Board will complete the work and agree, as well as create an invoice for the remainder of the contributions. Once the payment is confirmed, consent documents will be issued electronically to the applicant. What is a processing clock? The Building Act requires that building consent be processed and issued within 20 working days. PBC tracks this by having two hours of processing. One controls the Council's statutory requirement of 20 working days and the other controls our processing hours in 10 business days in real time. The Clock The Statutory Board (Council Hours) begins after the building's consent has been accepted into the Council's processing system. The consent of the building is then processed through a number of different groups that check for compliance, they may include resource management planning, engineering development, PBC processing and regulatory support (issuance and billing). At any stage of this process, one of these groups may suspend the building's consent by requesting additional information. The processing clock is then suspended until the correct information is provided. Clean living days taken to process the consent of the building this time, which constitutes a legal requirement of 20 live working days. PBC Clock Once Building Consent Application has been accepted by the Board and sent to PBC for processing, the PBC clock begins. PBC will then check the building, plumbing and drainage and engineering components in the app. If additional information is requested, the watch will be suspended until the correct information is provided. Once the correct answer, the PBC clock will start again until the project's PBC component is completed. This is where the PBC clock stops. The project will then be uploaded to the Council to complete the process and issue building consent. What happens if you need more information? While processing your consent, we or the board may require additional information or a design change. We will let you know by phone or email. This is known as an RFI letter, and your consent will be suspended until this information is received. If you have any questions regarding the request for information, please call us for a discussion. Construction law that the Council issuing an agreement to build within 20 business days. This does not include days that are considered suspended. Please feel free to call us to discuss the likely timing of your consent. How can I get an update on progress? If you want an update on how things are going with your app, please feel free to give the office a call to discuss on (09) 272 3443, or you can request an update online by clicking here. How much will my consent to build cost? The building consent fee depends on the complexity and size of the project, as well as between the various councils. If you want to get an estimate of the likely cost, then feel free to contact our office and we will do our best to help you. Please note that all PBC costs for processing and approving plans, as well as prepaid inspection fees, are charged directly to the council. These fees are then included in the final invoice issued to the claimant by the council after the approval of the building's consent. How can I get my consent approved? Once you are notified of your building consent, you will be sent a link to make payment of any outstanding fees. Once the payment has been made and confirmed, the approved documents will be sent to you by email with a link to download them. Please note: We do not provide an unconceived copy of the approved documentation (which includes all plans). Applicants are required to provide their own hard copies for on-site use. The only exception is the PBC inspection booklet, which will be placed at the first point of contact, unless otherwise stated. It is necessary to stay in place at all times. At certain points during construction, inspections must be carried out by us to determine that the building is being built in accordance with the approved consent of the building. These inspections will be assigned to the approved building consent package, however the crude rule is that if the work is to be covered, then we should check it first. How to book an inspection? Inspections can be booked by calling our office on (09) 272 3443 or you can make a booking inspection online by clicking here. For convenience, please prepare your PBC reference number shown in your documentation. Where possible, we will try to give you a firm time to book. If you require an inspector to contact you by phone before arriving, then please indicate this when making your booking inspection. What do I need for a check-up? Approved plans, specifications and an inspection report should remain in place at all times and be available to all inspections. In the event that the plans are not available, we will not be able to complete the inspection. This will then need to be rebooked. How to apply for changes and To find out more, please click on the link below. When can I book the final check-up? You'll be ready for the final inspection as soon as all extends to the consent of the building completed. How do I get a code compliance certificate? Once your final check has been approved, an application for a Code of Compliance (CCC) certificate can be submitted. We process this statement in the same way as the consent of the building. As soon as we receive this application, we will review and advise what documentation is still required. These documentation requirements will also be noted in the final inspection documentation. Once all the necessary information has been provided, verified and accepted as correct, we will upload a completed package of documentation to the Auckland Council's online system with a recommendation to provide CCC. Once the CCC has been provided by the Auckland Council, and any unpaid fees (e.g. inspections and processing fees of the CCC) will be issued and emailed to you. How do I file a complaint? If you have used our service and feel dissatisfied, we encourage you to inform us by email office@pbc.co.nz We will respond within 48 hours. How do I apply for a determination? If you want MBIE to rule on your dispute, you can learn how to apply, what supporting documents are required, that fee. Click here. What projects can PBC adopt? The scope of PBC accreditation is approved as the processing and inspection of applications for building consent limited by the following categories of buildings: residential buildings are defined as; (a) Homes, or duplex units and b) Multifunctional Buildings (i.e. 3 or more attached housing units) where units have no more than three floors, and c) Any associated outbuildings and support structures. Click here to read the PBC Certificate of Accreditation. General Consumer Information. HDecemnt I can find information from the Auckland Council on how to apply for approval for construction? How is the building consent application processed? How are the construction works checked? How are construction works checked and certified? How are unauthorized construction works assessed? Limited construction work and LBP?? Matching Graphics and Building a Fitness Order? Owner of the building exemptions. On there was no further information? You can download our important newsletters from the Form page and checklists of this site, or feel free to give us a call to discuss the process and any issues you may like to clarify. Clarify.