

A GUIDE TO THE BUILDING CONSENT PROCESS



1
Obtain initial concept designs/plans from a designer or architect



2
Apply for a Project Information Memorandum (PIM) - *This step is voluntary, but highly recommended*



3
Check if you require a Resource Consent (*If you have previously applied for a PIM, you will be notified if a Resource Consent is required*)



4
Apply for a Building Consent (*You can do this by following the link on BDC website*)



5
BDC vets the consent application - Council may issue a request for further information (*Vet RFI*)



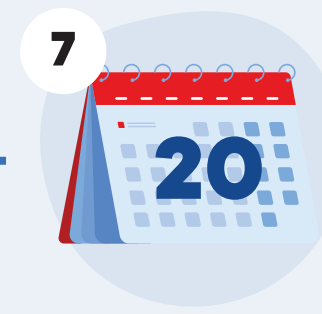
10
Engage a builder and start construction



9
Balance payment due and Building Consent is granted



8
Council may request for further information (RFI) when assessing the application for compliance - *The statutory clock is stopped until Council receives the relevant information*



7
Council processes the application and begins compliance checks - *Council has 20 working days to issue or reject Building Consent*



6
Depending on the type of building consent application, Council will request a deposit payment at the time of a Vet RFI



11
A building inspector will conduct inspections throughout the build to assess compliance - *Contact BDC Customer Services to book inspections*



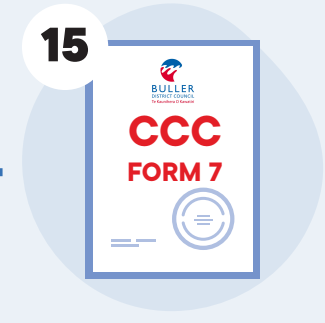
12
Once the build is complete ensure all inspections have been undertaken, passed and the relevant documentation has been obtained and submitted to BDC



13
Apply for a Code Compliance Certificate (CCC) - *Council has 20 working days to issue or reject CCC*



14
Final payment due - *if applicable*



15
Council issues CCC