

SCHEDULE 1 GUIDANCE FROM THE ICC

There are options when it comes to undertaking building work on your property under **Schedule 1 of the Building Act 2004**.

Schedule 1 is work that can be carried out without a Building Consent. See below for the options.

Please note that while some building work does not require a Building Consent, the work may require a **Resource Consent**. Please check with the Councils Planning Department on (03) 211 1777.

OPTION ONE

Use the **Schedule 1 Guidance information as your reasoning for carrying out the work**. Council recommends advising your Insurance Company as they will probably need to update their records. Council recommends that an owner always notifies their insurance company whenever building work is undertaken irrespective of whether the work is undertaken under Schedule 1 or a Building Consent is issued for the work. The downside of option one is that Council will have no record of the work and this may cause issues at sale of the property. Council recommends that the owner keeps full records including photographs for when option one is used. Schedule 1 is found on the legislation website;

<http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM5770963.html>

Guidance is found on the MBIE website;
<http://www.building.govt.nz/assets/Uploads/projects-and-consents/building-work-consent-not-required-guidance-3rd-edition.pdf>

OPTION TWO

Gather some drawings/photos that demonstrate what you want to do (include dimensions etc) and complete the **ICC's Notification of Proposed Work under Schedule 1 form** (available on the ICC website – <http://www.icc.govt.nz/>). An Inspector will assess at the counter whether what you propose fits the criteria of the exemption you have indicated and if yes, will sign the form. This will then be lodged into our computer system meaning it will show on any future Land Information Memorandum (LIMs). **There is a charge - \$110**. The work will not be inspected by Council. Council would be acting as a record keeping service only. If work is assessed as requiring a Building Consent go to Option Three.

OPTION THREE

Get a **Building Consent** prior to undertaking the work. This means the work will be inspected by Council and when it is completed satisfactorily will receive a Code Compliance Certificate (CCC) ICC Council fees for Building Consents are based on square metre rates – a list is available on the ICC website – <http://www.icc.govt.nz/> All building consent applications show up on Land Information Memorandum (LIMs).