

YOUR BUILDING PROJECT WORKBOOK

# BUILDING GUIDE

**BUILD YOUR  
DREAM  
NOT YOUR  
NIGHTMARE**

**CHECK OUT SECTION 6.3  
FOR COMPREHENSIVE  
LISTINGS OF QUALIFIED  
BUILDERS IN YOUR AREA**

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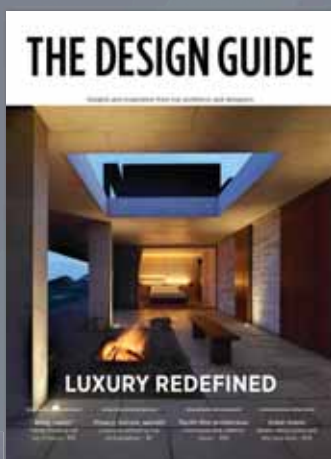
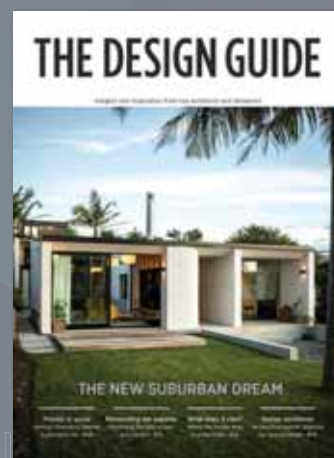
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# Welcome to the Building Guide




from Mark Graham  
Publisher

This guide is designed to be a useful working tool for you as you go through your building project.

Undertaking a building project is a challenging time and can be immensely enjoyable or thoroughly frustrating.

Be prepared for large draw on your time and, of course, your budget. Be prepared for major frustrations and stress. Be prepared to be called on site to make instantaneous decisions about things. Be prepared for the unexpected when doing renovations.

But be prepared to enjoy the experience as well. This is about creating a space in which you and your family will live and love. A well designed and built home will contribute an enormous amount to your health, wealth and well-being. Accept the challenges and persevere in your objectives. It will pay off for you in the end.

We hope this guide will help you avoid many of the problems that can crop up and that we help your project be a source of ongoing enjoyment and pride for you and your family.

## How to use this Building Guide

We've split the magazine up so that you can think through each item as it comes up and even work ahead so that you're anticipating each step and are prepared for it when it comes.

**The book is split into the following chapters:**

Chapter **1.0** Building Your Dream

Chapter **2.0** Where to Start

Chapter **3.0** The Design Process

Chapter **4.0** Construction

Chapter **5.0** Product Buying Guide

Chapter **6.0** Resources

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**Our advice is to read through the book completely first so you can consider the various elements that need planning in the early stages, then come back and tackle each section as it is relevant to the stage of the project.**

**Good luck and happy building!**

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## 1. Quality guaranteed

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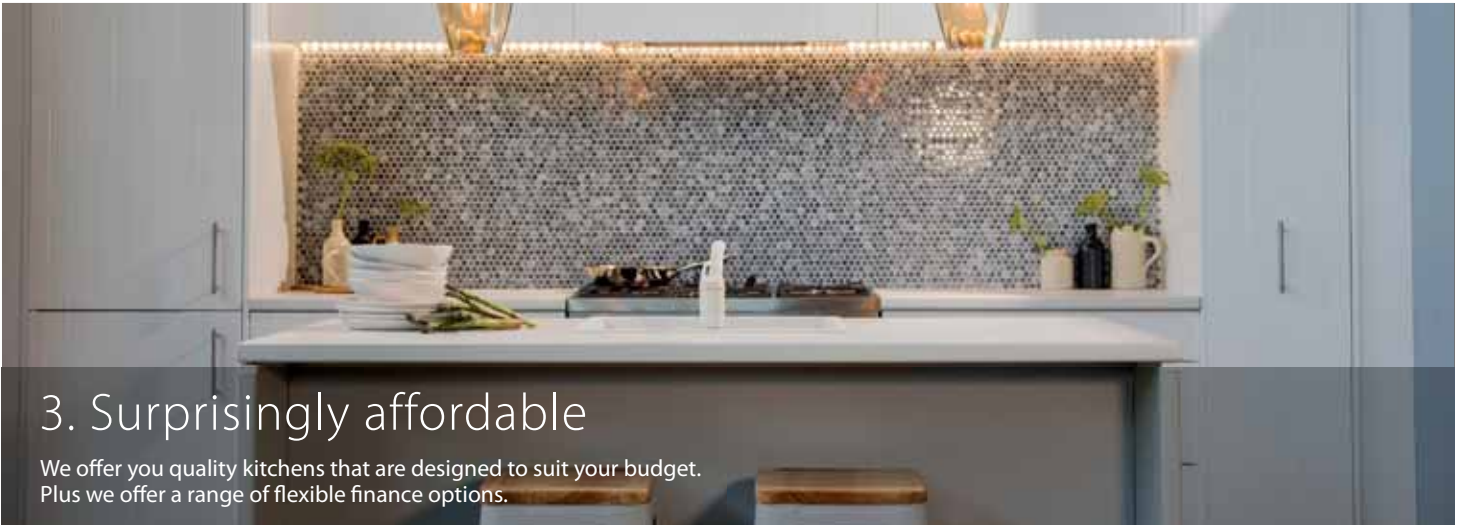
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## 3. Surprisingly affordable

We offer you quality kitchens that are designed to suit your budget. Plus we offer a range of flexible finance options.



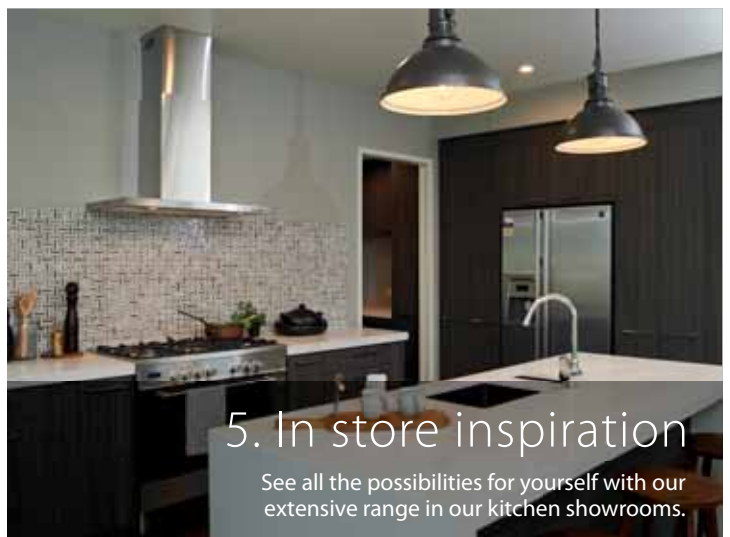
## 4. Premium fittings

With quality New Zealand made cabinetry, and top European hardware you're getting a kitchen that'll last.



## 5. In store inspiration

See all the possibilities for yourself with our extensive range in our kitchen showrooms.



Get started on your dream kitchen today at  
**[mitre10.co.nz/kitchens](https://mitre10.co.nz/kitchens)**  
or see one of our kitchen designers in store.

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# BUILDING GUIDE

YOUR STEP-BY-STEP GUIDE TO BETTER HOME BUILDING

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# 1.0 Building Your Dream

Now is your chance  
to live in a home that  
fits you perfectly.

It will be designed and built for  
you to suit your needs and wants.

## 10 STEPS TO BUILDING A HOUSE

- 1 Decide what you need
- 2 Gather images of designs you like
- 3 Choose a designer
- 4 Develop the project brief
- 5 Concept design
- 6 Resource Consent (if required)
- 7 Developed design
- 8 Construction design
- 9 Building Consent
- 10 Construction

This workbook will help you make your  
new home or renovation, your dream home.  
But first, let's do some essential planning.

### SEVEN THINGS YOU NEED TO KNOW

- 1 Building a house will take a long time.
- 2 There will be decisions needed to be made at all stages of the building process, including right at the very end.
- 3 Demands on your time will be enormous.
- 4 It is likely to cost more than you think.
- 5 You are unlikely to be able to afford everything you want.
- 6 You are likely to have major stress placed on your relationship.
- 7 You will be faced with choosing between a myriad number of items for all sorts of different elements within your house – many of which you are not even aware of yet.

And in spite of all these things, this should, and can be, one of the most pleasurable achievements of your life.  
We're going to help you get there.

### FOUR THINGS YOU NEED TO DO

- 1 Work out your current and future needs so that the house design will meet both.
- 2 Write them down – this will form part of the brief for your architect or designer. Talk to friends and family and make a scrapbook with images of houses you like.
- 3 Work out what you can afford. Try to stick to it. As much as you can.
- 4 Learn about the building process. You are about to spend several hundred thousand dollars. You will own whatever happens to this house. If you cut corners or your building professionals cut corners, you will be the one to live with the consequences. Ensure your professionals do what they should. Ensure you have contracts for the work and ensure those contracts are valid.

## 1.1 Preparing a brief

### 1 STYLE OF DESIGN

The style or aesthetics of a house are very personal, and it can be hard to describe what you like until you see it. Start by looking at houses near your site and make a scrapbook of images you like from magazine cuttings.

Think about:

- What materials you like: low maintenance brick and tile; characterful timbers and stone; or semi-industrial corrugated iron?
- What forms you like: traditional gable with deep overhangs and verandas; or a modern glass pavilion with a direct connection with the outdoors?
- What kind of spaces you like: open plan or a more formal arrangement of rooms?
- And the character of your neighbourhood: what styles, materials and scales are providing the context in your street?

### 2 LIFESTYLE/FAMILY NEEDS

- How many in your family? Do they all need separate bedrooms? Will you want separate living areas?
- Do you have extended family members (perhaps older parents or teenagers) who may need/want their own facilities?
- How long do you intend living here? Incorporate design elements to cater for your future needs as you grow older using Lifemark Design principles.
- Where will children play? Incorporate sight lines into your

design so you can see them outside while you're inside.

- How many bathrooms do you need? Where will they be located?
- Ensure adequate storage for each component of your home and lifestyle – kitchen, clothing, sporting equipment, tools and gardening equipment, laundry, extra items not needed but wanted to be kept, etc.
- What are your audio-visual needs? Music outside and in different rooms within the house? Home Theatre – in a specific room or incorporated into your living spaces? Internet and Satellite TV access?

### 3 FEATURES OF YOUR SITE

- Where is the sun?
- Where does water flow through your property?
- Where are neighbours situated and what kind of privacy do you have from them?
- How do you gain access to your house?
- How steep is it? Do you need to level any areas for living/carparking/garden areas?

### 4 PROJECT MANAGEMENT

It's easy to underestimate the complexity of building a house. Even a small budget project has hundreds of products and a multitude of tradespeople to coordinate and purchase, not to mention check on the workmanship to ensure it's up to standard.

Using a Project Manager can help bring your building project in on time, within budget (they can often help you save considerable amounts of money) and with a much reduced chance of nasty surprises occurring.

## 1.2 Deciding what you want

Every house has its own character, a character that reflects its occupants.

This is where you can work out what is important to you - items that reflect your values and your preferred way of living.

FEATURE	VERY IMPORTANT	NICE TO HAVE	NOT IMPORTANT
OPEN-PLAN LIVING			
INDOOR / OUTDOOR FLOW			
OUTDOOR LIVING AREAS			
SHADE IN SUMMER			
PRIVACY			
FORMAL ROOMS			
SUSTAINABLE			
ENERGY EFFICIENT			
SEPARATE SPACE FOR GUESTS			
PLAY AREAS FOR CHILDREN			
SEPARATE LIVING SPACES FOR QUIET / LOUD ACTIVITIES			
LOW MAINTENANCE			
...ADD MORE OF YOUR OWN			

## 1.3 Defining what you need

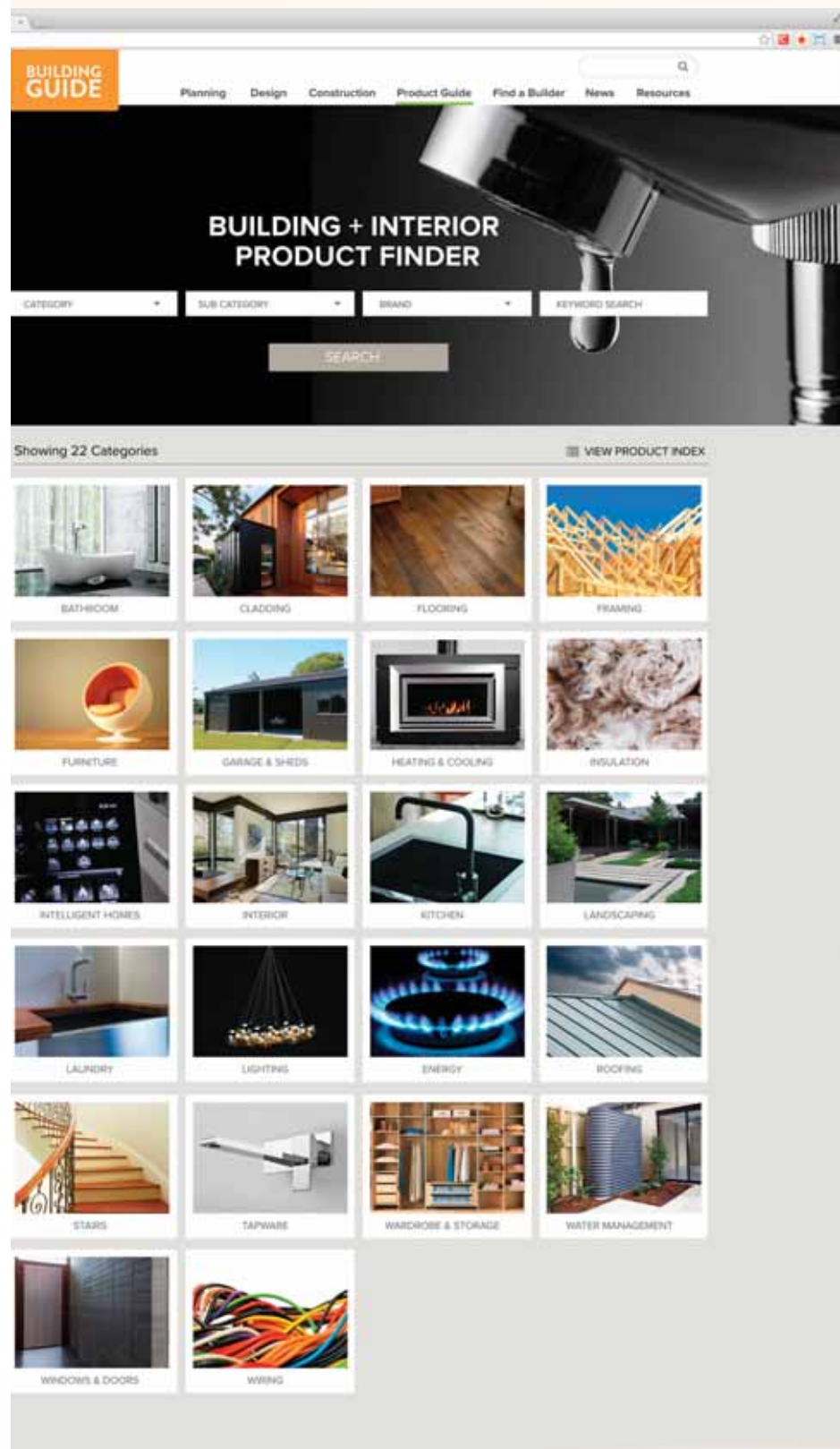
This is more quantitative. How many rooms and how much space do you actually need?

FEATURE	QTY		QTY
BEDROOMS		TANKING / WATERPROOFING	
WALK-IN WARDROBE		HEAT PUMP	
BATHROOM		FIREPLACE	
EN-SUITE BATHROOM		COVERED VERANDA	
KITCHEN		DECK	
DINING ROOM		OUTDOOR PLAY AREA	
LIVING AREA		SPA POOL	
COMBINED LIVING / DINING AREA		SWIMMING POOL	
FAMILY ROOM		VEGETABLE GARDEN	
SEPARATE TV ROOM OR GAMES ROOM		BARBECUE AREA	
STUDY/HOME OFFICE		OUTDOOR HEATING	
LAUNDRY		OUTDOOR LIGHTING	
HOT WATER CUPBOARD		...ADD MORE OF YOUR OWN	
STORAGE ROOM			
GARAGE - FOR HOW MANY CARS?			
UNDER FLOOR HEATING			
WIRING FOR STEREO / INTERNET			



# THE BUILDING GUIDE

WEBSITE  
**HAS GOT A**  
WHOLE LOT  
BETTER!



[www.buildingguide.co.nz](http://www.buildingguide.co.nz)

## 1.4 Sustainable building

Planning ahead will make your home more eco-friendly and energy efficient to help you save on winter power bills. With building and building occupation making up to 50% of the contribution to worldwide carbon generation, you can also help prevent global warming.

### THREE FIRST STEPS:

#### SITE

- How best can you get winter sun into the house?
- How can you use vegetation for shade and temperature control?

#### DESIGN

- Use nature to achieve all-year round comfort (e.g. concrete floor for passive solar gain in winter, overhangs for shade in summer).

- Use salvaged materials where appropriate.
- Specify water-efficient appliances and energy-efficient appliances and lighting.
- If you can't afford everything now, future-proof by installing appropriate pipes into your house and/or concrete slab so you can install solar hot water and hot water heating later.

#### DESIGNER

- Be well-informed and clear about what you want, then choose someone who understands what you want and with whom you can work.
- Ask how experienced they are at designing sustainable houses and ask to see examples of their work.

**CHECK OUT  
SECTION 6.3 FOR  
COMPREHENSIVE  
LISTINGS OF  
QUALIFIED  
BUILDERS IN  
YOUR AREA**

### 10 STEPS TO LONG-TERM SUSTAINABILITY

- 1 Design your home to take advantage of its location while saving power, water and money.
- 2 Use environmentally friendly materials where possible.
- 3 For maximum natural light, make good use of windows and skylights.
- 4 Good-quality insulation, correctly installed, will make your house easier and cheaper to heat – install higher-ratings than the minimum requirement.
- 5 Build water efficiency into your home through low-flow showers and toilets and grey water recycling where possible.
- 6 Good ventilation creates a healthy home – high moisture levels are linked to health problems like asthma and eczema and is harder (and more expensive) to heat.
- 7 Double-glazing will insulate your house while letting heat in to encourage passive heating. Investigate modern thermal window joinery.
- 8 Reuse or recycle building and renovation waste.
- 9 Good design and material selection can achieve high standards of energy-efficiency for little or no additional cost.
- 10 For internal finishes, use good insulators such as curtains and carpets, and use products such as paints that are made with the environment in mind.

... visit our website:



[WWW.BUILDINGGUIDE.CO.NZ/PLANNING/SUSTAINABLE-BUILDING/](http://WWW.BUILDINGGUIDE.CO.NZ/PLANNING/SUSTAINABLE-BUILDING/)

# How green is your product?



As a measure of sustainability, buildings, materials and processes are commonly judged by their 'embodied carbon' – the amount of carbon dioxide (CO<sub>2</sub>) that is produced during their operation or manufacture. CO<sub>2</sub> accounts for 76% of all greenhouse gas emissions making it the primary contributor towards climate change, but, by its nature, quantities of this colourless gas remain frustratingly intangible.

In the Scale of Carbon brings carbon dioxide emissions out of the abstract by physically representing the volume of various architectural materials that can be produced for one tonne of CO<sub>2</sub> emissions. The larger the cube, the greater the volume of material that can be manufactured for the same quantity of CO<sub>2</sub> emissions.

Material sponsors





# 2.0 Where to Start

Time spent researching materials, designs and designers will save you time and money later. It's better to take longer here and get it right than to rush and regret it.

Get as much information as you can now to ensure that building your home goes smoothly.

## FOUR THINGS YOU NEED TO KNOW

- 1 What you can afford.
- 2 What the likely construction costs will be.
- 3 What building controls are placed on your site.
- 4 And what designers in your city design in the style you like.

Above: Godden Cres by Dorrington Architects  
 Above right: Godden Cres by Dorrington Architects  
 Architect: Tim Dorrington | Photography: Emma-Jane Hetherington



## FIVE THINGS YOU NEED TO DO

- 1 Find out from the bank how much you can borrow so you know what you can spend.
- 2 Get a PIM from your council for your proposed development - this should identify any potential hazards and/or restrictions.
- 3 Ask the council if you need a Resource Consent as well as a Building Consent.
- 4 Fill out the budget worksheet.
- 5 If the estimate isn't within your budget, revise the design.

## 2.1 What can you afford?

Any lender will work through a number of criteria to determine what you can afford. To learn more, visit our website: [www.buildingguide.co.nz/planning/build-finance/](http://www.buildingguide.co.nz/planning/build-finance/)

## 2.2 How much will this project cost?

The key question for everyone and it's not easy to work out. Our website has a budget calculator, and a page on working out what your build will roughly cost with links to sites that can help you get more specific.

## 2.3 Talk to the council

Discussing your project with your council is essential. Get a Land Information Memorandum (LIM) which sets out the details on your property and a Project Information Memorandum (PIM) which will set out your project's details. They'll advise whether you need a Resource Consent and working with them prior to getting too far with your plans will mean you work within what you're allowed to, rather than having to go through the expensive process of redesigning everything. To learn more, visit our website: [www.buildingguide.co.nz/resources-regulations/local-councils/](http://www.buildingguide.co.nz/resources-regulations/local-councils/)

## 2.4 Choosing a designer

Finding the right architect or architectural designer is easier if you have a clear idea of what style of house you want, set simple selection criteria for and make up a shortlist. We outline different house types here: [www.buildingguide.co.nz/house-design/architectural-house-types/](http://www.buildingguide.co.nz/house-design/architectural-house-types/)

And advice on how to choose your designer here: [www.buildingguide.co.nz/house-design/choosing-an-architect/](http://www.buildingguide.co.nz/house-design/choosing-an-architect/)

## 2.5 Legal requirements

All building work is controlled by the Building Act 2004 and the Building Amendment Act 2008 and the various building regulations which include the Building Code. The purpose of these Acts is to ensure that buildings:

- are safe, sanitary and have suitable means of escape from fire;
- contribute to the physical independence and well being of people who use them; and
- are designed, constructed and able to be used in ways that promote sustainable development.

The Building Code sets standards for:

- durability
- fire safety
- sanitation (services and facilities)
- moisture control
- energy efficiency
- access

You must have a Building Consent from the council to carry out building work except for work specifically exempted (see our website - [www.buildingguide.co.nz](http://www.buildingguide.co.nz) for details, or check with your council). A Resource Consent and other authorisations may also be required before building work can commence – again, check with the council. One or more of each consent type may be required for the same project.

More information can be found here: [www.buildingguide.co.nz/resources-regulations/](http://www.buildingguide.co.nz/resources-regulations/)

### YOUR RESPONSIBILITIES CHECKLIST

- ☐ 1. Get a Building Consent before starting a building project.
- ☐ 2. Get a Resource Consent if the council requires one – their planners can advise.
- ☐ 3. Employ competent designers, builders and tradespeople.
- ☐ 4. Get an amendment to the Building Consent if changes are to be made to the approved Building Consent and documentation.
- ☐ 5. Ensure that all required inspections are booked at the appropriate stages of the building project and that any issues identified in these inspections are addressed.
- ☐ 6. Ensure easements and covenants on the title are complied with.
- ☐ 7. Apply for a Code Compliance Certificate when the building work is done – this must be within two years of the Building Consent being granted. You can apply extension of time but this must be before the two years is up.
- ☐ 8. Maintain your house.

# The cost of building in New Zealand

One of NZ's award-winning architects has kindly put together a table of rough costs for you to use as an initial budgeting tool, which you'll find below...

Be aware, however, that every building project is different so no one will be able to give you an 'accurate ballpark' figure without your plans being on hand.

The more accurate you want, the more work and detail you need to put in, including a schedule of products to be used.

One thing we can confidently say is that your project is likely to cost you more than you expect. Materials costs have risen up to 25% over each of the past five years and the shortage of skilled tradespeople means those costs have increased, too.

There are online tools available, but the single most accurate way to estimate a price is to take your design to a quantity surveyor and pay them to cost your build. Any tool (please find a list below) is only as accurate as the detail and time you put in.

As building activity increases, so too do material costs.

Regulations change. Builders' rates change as demand goes up.

Countering that are modern construction techniques. Group home builders will generally be cheaper for one of their standard plans, but you can be quite restricted in the options you can choose.

Architects are more expensive but the value of what you get back is immense and ongoing and usually worth it - an architectural draughtsman will usually give you what you ask for, an architect will give you a lot more. But you may well find that what you want is a lot more than what you initially expected to pay.



## AVERAGE HOUSE BUILD COSTS

Beware when you get quotes that you're comparing the same things - often cheaper quotes will leave out items you have to put in later, or under-quote on items your contractor expects you to change later - and remember - when you do changes you get charged for it!

Allow at least 10% for overruns, unforeseen costs or changes to the plan - you are likely to need it (and if you don't need it then you can have a great housewarming party!).

If you can, when getting your job priced up, be as specific about the materials and products to be used as possible. If at sketch design, you can attach a 'List of Inclusions' which will set out items to be used to a high level of detail, so the builders you get to quote can be quoting on the same things.

As your design progresses to detailed drawings and consent application stage, the specifications will become more detailed, which means getting quotes from builders at this stage, or using a quantity surveyor to price your project, will give you a much more accurate price.





### POINTS TO REMEMBER:

- Find out the rough average square metre costs of building from your local builder, architect or quantity surveyor which will help you keep your project plans at a realistic level.
- As a very rough starting point, \$1500 m<sup>2</sup> is very cheap, \$2-2500 m<sup>2</sup> is more usual and then anything from \$3000 m<sup>2</sup> and up is more consistent with bespoke designed houses.
- If your wants are more than your means, there are things you can do to save money:
  - o work out what you can do yourself and what you will have to pay a tradesman to do. Unless you are good at DIY, it can be cheaper to get an expert. Some work must by law be done by a qualified tradesman.
  - o Reduce the size of your project - instead of a 200 m<sup>2</sup> house, perhaps you can live with a 180 m<sup>2</sup> project. You may be able to save on engineering costs, too, if building smaller.
  - o Use cheaper materials - different cladding, window joinery, different flooring, fewer bathroom/kitchen tiles can all help bring down the cost.
  - o Discuss with your designer and builder.
- Decide which features or changes are “must haves” and which can be dropped or deferred to stay within budget.

- Find out what your designer will charge. It is usually between six to 15 per cent of the total cost of the job, depending on its size and value and what services the designer provides.
- Go through our budget worksheet on page 83 to get a rough estimate of the likely total cost.
- Talk to a local real estate agent to see what houses like yours sell for – there’s no point spending more money than you will make from selling later (unless you plan to stay there for the long term).
- Talk to a quantity surveyor. They will be able to give you an accurate estimate of your project and help you with strategies to stay within your budget.

And before you get too far, make sure you learn about your rights by reading the Prescribed Checklist on page 81 which sets out what your builder is supposed to do for you and what your responsibilities are.

To find out more about how to work out the estimated cost, and how to finance your new build, visit our website:

### RENOVATION AND ALTERATION COSTS

When the job is a renovation, other factors come into account. Do you want to match the style and materials already used in the house or are you comfortable to add something that is different (but still, ideally, complementary)? Is it time to change elements in the old house, for instance wooden to aluminium joinery or do you really want to match light fittings and bathroom-ware to the old style prevalent in the house or should you modernise? And remember, with renovations, there are often hidden problems that only come to light when the wall boards come off. Be prepared for nasty surprises and make sure you have contingency in your budget.



# Building Consent Form

## Consent Applications Are Complex

Each council may have different requirements for submissions for a building consent. The list below is only an indication of what may be required.

To complicate matters, requirements are constantly being updated so you must check with your council.

Application forms can be uplifted from Council offices and most Council websites have them available as a downloadable pdf.

### EXAMPLES OF WORK REQUIRING A CONSENT:

- any structural building including new buildings, additions, alterations, accessory buildings (sheds), and re-piling
- plumbing and drainage
- heating (fireplaces), ventilation and air conditioning systems
- siteworks for a building
- retaining walls higher than 1.5 metres, or retaining walls with a building or driveway near the top
- fences higher than 2.5 metres and any swimming pool fence
- swimming pools
- decks more than 1.5 metres from ground level.

Generally you are required to provide the completed building consent application form including an estimated value of the building work, with the following information attached:

ITEM	DESCRIPTION
Proof of Ownership	
Locality Plan	including building in relationship to neighbouring streets, north point, name of building and lot and DP number.
Inspections and Monitoring	details of the inspection regime, including those by council offices, other professionals such as architects, engineers, etc, and by you, the owner.
Site Plan	showing dimensions of all boundaries, finished floor levels, ground contours and/or levels, lot and DP number, street name and number, site area, outline of building and distances to boundaries, designated wind zone.
Foundation Plan	showing dimensions which provides details of footings, reinforcing sizes and layout, foundation elements, sub-floor ventilation and engineering information, reinforcing and contractions joints in concrete slabs, upgrading of existing foundations if an upper story is to be added, Subfloor bracing and Foundation details.
Tanking Plan	install self-healing Bentonite under slab waterproofing.
Drainage Plan	showing fixtures and fittings, hotwater system(s), upper floor sanitary fittings with isometric layout showing wastes, pipes and falls, drainage layout with inspection bends and junctions for both stormwater and sewage, other drainage on site, ventilation of sanitary rooms, calculations for sizing of downpipes.
Floor Plans	existing (for additions and alterations) and proposed providing details of floor dimensions, walls, windows, doors, stairs, barriers, handrails, floor joists, beams, fixtures and fittings, stove, plumbing, and smoke detector layout.
Wall Bracing	plans showing detail of wall layout with windows, doors, roof layout, bracing type, the location and fixing details of bracing panels and calculations for all floors, subfloor bracing for decks projecting more than 2m from the house.
Elevations	showing accurate ground lines, levels, height recession planes, location of doors, windows (with opening windows clearly shown), floor levels in relation to finished ground levels, exterior claddings, roof covering, down-pipes, spouting, sub-floor ventilation and flues.

# Building a New Home? We've got you Covered



The **Stamford Building Warranty** covers all defects for the first 2 years and major structural defects, INCLUDING weather tightness, for a further 8 years, 10 years in total.

It covers defects in design, materials or workmanship which means any major problem is likely to be covered. It also covers the cost of alternative accommodation during repairs.

## **All types of projects can be insured:**

- ✓ Individual Homes
- ✓ Renovation, conversion and re-clad projects

The Warranty is underwritten by certain underwriters at Lloyds of London, the world's leading specialist insurer so it is fully independent and secure for your complete peace of mind.

## **Why Insure?**

- ✓ Provides a first response policy directly to the Owner
- ✓ Takes over responsibility for dealing with the problem and finding the solution without litigation
- ✓ Avoids having to seek recovery of costs from Builders and Suppliers who are no longer in business
- ✓ Transferrable to a New Owner on sale at any time within 10 years

## **Key Benefits**

- ✓ No need to prove the exact cause of the defect
- ✓ No need to establish who is at fault or to prove negligence to make a claim
- ✓ Protects the owner against Builder / Developer insolvency
- ✓ Makes the property more valuable on sale / resale or as an investment

For more information call us on 0800 927 0100  
or email us at [info@stamfordinsurance.co.nz](mailto:info@stamfordinsurance.co.nz)



New Zealand's most  
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ITEM	DESCRIPTION
Sections and Details	showing details of the foundations, reinforcing, damp-proof membrane, stud heights, floor levels, wall structure (including proprietary wall-bracing element details), roof structure, roof covering, wall cladding, flashings, insulation, fire-rated systems, lintels and beams, stairs, handrails, decks and decking, barriers, truss layout.
Cladding Details	providing details around all penetrations, joinery and other junctions at a level appropriate to the level of risk, e.g. roof/wall, balcony/wall, junction of different types of cladding, backflashing details for cavity systems.
Specifications	providing a clear description of the materials and building elements that cannot be shown on the drawings. For example, durability issues would be shown here.
Engineer's Reports and Calculations	
Producer Statements	where the application is relying on a statement to certify compliance of the plans, specifications or completed works with the Building Code, a copy of that producer statement and the calculations it is based on must accompany the application.
Solid Fuel Heaters	these may need separate building consent application and must include the manufacturer's specifications and installation instructions and a floor plan of the building that clearly shows the proposed location of the heater unit and adjacent rooms, doors and windows.
Water Supply Details	where the property will not be connected to the council reticulated water supply. The location and size of tanks, the location of bores, test results, etc must be included.
Alternative Solutions	if the proposal uses products or systems that are not covered in the Acceptable Solutions of clause E2 of the building code, provide supporting current information including independent test results (full signed reports), case studies, expert opinion (and proof of expertise) to demonstrate compliance.
List of Specified Systems	(if applicable).

#### NOTES

This list is not comprehensive but covers most of the exemptions pertaining to domestic situations. If you are unsure, ask your local council before doing any work. Building work that is exempt from having a building consent must still comply with the building code.

The BCA (council) will often request additional information to that supplied and the 20-day clock will stop until that information is provided to the BCA.

#### IMPORTANT INFORMATION

Each BCA (Council) may have different requirements for how many sets of plans you have to submit – the list above is not exhaustive. Some require that plans are drawn to a particular scale. Check with your BCA.

The details provided in the documents listed in the checklist must be good enough to show that what is being proposed will meet the performance requirements of the Building Code. For example, the documentation should clearly show how the house will keep water out by giving ground clearances, balcony and deck details, and information about claddings, including flashings and guttering.

Each aspect of the Building Code requirements has to be covered in detail in the documents. If the documents are not full enough, the BCA will have to come back to you for further information. When this happens the 20-day clock stops and doesn't restart until you return with the amended documents. This delays the whole process.

Drop in. We are here to help, everyday.



37 Mandeville St,  
Riccarton, Christchurch  
[homeideas.co.nz](http://homeideas.co.nz)

YOUR STEP-BY-STEP GUIDE TO BETTER HOME BUILDING 17

# 3.0 The Design Process

A good design process is key to a successful project. Design evolves over a period of time during which you and your designer discuss, digest, think and rework ideas until the best solution is arrived at.



## THREE THINGS YOU NEED TO KNOW

- 1 Design is a partnership between you and your designer.
- 2 You provide the brief to which the designer develops ideas and options.
- 3 You choose the level of service you require from your designer.

## FOUR THINGS YOU NEED TO DO

- 1 Decide what level of service you require from your designer (this chapter describes what happens in a complete service).
- 2 Sign a letter of engagement that clearly lists what is included in the design service and the costs.
- 3 Attend all meetings.
- 4 Provide formal feedback to your designer.

There are 3 processes to the design of your home:

- Sketch Design - also called preliminary design or concept design.
- Developed Design - Once the Sketch Design is signed off, the size, location, form and probably external materials are decided on. Your designer can now develop the secondary elements of the design and begin co-ordinating the work of sub-consultants.
- Pre-Construction - All the important decisions are made and the designer develops the final set of construction drawings, which incorporates input from builders and the Council Building Consent process.

Our Building Guide website has a whole section on design that steps you through the process: [www.buildingguide.co.nz/house-design](http://www.buildingguide.co.nz/house-design)



# expand your lining options



TRIBOARD LINING & TGV PANELS  
are an alternative to standard plasterboard  
linings. Specifically designed for lining impact  
prone areas like the garage or rumpus room.  
Quick and easy to install with the ability  
to join off frame and it's paint ready.



Check out our website for more information  
[www.jnl.co.nz](http://www.jnl.co.nz)



# 4.0 Construction

This is your house, your home, and however many other people work on it – designer, builder, subcontractors – the buck stops with you.

## ORDER OF CONSTRUCTION

The usual order of construction is:

1. Correct set out of the building
2. Excavate the section and lay the foundations
3. Pour concrete floors
4. Construct the framing
5. Put the roof on
6. Mount the windows
7. Put on the exterior cladding
8. Organise plumbing and wiring
9. Fit insulation
10. Put in the doors
11. Install cabinets and interior lining
12. Tile floors and walls
13. Carry out final plumbing and electrical work
14. Paint the house and complete any finishing work
15. Lay the floor coverings

The process will probably take longer than expected. Prepare for frustrations and minor irritations.

A lot can go wrong, but with good planning most should go right. The adventure begins...

### THREE THINGS YOU NEED TO KNOW

- 1 Your builder is a crucial partner – you need a good one whom you can trust.
- 2 Making changes after building has begun is expensive and can cause delays.
- 3 Insurance, including for theft, fire, non-completion and defects, is essential.

### THREE THINGS YOU NEED TO DO

- 1 Ensure that there is a health and safety plan for the building site.
- 2 Always check that the builder is following the plans and all materials used are the ones specified and are installed correctly.  
This is especially important.
- 3 When the work is done and your home is ready, get a Code Compliance Certificate from the council.

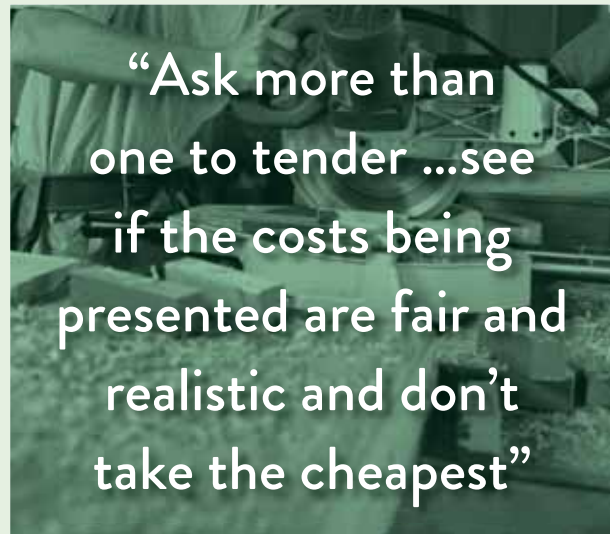


## 4.1 Choosing a builder

As with choosing an architect/designer, it's essential to select a builder you can trust and feel comfortable with.

There are a number of things to cover off with your builder, including having a contract in place for projects worth more than \$30,000 (we strongly recommend contracts for any significant work even if well below this figure) and ensuring you sight the 'Prescribed Checklist' (see back page of the Building Guide for a copy).

There are many more things to consider – a full list can be found on our website here: [www.buildingguide.co.nz/construction/choosing-a-builder/](http://www.buildingguide.co.nz/construction/choosing-a-builder/)



## 4.2 Restricted building work

Recent legislation has been introduced covering residential construction, alterations and design of houses and small-to-medium sized apartment buildings to ensure any structural or weathertight work on a property is carried out by competent professionals.

This is known as **Restricted Building Work** or **RBW** and must be carried out by a **Licensed Building Practitioner (LBP)**. There are different licenses covering different aspects of the project.

The type of work which is restricted covers structural and weathertight work.

In order to get building consent for Restricted Building Work, the design will need to be carried out or supervised by a Design LBP, a Chartered Professional Engineer or a Registered Architect.

They will then need to provide the owner with a **Certificate of Work** memorandum that states who did the design, identifies the restricted work, and certifies that the design complies with the Building Code. The homeowner (or LBP) must provide this to the local council as part of their building consent application.

**Restricted Building Work construction cannot get underway until the owner has notified the local council of the LBPs who will be carrying out or supervising the work.**

During Construction, as each LBP completes their part of RBW (eg the Roofing LBP has put the roof on), they must give the owner a **Record of Work** memorandum stating that they have carried out or supervised that part of construction. The homeowner must in turn provide this to the local council as part of their Code Compliance Certificate application.

Homeowners have an obligation to ensure that those they employ are licensed to do the work required. They can risk being fined up to \$20,000 if they are found to have knowingly employed an unlicensed person to carry out Restricted Building Work.

For further information about Licensed Building Practitioners or Restricted Building Work, please visit [www.lbp.govt.nz/lbp](http://www.lbp.govt.nz/lbp)

\* The Licensed Building Practitioner scheme, administered by the Building and Housing Group, covers designers, carpenters, brick and block layers, foundation specialists, site managers, plasterers and roofers. LBPs are practitioners who have demonstrated to the Department that they have the knowledge, skills and experience to carry out quality building work to a high standard.

### OWNER OCCUPIER

If you want to build your own house and you are not a licensed builder you are actually allowed to but you have to do all the work yourself or use friends or family who are not paid and you are not allowed to have done this anytime in the previous three years. The fact you have done the work yourself will also appear on the LIM report, too.

For more information check out the MBIE–Building & Housing website: [www.building.govt.nz](http://www.building.govt.nz)



## 4.3 Building contract

The new Building Act introduced in November 2013 makes having a contract mandatory for projects over \$30,000.

You have three main options: full contract, labour-only or a managed labour-only. A full contract can make your life easier because there is one price that covers all the work and there is one person to go to if there are any problems.

If you don't have experience or qualifications, ensure there is an independent onsite supervisor (usually your Design LBP or Registered Architect) taking responsibility for the conformance to the plans and compliance with the code.

If you are project managing your own job and something goes wrong you may end up liable. Clear and concise contract documentation will be absolutely essential to clearly spell out the responsibilities for each party.

See our website for more information: [www.buildingguide.co.nz/resources-regulations/](http://www.buildingguide.co.nz/resources-regulations/)

### 1 FULL CONTRACT

This includes:

- the builders labour
- all materials
- subcontractors
- liaison with the architect/designer
- arranging inspections
- managing the whole building project

### 2 LABOUR ONLY

The builder is responsible only for building work – you manage the rest. This means you are responsible for:

- supervising the building work
- organising sub-contractors and materials
- the Health and Safety Plan

### 3 MANAGED LABOUR-ONLY

This contract is a hybrid of the two.



Will YOUR builder still be around in 10 YEARS if there's a problem?

Builtin's 10 Year Building Warranty is backed by Certain Underwriters at Lloyd's of London.

- Protects your deposit
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Find out how to protect your investment at [builtin.co.nz](http://builtin.co.nz)

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## 4.4 Third party building warranty

You should ensure your builder provides you with an independently insured 10 year building warranty.

There is always a risk that your builder, despite their best intentions, will be unable to complete your project. This could be due to many reasons, most commonly it is caused by financial failure and insolvency.

A building warranty will protect your deposit and ensure the house will be completed at the price you agreed, even if it costs more to complete it using another builder.

In addition, a building warranty provides peace of mind that building defects arising in the next 10 years will be fixed, even if your builder is no longer in business. A building warranty can typically be transferred to subsequent owners, making it an attractive marketing benefit should you decide to sell the house sometime in the future.

See our website for more information [www.buildingguide.co.nz/planning/third-party-builder-guarantees/](http://www.buildingguide.co.nz/planning/third-party-builder-guarantees/)

## 4.5 Contract works insurance

You need contract works insurance in place before a peg is put in the ground. Many things can go wrong from the excavation and foundation stage to the building stage itself, when building materials can be stolen.

Other hazards include fire, flood, storm, earthquake and malicious damage.

More information can be found here: [www.buildingguide.co.nz/planning/contract-works-insurance/](http://www.buildingguide.co.nz/planning/contract-works-insurance/)

## 4.6 Site safety

Under the Health and Safety in Employment Act 1992, It's up to your builder (if you have a full contract) to ensure that people working on the site don't get hurt, which means they also must identify hazards and remove them, isolate them, or minimise them as much as possible, but if you're involved in the project management, you may well have responsibilities if things go wrong.

## 4.7 Materials storage

Materials can be affected by bad handling and storage. For example, timber left uncovered can get wet and make it unusable for framing.

For more information on Site Management, including containment of potential pollution from site runoff and building operations go here: [www.buildingguide.co.nz/construction/building-site-management/](http://www.buildingguide.co.nz/construction/building-site-management/)



**“Try to avoid changes to the design as they will cost you time and money”**

## 4.8 Paying the builder

- When you're building, you make progress payments to your builder. This ensures that you pay only for work the builder has done so you never owe more than the house is worth at each stage.
- When a builder invoices a progress payment, the bank will want to see an updated progress report from the valuer. This is generally one page and tells the bank what the property is currently worth and what the cost will be to complete.
- The bank then pays the money to you so you can pay your builder.

## 4.9 Changes to approved plans

Try to avoid changes to the design as they will cost you time and money. Some changes are inevitably as work progresses – maybe materials specified are not available or you change your mind about location of windows, adding a wardrobe or extending eaves.

Changes to the plans may require an amendment to the Building Consent which will cost you additional money and potentially time.

Our website has more information here:  
[www.buildingguide.co.nz/construction/changes-to-plans-paying-the-builder/](http://www.buildingguide.co.nz/construction/changes-to-plans-paying-the-builder/)

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**rab.bricky@gmail.com**

## 4.10 Wrapping up

- When work is completed you apply to the council for a Code Compliance Certificate (CCC). If you don't have one it may be hard to sell the house later.
- The council will make a final inspection and issue you with a CCC if satisfied that the work complies with your consent documentation.
- If the council issues a "notice to fix", you must make sure the work is fixed and advise the council when it is. You may have to go back to your contract with your builder and see who is responsible.

**CHECK OUT  
SECTION 6.3 FOR  
COMPREHENSIVE  
LISTINGS OF  
QUALIFIED  
BUILDERS IN  
YOUR AREA**



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# WHY YOU SHOULD DEMAND AN INDEPENDENT 10 YEAR GUARANTEE FROM YOUR BUILDER

The Building Act makes builders responsible for their work for 10 years. So why would any homeowner need to take out insurance on top of this?

The reality is that our construction industry is a highly volatile one. Statistics New Zealand figures show that half of all construction firms will have closed within 4 years, and three quarters within 10 years. The industry is made up of many small players, even the country's largest home builder only accounts for 5% of all new homes built each year.

***“Statistics New Zealand figures show that half of all construction firms will have closed within 4 years, and three quarters within 10 years.”***

In many cases building firms are being run by people who aren't skilled in business, particularly when it comes to financial management. Failure is inevitable for some, with customers and suppliers often bearing significant losses. Even building with a well known nationwide brand is no guarantee of success, as each local franchisee operates as its own separate business and work is usually subcontracted out. If they hit financial trouble it could affect their ability to pay those subcontractors and to finish your job.

That's why an independent guarantee is essential for any significant building project. The average cost of a guarantee is under \$2,000, which works out as less than \$200 per year to guarantee what may well be your biggest financial asset. Having been through the leaky homes crisis, with many homeowners still dealing with the fallout and having lost hundreds of thousands of dollars, this is a small price to pay in case something unforeseen arises, during your build or over the next 10 years.

## HOW DO THEY BENEFIT HOMEOWNERS?

A builders guarantee, also known as a building warranty or home warranty, is where a third party (usually an insurance company) guarantees to protect a homeowner's financial investment during construction if their builder fails to complete the job. The guarantor will complete the job and absorb any additional costs involved to do so. They will also reimburse a lost deposit if work

hasn't even started. A builders guarantee also insures the building work for defects for up to 10 years.

## WHERE DO YOU GET ONE?

Members of the Registered Master Builders Association can provide a Master Build Guarantee, which is self-insured and operated by Master Build Services. They have a range of guarantees to choose from, with varying levels of cover. [masterbuild.org.nz](http://masterbuild.org.nz)

New Zealand Certified Builders members are required to provide Halo Guarantee Insurance, which is underwritten at Lloyd's of London. [nzcb.nz/guaranteed-peace-of-mind](http://nzcb.nz/guaranteed-peace-of-mind)

Builtin Insurance is New Zealand's leading independent provider of building warranty insurance. Builtin Accredited Builders can offer a range of 10 year warranties to suit your project. Only builders who pass Builtin's strict criteria for financial solvency, building experience & competence and construction supervision practices can provide their warranties, which are backed by Certain Underwriters at Lloyd's of London. [builtininsurance.co.nz/homeguarantee](http://builtininsurance.co.nz/homeguarantee)

## WHAT SHOULD YOU DO?

Ask your builder if they can provide an independent 10 year warranty. It should be a red flag if they can't. Make sure your builder applies for the warranty at the same time as you sign the building contract; read the terms and conditions so you understand it and don't pay a deposit, or any money, until you've received a copy of your Guarantee Certificate.

*Builtin are New Zealand's trade insurance experts. For more information visit [builtininsurance.co.nz](http://builtininsurance.co.nz) or contact Ben Rickard at [ben@builtin.co.nz](mailto:ben@builtin.co.nz) or 0800 BUILTIN*

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The logo for BuiltIn Insurance. It features the word "BUILTIN" in a bold, sans-serif font, with the "I" and "N" in orange and the rest in dark grey. To the right of "BUILTIN" is a vertical orange line, followed by the word "INSURANCE" in a smaller, all-caps, dark grey sans-serif font.

## 4.11 Construction checklist

To help you maintain control over your house construction – and be another set of eyes for mistakes – we’ve put together a comprehensive construction checklist.

Some of this you can do, some of this your designer can do.

### EARTHMOVING AND EXCAVATION

- ☐ Is the hole for excavation staked out correctly?
- ☐ Are the walls vertical and even?
- ☐ Has it gone to the correct depth?
- ☐ Are all cut earth faces supported and “cut in”?
- ☐ Where can this affect neighbouring properties?

### RETAINING WALLS

- ☐ Retaining walls must be included in the building consent and signed off.
- ☐ Is the ground supported during construction?
- ☐ Ensure the wall is drained behind and waterproofed/tanked if necessary.

### TANKING AND WATERPROOFING

- ☐ Footing should be tanked in a self-healing product.

### FOOTINGS AND FOUNDATIONS

- ☐ Footings need to be straight and correctly positioned, though the finish doesn’t have to be smooth.

### DRAINAGE AND UNDERGROUND PLUMBING

- ☐ Are the pipes in the correct position, i.e. not where you may want to put paths or gardens?
- ☐ Are the drain holes or pipe vents in locations that will interfere with future use of the grounds, e.g. where you may want to put paths or entertaining areas?
- ☐ Are the vents in the right position?
- ☐ Will the drains carry sufficient water?
- ☐ Does your drainage system meet the Building Code?

### CONCRETE SLABS

- ☐ The concrete is laid on top of several things put in beforehand. There is a layer of compacted base course, a polythene vapour barrier, plumbing pipes and pipes taking electrical and other cable, in-floor heating and polystyrene insulation if required.

### SEVEN THINGS YOU NEED TO DO

#### Make sure:

- ☐ Materials and products match what was specified.
- ☐ Timber is at specified moisture levels on installation.
- ☐ Timber has the correct preservative treatment for its location.
- ☐ The house is set out correctly on the site.
- ☐ Plans and specifications are followed.
- ☐ Materials are installed to manufacturers’ instructions so you get the warranty.
- ☐ Finished construction is protected from the weather.

- ☐ There are additives that can be applied to the concrete to reduce cracking during or following curing; the concrete can be coloured, polished and/or ground.
- ☐ Ensure the floor is fully laid in one pour and there is no lag between deliveries.
- ☐ Ensure the concrete is cured properly under advice from your builder.

WEB INFO: Cement & Concrete Association of NZ [www.cca.org.nz](http://www.cca.org.nz) / NZ Ready Mixed Concrete Association [www.nzrmca.org.nz](http://www.nzrmca.org.nz)

### WOODEN FLOORING

- ☐ Are the floor joists even and solid?
- ☐ Has the flooring timber been evenly laid?
- ☐ Has the timber been sufficiently seasoned?
- ☐ Are the plywood/chipboard panels secured properly and are they even – is there any movement or squeaks?
- ☐ Underfloor foil insulation is the minimum level of insulation you require under the Building Act but never shy away from increasing your level of insulation.

### FRAMING

- ☐ Are the nogs (the cross-bars in the framing) level with each other?
- ☐ Are the studs (the upright timber) as spaced correctly at 600mm?
- ☐ Is the timber sufficiently dry and of the correct preservative treatment?
- ☐ Are the doors and windows correctly positioned and of correct sizes?
- ☐ Are the bracing elements in place?

WEB INFO: Frame and Truss Manufacturers Association of NZ [www.ftma.co.nz](http://www.ftma.co.nz)

### SCAFFOLDING

- ☐ Is the scaffolding secure?
- ☐ Are there safety barriers?

## BRICK AND BLOCK LAYING

- ☐ Have they been laid even and straight?
- ☐ Is there a satisfactory level of quality finish with no evidence of mortar splashes?
- ☐ Are the ventilation gaps free of excess mortar?
- ☐ If underground, is it tanked?

## ROOFING

- ☐ All roofing must be laid straight and true and fixed correctly.
- ☐ Fixings (screws) must be evenly and neatly set out.
- ☐ All flashings, barge boards and ridge cappings must be in place.
- ☐ Do you have a guarantee with the roof?
- ☐ Have you supplied the roof shout?

WEB INFO: NZ Metal Roofing & Cladding Manufacturers  
[www.metalroofing.org.nz](http://www.metalroofing.org.nz)

## PLUMBING

- ☐ Is the hot-water source close enough to the kitchen/bathroom taps to minimise time lag?
- ☐ Check the correct filters are in place for pipe size and water pressure.
- ☐ Will you have adequate water pressure? Discuss with your plumber, designer and bathroomware supplier together if you can – water pressure can be a major source of confusion on installation.
- ☐ Are the gas pipes all installed in the correct position?
- ☐ Do you have sufficient outdoor taps for hoses wherever you may need them?
- ☐ Is the bathroom plumbing correctly positioned?
- ☐ Have you worked with your plumber to ensure the pipes will be quiet?

WEB INFO: Master Plumbers [www.masterplumbers.org.nz](http://www.masterplumbers.org.nz)

## EXTERIOR CLADDING

- ☐ Is the cladding handled and installed as per manufacturer's instructions with no damaged panels used?
- ☐ Are the flashings done correctly and properly waterproofed?
- ☐ Are the joins in panels even and level and regular?
- ☐ If using flat panels, is there sufficient weatherproofing?
- ☐ Are battens used to aid in drainage for water that gets behind the cladding?
- ☐ Is the cladding finished properly so the job looks neat?

WEB INFO: Claddings Institute of NZ [www.cinz.co.nz](http://www.cinz.co.nz)

## WEATHER-TIGHTNESS

- ☐ Avoid decks enclosed by solid walls with a lack of drainage and perhaps a handrail attached to the top of the top of the wall – water cannot drain and the weather proofing skin may have been pierced by the handrails.
- ☐ Avoid wall cladding materials finished hard down onto a deck surface or paving or paths: the cladding will absorb water from the surface it is finished onto.
- ☐ Avoid wall cladding that extends below ground level or landscaping materials, including mulch, built up against the wall – materials that are continuously damp will quickly deteriorate.

- ☐ Avoid decks that are constructed to the same height as the internal floor, with no fall for drainage, compounded by an outlet that can get blocked.
- ☐ Ensure suspended timber floors have space below the floor for ventilation to remove moisture evaporating from the ground.
- ☐ Avoid using silicon sealant rather than properly designed flashings.
- ☐ Ensure head and sill flashings are installed over windows and joinery.
- ☐ Ensure parapet walls have cap flashings.
- ☐ Kick-outs or diverters to apron flashings where roofs abut a wall surface ensure that water flows into the gutter and not down inside walls.
- ☐ Ensure monolithic claddings and tiled finishes have movement-control joints that allow building movement to occur without cracking the materials.
- ☐ Ensure adequate detailing on junctions between materials.
- ☐ Check the difference in levels between the surface outside and floor inside and/or that there is good drainage – without these the building may well fail to meet the performance requirements of the Building Code.

Information supplied courtesy of BRANZ

WEB INFO: [www.weathertight.org.nz](http://www.weathertight.org.nz) / Weathertight Homes Resolution Service  
[www.weathertightness.govt.nz](http://www.weathertightness.govt.nz)

## WINDOW JOINERY

- ☐ Are the windows and sliders the correct size and design on delivery?
- ☐ Have they been fitted with sufficient waterproofing?

WEB INFO: [www.masterjoiners.co.nz](http://www.masterjoiners.co.nz) / Window Association of NZ  
[www.wanz.org.nz](http://www.wanz.org.nz)

## INSULATION

- ☐ Have you got the correct R (heat retention) levels or better?
- ☐ Has it been correctly installed as per manufacturers' specifications?
- ☐ Ensure there are no gaps – these can reduce efficiency by as much as 40%.
- ☐ Thermal Bridging: For information please refer to Insulation at [www.buildingguide.co.nz](http://www.buildingguide.co.nz)

WEB INFO: Energy Efficiency and Conservation Authority  
[www.energywise.co.nz](http://www.energywise.co.nz); [www.smarterhomes.co.nz](http://www.smarterhomes.co.nz); [homestar.org.nz](http://homestar.org.nz)

## WIRING AND LIGHTING

- ☐ Do you have enough power points and in the right positions?
- ☐ Are the power points and light switches installed evenly on the wall?
- ☐ Are the transformers correct for the types of lights you have installed?
- ☐ Are the lights selected correct for the specific job you want them for?
- ☐ Are the light fittings in the correct position for the tasks you wish to undertake or the ambience you want?
- ☐ Has the electrician created holes for the lights in the correct position?
- ☐ During installation, has the electrician installed the correct lights in the right places in the right way?
- ☐ Have you future-proofed the home by including wiring for home automation and ducting for a central vacuum system?
- ☐ Are there an adequate number of inlet valves and power unit/dirt collection canisters for the vacuum system?



- ☐ Has the electrician provided a power point by the proposed unit location?
- ☐ Make sure you use a qualified installation technician for your vacuum and home automation systems

WEB INFO: Electrical Contractors Association of NZ [www.ecanz.org.nz](http://www.ecanz.org.nz)

## PHONE AND BROADBAND WIRING

- ☐ For new homes or major renovations are you installing structured cabling in a 'star' configuration, with each outlet wired back to a home distributor box?
- ☐ Do you have phone / broadband outlets in all areas? A double RJ45 outlet is recommended for bedrooms and other normally occupied rooms, with multiple outlets in the lounge, rumpus room and study.
- ☐ Are you using Cat5e cable or better?

WEB INFO: [www.chorus.co.nz/wiring](http://www.chorus.co.nz/wiring)

## GUTTERS AND DOWNPIPES

- ☐ Do the gutters have the correct fall to ensure no pooling of water?
- ☐ Are the gutters installed correctly with overflow relief in case of blockage so heavy rain does not flow into wall cavities?
- ☐ Have you chosen a colour that complements the roof and external colour of the house, and has that colour actually been installed?
- ☐ Are the correct downpipes installed – colour, materials, profile (shape)?
- ☐ Are the downpipes in the correct location so they don't interfere with external gates or the lines of your home?

## INTERIOR WALLS

- ☐ Ensure framing is dry and straight. The use of thicker 13mm plasterboard with metal ceiling battens helps provide a straighter ceiling.
- ☐ Wall sheets should be fixed horizontally, as horizontal joints are less visible.
- ☐ To reduce the visibility of any imperfections use light colours and flat paints or textured wallpaper and avoid lighting that strikes a wall at a shallow angle.
- ☐ Use light shades or recessed downlights and position windows away from the edges of walls and ceilings or use shades.
- ☐ Plastering of the joints is critical, especially in ceilings in open-plan living areas – a single large ceiling is almost impossible to get completely flat but a poor job will be obvious and bug you for years.
- ☐ Do you have the correct panels for specific rooms; e.g. waterproof in the bathroom, fire-rated in the kitchen, sound-proof in the bedrooms?
- ☐ Are they even and undamaged?
- ☐ Ask what level of finish is being done?

WEB INFO: Assoc. of Wall and Ceiling Industry NZ [www.awcinz.org.nz](http://www.awcinz.org.nz)

## KITCHEN

- ☐ Is the benchtop the correct size? If not, negotiate with your kitchen manufacturer to replace or discount.
- ☐ Are cupboards installed above the bench fitted properly to the ceiling and/or walls?
- ☐ Are powerpoints installed at correct locations and with fittings that minimise intrusion onto benchspace or tight spaces?

- ☐ Ensure workmanship on joinery is an acceptable standard, with well-fitted joints and hardware.

WEB INFO: Nat. Kitchen & Bathroom Association [www.nkba.org.nz](http://www.nkba.org.nz)

## BATHROOM

- ☐ Don't forget ventilation and heating, especially underfloor heating. The room must be able to be fully dry within 30 minutes.
- ☐ Check that sufficient waterproofing is done.
- ☐ Ensure all glass is of correct NZ standard.
- ☐ Check tiles for chipping after laying and after other major items installed so damaged tiles can be replaced.

WEB INFO: National Kitchen & Bathroom Association [www.nkba.org.nz](http://www.nkba.org.nz)

## HEATING AND AIR-CONDITIONING

- ☐ Do you have sufficient heating units for your new home?
- ☐ Have they been correctly installed as per manufacturers' specifications?
- ☐ Is the gas flued to reduce moisture build-up inside?
- ☐ Have you considered the trade-off between purchase price and running cost?

WEB INFO: Institute of Refrigeration, Heating & Air Conditioning Engineers [www.irhace.org.nz](http://www.irhace.org.nz)

## INTERIOR AND EXTERIOR PAINTING

- ☐ Ensure correct paints are used in areas like kitchens and bathrooms, doors and window frames.
- ☐ Look for sloppy work and make sure it is cleaned up. Ensure angles are cut in to keep lines sharp.
- ☐ Is the preparatory work of a sufficient standard – filling holes, touching up plaster sanding, use of correct undercoats?
- ☐ Are the paints being used the brands you specified or cheaper alternatives?
- ☐ Have the painters got the correct colours as specified?

WEB INFO: Master Painters NZ [www.masterpainters.org.nz](http://www.masterpainters.org.nz)

## FENCING

- ☐ Have you discussed the fence with your neighbour?
- ☐ Has the correct grade of timber been used?
- ☐ Are the vertical posts installed solidly and evenly?
- ☐ Is the fence the correct height or do you need to get building consent?

## DECKING AND PAVING

- ☐ Is the drainage sufficient?
- ☐ Check where decks attach to walls to ensure the proper procedures are followed and weathertightness is achieved.
- ☐ Have attachments to walls been done properly?
- ☐ Is the deck rated to hold sufficient people?

## RUBBISH REMOVAL

- ☐ There will be rubbish left behind by the tradespeople and sub-contractors. Specialist companies can dispose of this in an environmentally sound manner.

# 5.0 Product Buying Guide

The products you buy will be dictated by style and your personal preference, budget, advice on quality and appropriateness of each product and on how much time you want to spend in searching out the perfect product.

This section provides an overview of key parts of your house build and gives you a guide to help you with the buying decisions.

## FIVE THINGS YOU NEED TO KNOW

- 1 Every item specified in your house plans has numerous alternatives.
- 2 Some items will require more of your input than others.
- 3 You will need to devote significant time to choosing the right products for your home based upon your personal style and taste and the relative value of each product.
- 4 You can completely abdicate responsibility for these decisions by employing professionals – designers, interior architects and designers, colour consultants and landscape architects, for instance, to make these decisions for you.
- 5 Using professionals in this way can certainly make life easier but will remove you from participating in the creation of what is your home.

## EIGHT THINGS YOU NEED TO DO

- 1 Decide for which products you want to be a part of the buying decision.
- 2 Research these products and look for alternatives – there's a plethora of them out there.
- 3 Enjoy the process – balance the pleasure of buying all these new things by keeping an eye on your budget.
- 4 Review your budget regularly and frequently.
- 5 Your home is one thing for which you will never regret buying quality items.
- 6 Visit the Home Ideas Centres or similar, use the internet including the Building Guide website.
- 7 Make sure your installers are qualified.
- 8 Ensure you understand the warranty requirements of the items you buy.

Above: Godden Cres by Dorrington Architects  
Architect: Tim Dorrington | Photography: Emma-Jane Hetherington

## 5.1 New home technology

# Home Solar Powered Electricity

Concerned about the rising cost of electricity? Consider a Solar Power PV system.

Solar power is one of the world's fastest growing energy resources and is now more affordable than ever. A Solar PhotoVoltaic system for your home provides a great return on your investment, and, as an added bonus, surplus power that you generate can be on-sold back to the grid.

PV panels can be installed new or retro-fitted if you're doing a renovation, and are usually mounted on the roof of the home or building and tailored to meet most roof types and budgets.

Installing a PV system connected to the main grid means you can heavily supplement your current electrical bill. You save money and increase the value of your property by making it more sustainable

PV panels are low-maintenance, and can be dismantled and moved to a new location.

Most locations around New Zealand enjoy about 2,000 hours of bright, radiant sunshine each year and many receive more. Best of all, you're not reliant on heat – just sunlight – so solar produces all year round to maximise your savings regardless of how cold it is.

Check the quality of products (the panels and inverter) your supplier is going to use. This is key to your decision of who to use. They are not all made the same so check with other suppliers and compare. Ask if products are compatible with new technology batteries which will be to market later (Tesla has released a home battery storage device already for the US). Current solar systems will work with these so this will help safeguard your purchase for the future.

## Add value to your home

If you buy a home with a solar power system, you get a money-making asset. In a recent study, a group of California economists found that on average, homeowners in California who install photovoltaic solar panels to power their homes can recover nearly all the investment costs if they sell – and that’s on top of the annual energy savings. Overseas studies show that the increase in value of your home can be around 15 times the annual electricity saving.

Information from Harrison's Energy Solutions  
[www.harrisonsenergysolutions.co.nz](http://www.harrisonsenergysolutions.co.nz)



# 5.2

## The outer skin: cladding

Christchurch architect  
Cymon Allfrey discusses claddings  
and how they enhance the space and  
forms of a design.



Architecturally, exterior cladding is the personality of your building; it is the skin which makes your home unique so it is important you are selecting a material which not only will age gracefully with the building but set the scene architecturally of what lies beneath. Enhancing the geometry of the form, cladding can bring a sense of colour and texture to the design, and tells the story and history of your home.

One of the most exciting things about cladding is that it offers passers-by, and of course you, the opportunity to experience the building in different ways. From your street front, the architectural language and depth of your cladding material is very different to the experience you have up-close, when the tactile surface reveals itself. It is through cladding that we are able to

enhance the spaces and forms of the design. Be this through the coupling of materials, such as concrete and timber, the use of an applied finish or the balance of light and dark – through the use of colour or natural light rays and how shade plays out across the building. This push and pull of light and dark can be particularly relevant, for example when blending a dominant garage door into the design – a lighter contrasting cladding positioned alongside will then draw the eye away from the garage door creating a friendly street appearance.

The primary consideration when it comes to selecting a cladding material is that you have to be deliberate – understand why you are using the material. Your cladding choice should enhance the flow of the design ultimately enhancing the architectural response to the building. From industrial, to modern, to domestic, to utilitarian – think about what look you want to achieve, what the purpose of the building is and how you can use cladding to tell a story.

### CONCRETE

Through the exploration of a love of modernism, concrete has become a popular material choice for the exterior of the buildings I have designed – despite it not being a cladding material in the

Above: Winsomere Cres by Dorrington Architects

Centre Right: Great Barrier Rd by Box Living | Photography: Emma-Jane Hetherington

traditional sense of the word. Its honest and raw qualities were appealing, along of course with its simple modern look. Typically used where forms are bold and strong, it is a material which will age gracefully with the building. Paired with cedar battens, concrete can be softened for domestic use, or left as a raw material for an industrial feel. Like all materials there are pros and cons to using concrete – the most notable being you never know what you are going to get until it is out of its pre-cast mould, so flexibility around imperfections is ideal; however you can cover most with an applied finish such as a stain or paint. Your end result with concrete will be durable, raw, geometric and in some instances brutal.

#### TIMBER

Timber is an incredibly versatile cladding material and can be used in a variety of ways – from painted weatherboard, to vertical cedar slats, the limit is simply what look you want to achieve; from historical to modern, timber is an option. Timber generally has a seven to ten year maintenance cycle and as an organic product is prone to movement so it pays to bear this in mind. Timber is a material which is not only familiar, but comfortable, so the end result is often a domestic architectural language.

#### BRICK AND MASONRY

Brick embodies notions of simple forms, familiarity and respect. The use of this material offers its end user a product which is robust, low maintenance and safe – seismic events of late to the side. Brick was one of the original cavity construction materials and was decades ahead of our understanding around the risks of weather-tightness. Throughout the decades brick and masonry have remained consistent and their ready availability has seen them firmly mortar a place in New Zealand's architectural language. As technologies and fashions have advanced there has

been some shift in their popularity, however brick will forever have a place in New Zealand's architecture. It is a material we all know, appreciate and recognise.

#### METAL

The use of metal as a cladding material is an interesting one. With sheets of corrugated iron conjuring notions of the quintessential Kiwi utility shed, the use of this material will bring a sense of utilitarian familiarity to your building. The advancements and refinements of metals over the years now allow us to achieve this familiarity with a contemporary aesthetic and has seen metals be applied to architectural forms at both the higher and lower ends of the scale. This particular cladding material, coupled with the evolution of zinc cladding, has seen a shift in the architectural sector in the approach to roof lines, as sheet metal allows the boundaries to blur between a defined roof line and exterior walls, creating an interesting dynamic of forms.

#### NATURAL STONE

From schist, to Oamaru stone, to granite, to slate, New Zealand offers homebuilders an extensive range of natural stone claddings. While there have been a number of debates around the sustainable nature of stone it is important to note that while it is not a renewable resource it is one of the only exterior claddings on the market which can be re-used – a notion which currently is being played out in Canterbury. Depending on the effect you wish to create there are number of finishes which can be applied to the stone – fractured slate is commonly used as a feature cladding adding texture to the building and complementing a primary cladding; while polished basalt can be used in clean sheets to achieve a very different effect. Of all the cladding materials on the market stone is the one material commonly also used in the interior of the home – be it as feature wall, fire-surround or kitchen benchtop.

### PLASTER FACADE SYSTEMS

Plastering systems have been around for centuries providing a seamless appearance. Modern plaster or Stucco systems have reinforced Modified Cement-based plasters that are applied over a variety of substrates. Traditionally Stucco is applied over brick, masonry block, fibre-cement or plywood sheeting which is then painted. This traditional method of plastering has been used in New Zealand since the 1920s. There are various modern Plastering systems available in the market which, when applied over timber or steel framing are installed over a drainage cavity like most other exterior claddings which aids in protecting the structure from incidental moisture should it occur. All external plaster claddings are required to be installed by Licensed Building Practitioners – plastering license class.

Modern Plastering systems include window flashing suites, with various hand applied layers of plaster and reinforcement, finished with acrylic textures, or paint systems. The plastering and flashing systems vary slightly between systems, yet must comply with building code requirements. The main change that occurs with the systems is generally the substrate to which they can be applied. The various substrates or backings can include Brick, block, Insulation board, AAC concrete, & fibre cement. Each substrate provides unique benefits, such as Thermal insulation, or Impact resistance dependant on the location, or intended use. As with all exterior cladding plaster is no different in that it requires general maintenance such as painting, and cleaning. Plaster is a relatively easy surface to paint due to its flat surface, which also allows you the flexibility to change the colour easily if required.

## Buying new, or replacing your existing garage door?

To begin with, you will need to get a measure and quote to get an accurate price.

The best time to get a garage door company involved is at the framing stage once the roof is on, as it is easy to make changes to the opening at this point. Technical advice by an expert can assist with situations such as confined space or custom designs.

When comparing quotes, you need to consider that the prices are on the same quality, thickness and service.

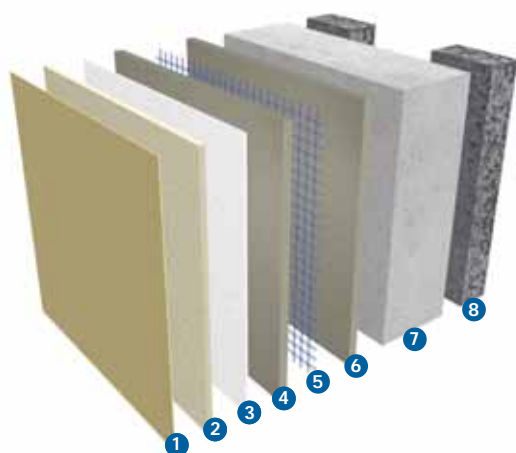
**Style** – When choosing a garage door and auto opener for your home there are countless styles to enhance the character and street value of your home.

Your local garage door dealer will give you options and opinions to suit your needs.

Premium construction materials for all your building projects

### Plaster Façade Systems

Our range of premium external, cavity based plaster facade systems includes our INTEGRA lightweight concrete, and Graphex Insulated facade systems which are BRANZ weathertight tested and installed only by our network of registered LBP contractors.



- |                        |                                |
|------------------------|--------------------------------|
| 1 Resene X 200         | 5 Fibreglass Reinforcing       |
| 2 Pre-Coloured Texture | 6 PM100 Quick Render           |
| 3 Resene Limelock      | 7 INTEGRA Lightweight Concrete |
| 4 PM100 Quick Render   | 8 Cavity Battens               |

### Flooring Systems

INTEGRA lightweight concrete flooring - no more squeaky floors. Our 75mm thick lightweight concrete flooring is the only aquapel infused lightweight concrete on the market today. INTEGRA flooring is a superb choice for all new construction projects providing acoustic, and thermal insulation along with the feel of solid concrete.

- Super hydrophobic
- Steel mesh reinforced
- Waterproof when cut
- Easy handling
- Cost effective
- All weather installation



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+  
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Products



### Interior Finishes

Our range of hand applied organic natural interior finishes complement and enhance your living environment.

Our range includes; Rockcote EARTHEN natural clay provides a 'breathing surface' which assists in controlling internal vapour. It is also 100% recyclable and can be coloured from within Resene's Whites & Neutrals range.



Otsumigaki (polished Otsu) a natural material made of fine white clay, sands and lime. Drawing inspiration from the lime and clay interior finishes used in traditional Japanese homes.



Marrakesh is based on the natural 'Tadelakt' lime plaster which is a water resistant lime plaster that can be applied to both interiors and exteriors of homes.

All products and systems are warranted and installed by the network of Resene Construction Systems registered LBP plastering professionals to strict

Visit our website to discover more about our exciting new range of interior finishes.

**ROCKCOTE®** | Plaster Systems

[www.reseneconstruction.co.nz](http://www.reseneconstruction.co.nz) | 0800 50 70 40



# 5.3

## Heating & ventilation

Heating options are far greater now than for our parents:

Electrical, gas, new super-efficient wood fireplaces, gas fires, in-concrete floor hot water or electrical heating units, central hot water heating, heat pumps and air conditioning units and home ventilation systems.

And about time, too! New Zealand homes have been woefully under-heated and it leads to illness and poor health. Make your home warm, healthy and comfortable.

Because the heating needs of every dwelling are different, you need to undertake heat loss calculations based on: your home's size, the materials used for construction, whether your home is north or south facing, the size and number of external walls and the number of windows and doors.

The World Health Organisation recommendations for room temperatures are, 21 degrees Celsius in living areas, 18 degrees Celsius in bedrooms and 22 degrees Celsius in bathrooms.

Start with insulation – keep in the heat you have, then add heaters to warm you up. Insulation will also reduce temperatures in the summer.

### CONSIDERATIONS

- Ensure you have an abundance of insulation – remember, building code requirements are a minimum.
- It's important that whatever system you install is of sufficient capacity to heat your home properly – too small a unit will result in expensive bills and insufficient heating.
- New heating system installations require a building consent and registered installer.

The modern approach to heating is 'whole house heating'. Good insulation and an energy-efficient heating system will heat all areas of the house at a reasonable price and help keep your family healthier through cold months.

### CENTRAL HEATING

Central heating can be fuelled from gas, diesel, solid wood pellets or hot

water heat pump, can work through warm water underfloor heating or slim water radiators (and sometimes both), with the possibility of adding domestic hot tap water and even swimming pool heating all from the one heat source.

### MODERN WOOD BURNERS AND WOOD PELLET BURNERS

- They are inexpensive to run, energy-efficient and surprisingly environmentally friendly. They have the advantage of being able to be connected to a wetback, which will provide hot water at no extra cost apart from the installation.

### UNDERFLOOR HEATING

These work with any floor type but care should be taken with wooden overlays as there is potential for shrinkage. Electrical systems are cheap to install but the running costs are higher. The high cost of gas in the South Island also makes these systems more expensive to operate there. Running pipes in your concrete floor slab even if you don't intend to use them initially, will future-proof your home and may add resale value.

### HEAT PUMPS AND AIRCONDITIONING

Correct sizing is crucial for long-term trouble free and economical running of your heat pump. If it is too small in capacity (kW), it may be cheaper to buy initially, but it will struggle to heat the area, resulting in the unit having to work much harder, making it less economical to run, and dying early. Options run to wall units, floor units, ceiling units or fully ducted – choose the most suitable for your space and house design.

### MODERN VENTILATION SYSTEMS

These are not usually heating systems, unless those add-ons are included, but may help heat your home through replacing moisture-filled atmosphere. Modern construction seeks to seal a home to increase energy efficiency which means you may need to have a system installed. "Heat Recovery Ventilation" refers to having warm, stale air being removed and replaced with fresh. This aids energy efficiency, but works better when it's already warm, which is just when you don't want more heat.

### SOLAR

Solar panels provide essentially free hot water. Any excess can be diverted to heating a pool or added into a floor heating system. During winter months solar will require back-up heat supplementation.

- Power and gas prices are continuing to rise and are forecast to increase sharply as demand increases – solar is renewable, sustainable, efficient and reduces hot water heating costs.

### GAS HEATERS AND FIRES

Fast, convenient and easily-regulated heat, gas can bring a moderate sized room to a warm comfortable temperature in about 10-15 minutes. Energy Star rated flued gas heaters are the most efficient and won't release moisture or harmful gases into your home. Glass-fronted gas fireplaces are significantly more efficient than open fronted and create much smaller carbon footprints. If you live in an area that has no gas supply, you can have tanks that are delivered to you, last for months and only get changed out as required.

We have a wealth of advice on the different options for your home on our website, here: <http://www.buildingguide.co.nz/suppliers/heating>



# DOMINATOR GARAGE DOORS FOR GREAT LOOKS, SECURITY AND STANDOUT FEATURES.

## 6 Important considerations for your garage door.

### What type?

Sectional, roller, tilt or roller/sectional hybrid? We can advise the best type for your design.

### Protection

Protect your family and assets using openers with the latest technology. TrioCode™ 128 uses three frequencies to defeat interference from other transmitting devices. The 128 bit encryption relies on trillions upon trillions of rolling codes making them New Zealand's most secure garage door openers\*.

\* Based on the number of possible code combinations compared to other products on the market.

### Steel Thickness

It is important to choose the right thickness for your style of garage door. Thicker steel is often required for sectional doors and the quality is well worth the cost. Smooth and strong, your garage door will stand the test of time and looks exceptional on the street.

### Colour

We have a huge range of colours to choose from! COLORSTEEL® and Dulux® Powder colours on our quality steel base won't fade under New Zealand's harsh UV rays.

### Operation

Our super quiet belt drive and soft start / soft stop operation reduces noise considerably, so the household will not be disturbed by the sound of the garage door.

### Insulation

It's been another season of weather extremes and while we can't do much about the climate outside we can help make the space behind your new Dominator Insulated Garage Door and Opener much more comfortable. Adding a layer of insulation to your garage door also acts as a two-way noise barrier. It helps keep out undesirable noise for a noticeably quieter garage.



**Visit [dominator.co.nz](http://dominator.co.nz) or call 0800 366 462 to discover our full range of garage door options.**

*'Make The Right Call,  
Talk to Us'*

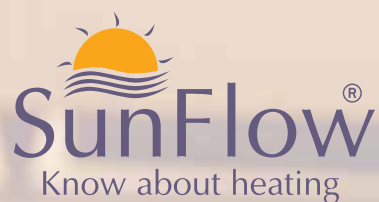
**DOMINATOR®**





*We help people build homes that are continually warm and healthy, with low running costs.*

## Efficient Energy & Solar Power



When it comes to specifying consider this: Sunflow® floor heating is the only **BRANZ Appraised** heating system available in New Zealand.



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**03 453 1010**

**Central Otago Office:**  
56 McNulty Road, Cromwell  
**03 442 0813**

**Latest  
Hot Water  
Heat Pump  
Technology**



***"I love warm floors"***

**[www.warmandcool.co.nz](http://www.warmandcool.co.nz)**



# Efficient solutions for heating, ventilation and solar energy

Kelly Deeks

Dunedin eco-energy company Warm and Cool, which helps New Zealanders to build warm and healthy homes with low running costs, has specialised in radiant heated floors for more than 26 years, and has installed more than 1200 around South Canterbury, Otago, and Southland.

For the past decade, Warm and Cool has used economical heat pumps to power its floor systems, incorporating highly efficient heat pumps into its BRANZ appraised Sun Flow® infloor heating, with optional very low cost domestic hot water from the same heat pump.

"Our air to water heat pump powered radiant floors are designed for cold conditions," says Warm and Cool managing director Wayne Hanley.

"Some of our high quality purpose-built hot water heat pumps continue to deliver maximum heat right down to -15 C."

He says air to water heat pump systems deliver even higher efficiency than air to air heat pumps.

"For every dollar you invest, you get back up to four dollars of heat. The energy savings are significant," he says.

"Also, when you are operating a well designed radiant heating system in an average home holding it at constant temperature, you use about thirty per cent less energy than a hot air system. This is on top of the amazing efficiency of a quality air to water heat pump powered floor."

As radiant floors distribute low energy heat evenly, there is little air movement. "It is like soaking up sunshine," Wayne says. "It is a very healthy, comfortable, and safe heating system, and a natural fit for sustainable homes."

Wayne says an effective radiant heating system requires lower air temperatures to maintain comfort levels, resulting in lower energy losses when ventilating. Less hot convected air also

**"It is a very healthy, comfortable, and safe heating system, and a natural fit for sustainable homes."**

means less airborne dust and a cleaner, healthier home environment. "Even dust mites struggle to live on heated floors due to the lack of moisture."

Some homeowners achieve even higher energy savings by heating their floors at night, on lower night rates. The same heat pump that heats the floor can also be used to cool the home or office, and heat domestic hot water.

Heat pump air to water underfloor heating is simple to operate with low maintenance. The system complements a balanced pressure fresh air genuine HRV systems and offers exceptional performance in airtight, well heated homes.

"Warm and Cool is a specialist in this type of fresh air HRV, and supplies premium fresh air ventilation systems," Wayne says.

"These work by replacing stale outgoing air with fresh incoming air and in the process; a substantial amount of latent heat in the air is recaptured thereby reducing your heating requirements."

When stale air is being expelled, it goes through a heat exchanger with the fresh air entering the house.

A system such as this means there is controlled movement of fresh air in the house, but very little loss of heat.

"By controlling fresh air into the house, you can also filter it for things such as pollen and smoke, which is obviously an advantage for people who are sensitive to air quality." These HRV systems can also be connected to ducted ceiling heat pump systems.

**Dunedin: 03 453 1010**  
**Cromwell: 03 442 0813**



## 5.4

## Interior finishes

## Connecting with yourself.

Good design appears effortlessly elegant. Interior design is about satisfying your needs for emotional and physical comfort.

## IT STARTS WITH THE ARCHITECTURE

An architect is also responsible for all interior structural elements. Including floors, walls, ceilings, the junctions where they intersect and the physical structures that support them. The dividing line between architecture and interior design can therefore blur. Collaboration delivers the best results.

## WHEN TO THINK ABOUT THE INTERIOR DESIGN

Address the interior design before construction starts as applied finishes like paint, wall coverings, tiles and carpets are all decided upon during the consent documentation phase. Some finishes may have specific substrate or installation requirements that need to be discussed with the architect and incorporated into final design and construction documents.

## LIGHTING

Lighting has a major effect on colours and finishes and lighting must always be considered alongside each other.

## FINDING INSPIRATION

Visit our Design Guide website, [www.designguide.co.nz](http://www.designguide.co.nz) and our Pinterest page – [www.pinterest.com/design4402](https://www.pinterest.com/design4402) where we have a wealth of curated images across a huge range of rooms. For more advice on lighting check out the next section of the Building Guide and [www.buildingguide.co.nz/products/lighting](http://www.buildingguide.co.nz/products/lighting), and for more detail around interior design.

While many people are choosing more and more products online, make sure the finish works in your we recommend that all finishes should be viewed as a physical sample before making a final choice.

## SELECTING FINISHES

Every decision you make should be viewed in relation to the overall design project. Nothing should appear disconnected from the whole experience.

Every detail is  
a constituent  
part in a greater  
design idea.



Wallpaper from Resene Wall Trends III – Spot 2 937911

## SOFT FURNISHING TIPS

Drapes and blinds are an important part of your home design because when closed they present a large colour/pattern block that you have to live with, so make your choice carefully. Here are some points to consider when looking to purchase drapes and blinds:

- Get an indicative budget established before starting. This will save you a lot of time looking at products that may not suit your situation. Custom made curtains and blinds are often dearer than ready-made products but you will have a greater selection and a more personalised result.
- Use a reputable company specialising in soft furnishings. They employ people of high standards, often with interior design experience. They will have a wealth of knowledge of fabric composition, colour, styles and practicalities.
- Don't pay for quotes. You don't need to. Companies who charge for quotes may tell you their expertise is more valuable than others. This is very unlikely, if not misleading.
- When possible choose your carpet and curtain fabrics before, or at the same time, you choose your paint colours.
- When considering the design of your drapes give thought to the size of the room. Often lifting the rods 100-200mm above the frame or even up to the ceiling will make the room feel bigger.
- Drape length can be a personal thing, whether you like them well off the floor, just to the floor, or dragging on the floor. Remember if you have them touching the floor you won't be able to achieve a structured look from your drapes as the fabric will lose its pleated look as the fabric drags on the floor.
- If you are wanting to give your home a contemporary look use sunscreen blinds as sunfilters instead of net fabric. This gives nice clean lines to the window and looks great from the outside.
- Drapes made using linen, cotton or hemp will move up and down. They look great but make sure you have these fabrics well on the floor.
- Express your personality. Not every room in the house has to have the same fabric or style. Enjoy your designing and buying experience. Choosing a drape company that has a good reputation and that care about your purchase is important.
- Don't assume that paying a high price for your fabric means you are buying long lasting fabric.
- Comparative quotes. If you get more than one quote make sure that you are getting "apples for apples". In other words, make sure it is the same fabric, lining, style, meterage, and tracking. You may find the dearer quote could be the "cheaper" quote if the same specifications are quoted on.
- Get a written guarantee. Whilst you are covered by the Consumer Guarantees Act, you should always get a guarantee of workmanship and quality.

Advice from Harrison's Curtains – [www.harrisoncurtains.co.nz](http://www.harrisoncurtains.co.nz)

# How to choose the right colour for you...



Resene Quarter Truffle



Resene Half Dusted Blue



Resene Fifty Shades



Resene Elixir



Resene Dark Side

There are many elements to home interior and exterior schemes but one of the most dominant features – simply because it covers the larger surfaces of your home, is colour.

Choose surfaces which have fewer colour options first, such as carpets and furnishings. It's much easier to get a paint made to match carpet and furnishings than the other way round. Have a look at any accessories, knick knacks or artworks you have bought, and work with these items that you are not going to be replacing. Use these items to refine your paint colours.

While there are many beautiful and useful white and neutral colours in the Resene collections, make them a considered choice rather than be driven by a fear of getting it wrong with bolder colour.

The best way to see how colours react in different rooms is to test them. Using Resene testpots, paint your chosen colour onto a piece of A2 card leaving an unpainted border around the edges so your eye focuses on the reality of the colour. Move the card from wall to wall and from room to room. Watch how it changes not only with the light but against other colours in the room.

If you are building a new home and don't yet have the luxury of walls to try your colours on, try your Resene testpots out in a space that is as close as possible to your new home.

When you're choosing colour, remember these handy tips:

- The same paint used in two different rooms – one north-facing and one south-facing – may look completely different.
- The same colour painted on the walls in a large room may look different in a small room. In a small room the walls reflect onto one another so colours may appear more intense. This is particularly the case with yellows.

- If in doubt choose a lighter colour inside as colours will tend to look darker. Outside the reverse applies – if in doubt choose a darker variant as the sun will tend to wash out the colour and make it look lighter.
- Colour on the ceiling will look darker than the walls because there is less reflected light. Generally a half or quarter strength of the wall colour is recommended. Or make a statement and opt for a coloured ceiling or continue your wall colour onto the ceiling for a cosy cocoon of colour.
- Flat, low-sheen, satin, semi-gloss and gloss finishes also play a role in how colour can change in certain lights. Glossy finishes are highly reflective and can lighten a room and make a colour seem cleaner and brighter. Similarly, matt surfaces absorb the light and will appear darker and deeper than glossy reflective surfaces. Most decorators opt for a low sheen finish, such as Resene Zylone Sheen or Resene SpaceCote Low Sheen, for walls, semi-gloss for trims and joinery, such as Resene Lustacryl, and flat finishes for ceilings, such as Resene SpaceCote Flat or Resene Ceiling Flat. For exterior walls either a low sheen, such as Resene Lumbersider, or semi-gloss, such as Resene Sonyx 101, with contrasting semi-gloss or gloss trims and joinery works well.
- If you're choosing a neutral colour scheme consider varying the sheen and strength of the colours to add interest.
- When it comes to wallpaper, as a general rule, smaller rooms generally look best with smaller prints while larger rooms will handle larger prints. But if you're drawn towards a bold print for your living room but don't want to cover a whole room, use it on a statement wall instead. You can then pluck out colours from the wallpaper's pattern to use in your colour scheme. See an extensive collection of wallpapers as your local Resene ColorShop or online at [www.resene.co.nz/wallpaper](http://www.resene.co.nz/wallpaper) or create your own custom wallpaper with Resene WallPrint, [www.resene.co.nz/wallprint](http://www.resene.co.nz/wallprint).

For more advice and inspiration, see your Resene ColorShop or use the free Ask a Colour Expert service online: [www.resene.co.nz/colourexpert](http://www.resene.co.nz/colourexpert).

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# 5.5

# Selecting flooring

Flooring is the base of your interior design.

Your flooring choices are a significant factor in any architectural and interior design.

Think about this early in the design process, as applied finishes need to be selected and specified during the construction documentation process.

Flooring impacts on you on a physical, visual and emotional level – it changes the sound and feel of your rooms and acts as the base for the rest of your interior design.

Each flooring type has its own set of benefits and limitations relative to the performance required for the area under consideration:

- Is it resistant to the expected wear?
- Easy to clean and slip resistant?
- Does it offer sound absorption?
- Resistance to expected moisture?
- Is it suitable for the substrate?

The most popular flooring choices are synthetic or wool carpets, timber, concrete, and tiles (ceramic, porcelain and natural stone).

New alternatives in vinyl flooring are vast improvements over the old 'lino' and modern designs replicate the look and feel of wood or tiles at a lower price.

Carpets are popular due to their versatility and comfort. Their insulating properties can reduce heat loss, and noise levels – you really notice walking into a room with carpet – it's a palpable warmth and calmness. It's a durable product that gives flexibility in terms of colour and texture, and adds a luxurious touch to any room.

The aesthetic can be very minimal or highly ornate depending on the sizing and decorativeness of the material chosen. Make sure you examine your options, and especially in the rooms where you'll be installing, so you can see how your choice looks with the light and space where it will be installed.

Hard flooring, whether vinyl, concrete or timber, is usually better for wet and food preparation areas. Options abound here, too, so investigate your options widely.

Advice from Harrisons Carpets and they're happy to come to your home to discuss your options: [www.harrisonscarpets.co.nz](http://www.harrisonscarpets.co.nz)

[illegible]



## PEACE OF MIND WITH GARADOR GARAGE DOORS

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Some important factors must be considered when choosing your garage door. Firstly, the style of door and the profile that will work best with your design. Garador can advise on a door for your requirements, from the older style roller or tilt doors to the newer, sleek look of sectional doors. Sectional doors have some great advantages - especially for a two car garage - with greater strength, weatherproofing and insulation. Insulated garage doors can help your house stay warmer and quieter and give you more options for use.

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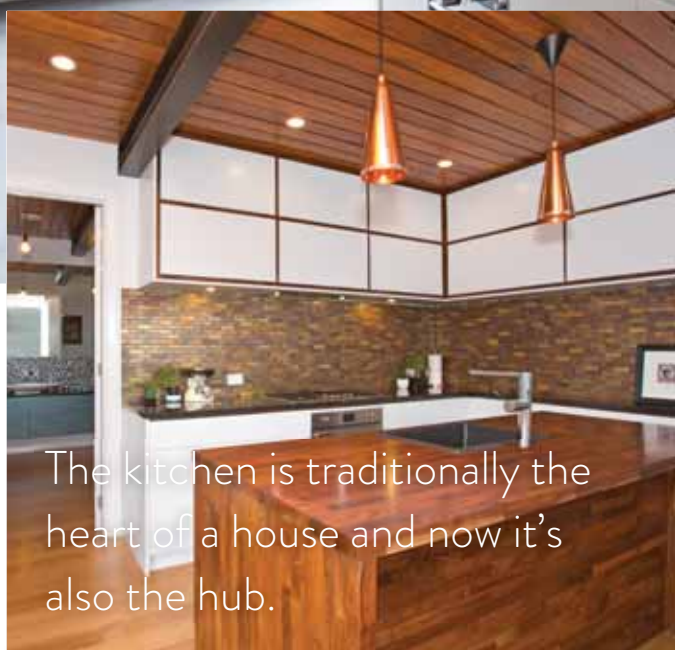
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## 5.6

## The Kitchen



The kitchen is traditionally the heart of a house and now it's also the hub.

No other room in your home is likely to host as much traffic, utilisation and conversation.

#### DESIGN MEETS FUNCTIONALITY

Aesthetics integrate with functionality so while you must have easy access to all the necessary amenities, ingredients and appliances required for the preparation of food, its design is equally important.

As you plan your kitchen design, here are some of the key features to take into account:

1. **Wall space, windows and your sink** — Wall space is always a premium.

Above: Westmere Kitchen | Designer: Jason Bonham Interiors | Photography: Mark Scowen  
Left: Black Label Furniture & Kitchens | Photography: Rob Kilvington

Your design needs to make the most efficient use of what wall area is available. Think where cabinets could hang and consider running to the ceiling – one less space to clean and more cupboard space too.

A key question is where to locate the sink. Do you want it to face a window so you can keep an eye on children playing in the garden or look out over a view? You will also need to ensure there is room for a dishwasher nearby as well as ample bench space.

2. **Storage and access** — Storage is a priority when designing a kitchen. The ideal solution combines visual appeal with ease of use.

Space in your kitchen should be allocated according to how you will use the space. Your choice of drawers and shelves is important. How much capacity and what height best suits? What configuration of drawers and cupboards will be most convenient?

Would everything be easier stored in deeper drawers? Do you want to hang some implements farmhouse style?

Design palettes should flow from living spaces into the kitchen area.



How you lay out your kitchen design will allow greater control over aspects such as the height of worktops and placement of devices and appliances. Think about things you do not access as frequently. Perhaps they can be stored away from the principal work area? Large pots and oven trays could be stored in a pantry-type cabinet. A similar cupboard space could be used for groceries and vegetables not kept in the fridge. This way, everything is within a few steps of your work triangle.

Careful thought should also go into the clean-up area. Where do dishes go after they are removed from the dishwasher? Would wall cabinets be an effective place to store glassware?

If so, just how far do they need to be from the dishwasher to allow easy transfer?

Likewise, consider the storage requirements for the items you need nearby the hob or range. Pots and pan drawers, drawers for utensils, spices, oils and other essential items all should be placed within easy reach.

**3. Cabinets** — For maximum flexibility, choose a kitchen design that is compatible with a wide range of cabinet designs. From high gloss glass with oak, laminate finishes or elegant lacquer finishes in any colour you want, your choice of cabinetry is critical to achieving the look you want for your kitchen.

If you have an open-plan kitchen, the design theme including cabinets must compliment your living space. Alternatively if your goal is a minimalist kitchen, look for plainer cabinets that can be finished with recessed handles and other unobtrusive extras.

As you piece together your kitchen design, you will need to decide where your cabinets sit. You'll also need to choose the internal and external hardware. What shelf styles, glass or solid doors? Do you need lights inside some cabinets? Would electrical plugs be useful inside?

### CREATING A USABLE SPACE

Your kitchen should be shaped around the way you intend to use the space and what best matches your family needs. If you entertain regularly, an open plan format may be most suitable. This will enable you to socialise whilst cooking and preparing food. If your lifestyle is oriented to family gatherings, a communal seating area will be more important.

Each element in the kitchen has its own space requirements. Take the time to consider where each can be placed to realise your vision.

**Refrigerator** — the refrigerator needs some counter space nearby for setting down objects removed from it. This can be located to the right or left of the refrigerator as most refrigerator doors can be set to swing either way. For side-by-side fridge-freezers, having the “set down space” bench top behind you when you open the doors is often the most convenient. Islands are perfect for this.

The direction of the door swing should be compatible with the rest of the kitchen. For example, if your fridge door is set to open away from you, you won't need to walk around the door each time it's opened.

**Oven, hob and range** — the hob or range also needs “set down space” on either side. You'll need somewhere to put down pots while they are still hot from cooking, as well as ingredients that are being added as you cook.

**Sink and clean-up space** — this is one of the most frequently used areas in any kitchen. Your clean-up space and sink need sufficient usable area on two sides. One side is for stacking dirty dishes and utensils whilst the other is for storing them once they have been washed.

**Microwaves** — most kitchen designs incorporate a specific site for a microwave, at the correct height and close to the stove or range. However most microwaves are an awkward depth. They can be deeper than many upper cabinets yet shallower than lower base units. The height of their placement is important.

If your microwave is not an integral part of your cooking routine, you could think about putting it outside the work area.

**Coffee machines, blenders and mixers** — most high-end appliances like coffee machines, blenders, toasters and other appliances are made with both functionality and visual appeal in mind.

In a smaller space, you might want the option of storing them out of sight but ensure a power supply is available within the storage cupboard and a second small sink next to your coffee machine is a great use.

### THE FINISHING TOUCHES

Overall, your kitchen should have a strong sense of cohesion where functionality and style are both achieved. Unless you already have experience in successfully designing a kitchen, retaining the services of a specialist kitchen designer is strongly recommended.

For more indepth advice, including different benchtop types and advantages, finishing options, lighting and more, head to our website: <http://www.buildingguide.co.nz/suppliers/kitchens>

*Editorial supplied Mark S. Graham*



# 5.7 Bathrooms

Our intimate sanctuary.



Above & below left: Mairangi Bay Bathroom | Designer: Jason Bonham Interiors  
Photography: Mark Scowen

Bathrooms have outgrown their purely functional role. They are now an intimate space for retreat and self-indulgence where we connect with one of life's most vital and essential elements – water.

The role of bathroom design is to enhance this connection by creating a sanctuary for body and soul.

## DESIGNS REFLECT OUR CHANGING LIFESTYLES

We are moving to a new freedom in how we use our living spaces. This means the traditional divides between

sleeping and bathing spaces are dissolving. To maintain this flexibility, consider avoiding fixed walls that separate. Instead, think about movable glass or timber screens that allow inter-mixing of materials and spaces. Another effective touch is to bring nature and the outdoors closer with a Japanese 'tsuboniwa' or small, enclosed garden.

## SMALL SPACES THAT FLOW

Smaller, more confined areas suit pared-back designs with simple materials. These create compact, functional spaces where the ritual of bathing is completed efficiently and modestly. To generate a greater sense of space, think about hung vanities and toilets along with recessed wall cabinets. Wet areas that do not separate baths and showers add even more freedom.

Bathrooms are where we connect with one of life's most essential elements – water.

### MAKE IT A SENSUAL EXPERIENCE

Materials on the floor, walls and horizontal surfaces in your bathroom are experienced in a very tactile, sentient way. Tiles, mosaics, stone, glass and timber are all popular for their luxurious feel. Each will contribute differently to the mood of the bathing space. However their palette must still reflect materials chosen throughout the rest of your home. After all, every room is part of a greater experience.

### FITTING TOUCHES

As well as their functionality, consider how the shape, form and composition of fittings can add a level of tactile delight and surprise.

The first step is to whittle down the vast array of choices. From sculptural faucets to computerised shower systems

that can be set to your own exclusive heat and water pressure settings.

Materials on the wall, floors and other surfaces are experienced in a highly tactile way

To pick well, you need a critical eye and an educated guess as to where style is heading over the next ten years or so. Do your homework with plenty of showroom visits.

Test-drive everything for comfort and size. Remember that you get what you pay for. Nobody ever regretted buying quality and durability.

### SHED SOME LIGHT

Almost nothing contributes as much to a room's ambience and tone as lighting. Think about these three areas and how lighting can add to your desired effect:

**General** – what is required to illuminate the room to make it usable and able to be appreciated?

**Task lighting** – what sort of lighting is needed for activities such as applying make-up or shaving? Remember that it's important to light the face as naturally as possible, without shadow.

**Ambient light** – choose gentle and low key so as to create a special mood. Think how dimmers and sensors can play a role creating exactly the mood you desire throughout the day and night.



Designer: Jason Bonham Interiors | Photography: Mark Scowen

### TECHNICAL POINTERS

- Water may be the great provider of life, but it can also be the destroyer of bathrooms. Thorough waterproofing and proper directing of run-off is vital in your design.
- No-one enjoys a cold bathroom. Under-floor heating is an easy way of warming the space. Heated towel rails and mirrors also improve the overall experience. Installing a timer will help minimise the impact on power bills.
- An effective ventilation system is a standard requirement under the NZ Building Code. Therefore your design will need to include an extractor fan.



# 5.8

## Lighting: changing the view

Lighting designer Haydn Mellor of Lightplan explains the process of creating a lighting plan.

Traditionally considered a final stage in planning, focus on energy efficiency and innovations in technology means lighting is worth considering much earlier in the design process.

To eliminate contrast and create balanced light in a room, there should be at least three kinds of lighting, according to lighting experts. The right atmosphere can be created by well designed, carefully planned and executed lighting installation. Lighting can be one of the biggest factors in determining the mood of a room and how comfortable and pleasant or simply practical it is to use.

**Soft, indirect ambient light** should illuminate the whole room with a glow, and **task lighting** should be positioned (usually between the top of the head and the work surface) to enable working or reading. **Accent lights** should be used to highlight artwork and decorative objects. (A **decorative light** like a chandelier is a fourth, not necessarily essential, component of lighting design; it should never be the sole source of light in a room because it throws everything else into darkness.)

There are fantastic affects that can be created using the right lights in the right positions. But also make sure you have lights that are sufficient for work you have to do, such as over kitchen benches or where you like to read. By all means consult lighting designers. Their services can make a huge difference in the quality of your finished installation. The lights themselves can be a significant portion of your budget and are very much a fashion statement if you want them to be.

- Consider whether they will be seen and spend accordingly, with more money spent on lights that occupy highly visible positions.
- Lighting has a huge impact on mood, so consider the ambience (atmosphere) you want to create.

- Consider how the space itself 'works' architecturally, and what aspects of it could be highlighted or hidden; the colour and texture of the surfaces being lit; whether you have particular paintings, objects d'art or materials that you wish to make a feature.
- Human eyes don't like to deal with extreme contrast because it creates eye exhaustion, therefore look to diminish contrast in a room that you will be in for a long time.
- Remember – if you can't afford a particular light you want, you can always run cable to the point of installation and just leave a bare bulb there for a short while, which is far better in the long run than removing the light from your plans altogether and ending up with something you won't be happy with.
- Consider low and non-direct lights in areas such as the bathroom that you may visit during the night.
- Consider the bulb beam width: this effects where light goes and the intensity of contrast between light and shade.
- Outdoor lighting can open up gardens for night time enjoyment and the old days of spotlights over the deck are rapidly disappearing, with lighting helping create outdoor rooms for entertaining into the night.
- Even light switches can be fashion pieces – the choices are far greater than the old standard white buttons.

Haydn Mellor is a Lighting Designer and General Manager of Lightplan who focus on mid to high-end residential and commercial projects, design and supply. [www.lightplan.co.nz](http://www.lightplan.co.nz)

# 5.9

## Landscape design & construction

Allowing budget for landscaping means you can get the whole project finished...

...and having the landscaping done is a truly wonderful feeling because it really completes your home and adds a surprising amount of value.

You can save money by doing much of the work yourself but there may be elements, such as retaining walls, that are best left to professionals. Landscape designs, especially, are often best done by landscape architects or designers. There are different looks that you can go for – but come back to the style of house design you've chosen and use that to lead your garden design.

### Outdoor Rooms

The recent concept of 'outdoor rooms' is not hard to implement in your own backyard. Taking lighting, appropriate furniture and creating a defined space that is a room in its own right but outside, means your home extends into your garden for exceptional lifestyle enjoyment.

### Fencing

Fencing is another component that can be expensive but is essential for privacy and security. The range of materials is again extensive but remember to consider new products like glass and fibreglass for appropriate locations. There are specific laws dealing with fences – their height, sharing the cost with neighbours, whether you need a building consent for them or not. Discuss with your neighbours what you intend to do, especially if you need access from their property. Good fences make good neighbours – work with them wherever possible.



### Planting

- Plants can be surprisingly expensive because there is generally so much that needs to be planted.
- Consider the trade off, however, in choosing larger plants that may cost more but have an immediate effect, as opposed to buying smaller plants that will take a couple of years to reach the right size.
- Remember to look at the size that trees grow to – some trees get big (really big!), so think about where you're planting them for yourself and for your neighbours.
- Check the materials to be used in beds with the plants going in to make sure they complement each other.
- There is no such thing as a low-maintenance garden.
- Grouping plants together can make a strong garden statement.
- Don't forget the lawn: ready lawn, spray-on seed or sow it yourself, ensure you've prepared the ground appropriately for the best effects. Time spent here pays off.

### Decking and Paving

- Stone – either in regular shapes or natural (to create 'crazy paving'), poured cement, and concrete flagstones are default choices for patio areas.
- New lattice paving allows the use of small stones that would otherwise slip around and are more eco-friendly as they allow water to permeate through rather than create runoff.
- New composite recycled plastic/wood 'timber' products are available as extremely durable and 'green' decking products

### Swimming Pools

There are specific parts of the Building Act that deal with swimming pools. In addition, there are components of each Council's District Plan that control their installation and access.

- Pools may be built into the ground or sit above.
- The main pool types are concrete and fibreglass and each type has its advantages – fibreglass on cost, concrete on flexibility of design.

- There are alternative ways of treating water to chlorine treatment that are very safe.

## Balustrades

Balustrades are a series of upright posts designed to prevent people from falling from high places. These days, they are a requirement for decks over 1 metre in height, stairwells and for pool surrounds.

Originally they were wooden but modern balustrades can be made from a number of different materials including aluminium, glass, steel, steel wire, or a combination. Balustrades can be framed or semi-framed or frameless. The choice for your home comes down to your personal taste but work with your designer to choose the best design and materials for the style of your house.

**Note** that as of mid-2016 frameless glass balustrades are being reviewed for safety and the rules around their use may change.



## OUTDOOR LIVING

Indoor-outdoor living has long been a quintessential way of life for Kiwis and more and more we are blurring the lines between indoor and outdoor spaces. To achieve this however you need to be talking about it early in the design and building process to ensure your designer is able to create outdoor spaces that enhance the interior, and most importantly that part of your budget goes towards your landscaping.

### Where to start...

Think about the purpose of the space, and structure it around the purpose. Is the deck to act as an extension to your living space, or is your outdoor area to be a private sanctuary?

### Alfresco Dining

Do you have enough space for seating and mingling? Think about the proximity to your kitchen. You don't

want to be carrying trays of drink, and platters of food from one end of the house to another.

Also, consider the durability of your outdoor furniture. Not only does it need to be comfortable and in keeping with the style of your interior décor, it needs to survive the elements.

### Barbecues & Beyond

While the traditional barbecue will always reign supreme outdoor pizza ovens are gaining in popularity. A traditional wood-fired oven will not only add atmosphere to your space, but provide a heat source on cooler nights.

### Shelter

From pergolas, to umbrellas, to extendable awnings, it is essential you have shade and shelter from the elements. Make sure you consider the location of your home and select a material and solution that is suitable to your environment.



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# 6.0 Resources

Architect Paul Somerford with client | Photography: Simon Devitt

This chapter explains the building regulations, contains directories of professionals and trades people in your area, and gives you practical worksheets for your project.

## THREE THINGS YOU NEED TO KNOW

- 1 Understand your responsibilities under the Building Act.
- 2 Learn your local Council Consent process in this guide.
- 3 Ensure you have alternative quotes for your professional building services – use our directories of Designers and Builders in this section.



## FOUR THINGS YOU NEED TO DO

- 1 Meet with your local council to work through your initial design prior to applying for consent to ensure a smooth process for your building consent.
- 2 Work through the Budget Worksheet in this section and refer to it to keep track and control of your project finances.
- 3 Record phone numbers and emails of key contacts in the notes section at the end of this section.
- 4 Take notes from meetings with your building professionals using the notes sections to ensure you know what your responsibilities are and what your building team's responsibilities are.

## 6.1 Regulations

### 6.1.1 THE BUILDING ACT

#### What you need to know

- The Building Act 2004 sets out regulations, including the Building Code, covering all building work. It is administered by the Building System Performance branch within the Ministry of Business, Innovation and Employment ([www.building.govt.nz](http://www.building.govt.nz)).
- All building work in New Zealand must meet the performance standards set by the Building Code, even if the work doesn't require a building consent.
- Building work is any work done in relation to the construction or alteration of a building. This includes any work on your home, premises or other structure, such as a garage, retaining walls and fences.
- The Building Code sets clear expectations of the standards buildings should meet:
  - covering aspects such as structural stability, protection from fire, access, moisture control, durability, services and facilities, and energy efficiency.
  - stating how a building must perform in its intended use rather than describing how it should be designed and constructed. In other words, it is performance-based.
- Councils issue building consents, Land Information Memorandums (LIMs), Project Information Memorandum (PIMs) and resource consents. See details below.
- You need to use licensed people for any restricted building work. This is work that is critical to the integrity of your home. It applies to work that both:
  - requires a building consent
  - and affects a home's:
    - ∞ primary structure
    - ∞ weathertightness
    - ∞ certain fire safety design.
- Licensed Building Practitioners (LBPs) are the people who can do or supervise restricted building work. They are assessed before getting a licence, and have to keep their knowledge up to date to be re-licensed. LBPs include designers, carpenters or builders, roofers, brick and block layers, external plasterers, site and foundation specialists.

### 6.1.2 RESOURCE CONSENT

- Resource consent may be required if your project does not meet the requirements of the Resource Management Act, administered by Ministry for the Environment, and the council's district plan.
- In general:
  - resource consent applies to work you do on land
  - building consent applies to building work (but you might need resource consent as well if the building work will affect the land or other users).
- If either resource or building consent are required, you must get it before any work starts.

- Your designer or builder, or the council can advise you about whether you need resource consent.

### 6.1.3 BUILDING CONSENT

- Building consent is the council's written authority to carry out building work it considers will comply with the Building Code if it is completed according to the application's plans and specifications.
- You can't usually start any physical work until you have a building consent and meet any other requirements related to the property (unless your work is exempt or there is an emergency).
- Councils must issue a building consent within 20 working days of receiving a complete application, so long as they are satisfied the proposed work complies with the Building Code. They can put the application on hold if they need more information from you, so it's important to provide a comprehensive and accurate application.
- Talk to your council or have a look at their website for information and guidance to help you prepare your application (or get your designer to do this for you).
- Your work needs to start within 12 months of a building consent being issued. After that it will lapse, unless the council has agreed to a time extension.
- The council will inspect the building work at different stages. You, or your main contractor, need to book these inspections, timing them for when the work will be ready for review. It's important to do this in the right order and while the work that needs inspecting is still visible.
- You need to collect energy work certificates and/or records of work for gas, electrical or restricted building work. You'll need to include these in your code compliance certificate (CCC) application at the end of the project.
- Councils must issue a CCC for building work that complies with a building consent and the Building Code within 20 working days of receiving an application (unless they temporarily stop the process by requesting more information).
- You can't apply for retrospective consent, if building work that required a building consent has been done without it. You may be able to apply to the council for a certificate of acceptance (its scope will depend on how much of the build can still be inspected). This would be for work done after 1 July 1992 that was:
  - urgent, necessary to protect lives or property
  - done without building consent by the owner or previous owner
  - granted consent but the building certifier can no longer complete the process
  - started or consented before 31 March 2005 and affects public premises.

### 6.1.4 LAND INFORMATION MEMORANDUM OR LIM

- A LIM is a council report about a particular piece of land, outlining everything the council knows about it (for example, any consented building work – meaning any buildings not mentioned mustn't be consented or were prior to consenting).



- You will not find building restrictions relating to a site on a LIM, you will need to check the district plan or get a Project Information Memorandum.

## 6.1.5 PROJECT INFORMATION MEMORANDUM OR PIM

- A PIM is also a council report about a particular piece of land, but its purpose is to help you decide whether your building project is possible and practical. You don't have to get one but it can ensure you and your designer are better informed early in the process, before you apply for building consent.
- It includes information about the site's special features and services, and whether your project will need resource consent or any approvals due to the district plan or other requirements.

## 6.1.6 RESIDENTIAL SWIMMING POOLS

### What you need to know

New rules related to residential pools come into force on 1 January 2017, following an amendment to the Building Act 2004 (and the repeal of the Fencing of Swimming Pools Act 1987).

Pool barrier requirements apply to residential pools capable of containing water 400mm deep or more. Barriers must restrict access by unsupervised children under five years of age.

### Key changes brought about by the new rules include:

- Residential pools must be inspected at least three-yearly to check the barrier continues to comply. Councils will have

more powers to enforce the requirements, including being able to issue a 'notice to fix', followed where necessary by an infringement notice or prosecution.

- Safety covers will be acceptable barriers for small heated pools (spa pools and hot tubs), where the side walls of the small heated pool are at least 760mm high and non-climbable.

The amendment clarifies the requirements for doors in the pool barrier, which:

- must not be able to be readily opened by young children
- must have a self-closer or a door alarm to ensure that adults and older children keep them closed.

The amendment also makes it clearer that the barrier requirements do not apply to garden ponds and similar water hazards.

### What you need to do

Ensure your pool barrier is regularly maintained so that it continues to restrict access by young children. Ensure that gates and doors in the pool barrier are kept closed.

If your pool does not have a barrier, you must get a building consent and install a pool barrier.

Pool barriers must comply with the requirements of the Building Code. MBIE has developed an Acceptable Solution, which provides one way of complying with these requirements.

## WORK THAT DOESN'T NEED BUILDING CONSENT (SCHEDULE 1: EXEMPT WORK)

If your building work is "low-risk" it may not need a building consent, although it must still comply with the Building Code.

Schedule 1 to the Building Act 2004 states the building work that can be undertaken without a building consent. The majority of exempt building work is "low risk", meaning it will not affect your building's structure or fire safety and will not pose a risk to public safety.

You should always check with your local council, as they can also tell you if your proposed building work has any district planning implications. You may need to get a resource consent or some other permit before you start any building work.

### Some building work that is exempt from building consent:

- general repair, maintenance and replacement of building components (not major, contributing to the structure or failed external moisture components)
- changing existing household plumbing, including minor drainage work, as long as a licensed plumber or drainlayer does the work or signs it off
- installing or replacing windows or exterior doors, provided there have not been weathertightness problems and there is no change to structural elements

- alteration to the house's interior (unless it affects a wall that is load-bearing, a bracing element, a firewall or some masonry walls)
- retaining walls up to 1.5 metres in height, providing they only carry the ground load
- small garden sheds, less than 10 metres and single storey. They cannot have toilets or stored water and must be as far from the boundary and/or dwelling as the height of the shed (for example, a 1.8m high shed must be 1.8m from the boundary)
- closing in an existing veranda or patio where the floor area does not exceed five square metres
- shade sails and pergolas
- demolishing a detached building that is not more than three storeys high
- removing a potential earthquake hazard (for example, the upper part of a brick chimney protruding above a roof)
- repairing or replacing some existing buildings, such as carports, garages, greenhouses and sheds (whether damaged or not).

**Note:** This is not the complete or detailed list. Ask your council before doing any work. You can also find guidance on exemptions at [www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/](http://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents/)

# Manage your Project

Building a home is not easy, so expect frustrations as construction rule #1 is nothing will go as scheduled.

Bad weather, delivery delays, material shortages, inspection failures, and one of the most common mishaps, conflict in subcontractor scheduling, can all add to delays and cost overruns.

Here are just some issues for you to consider for your project management to help lesson those frustrations.

## CONSIDER YOUR LEVEL OF INVOLVEMENT -

### ...WITH THE BUILDER:

- Most owners rely on the builder's judgment and experience in selecting subcontractors and buying materials.
- You may wish to either undertake a high or low level of participation, in relation to selecting subcontractors, arranging inspections and reviews of the building project.
- Some owners may choose to take over the project management, by hiring subcontractors, buying materials and supplies, and overseeing the entire project from land excavation to landscaping. Something to note if you do choose this option is that as the project manager you become legally responsible for the work.
- As an owner contractor, you will need experience in project management and scheduling. And it wouldn't hurt to learn the terms used among contractors. You need to appear professional to avoid mistakes and being taken advantage.

## KNOW YOUR PRIORITIES:

- Certain projects in the construction plan take priority over others as it relates to quality workmanship and cost.
- The foundation must be right the first time. The framing is going to be more important than a squeaky door, and getting the

plumbing inspected and working is critical before putting up the drywall, are just some examples.

- Take the time to oversee key projects. Be there when they lay the foundation, get a sign off from an independent inspector, and double check key areas. It will save you time and money down the road.

## MANAGE CHANGE:

- Learn how to manage changes. Don't become your own worst enemy. When working on the project it is tempting to revise the original specifications. This could become expensive over time and delay your project.
- Changes are part of every construction. Most of them are minor, such as adding additional wiring to a certain area of the home. Others can be expensive, like knocking out a wall.
- It's critical that you manage changes within budget. Also note that structural changes may impact other parts of the house such as frame if you decide to remove a wall.

## KEEP THINGS MOVING:

It's important to keep your construction as close to schedule as possible, with some important time components to remember being:

- Get commitments from suppliers on delivery dates and have them inform you days in advance if they expect delays
- Promptly schedule subcontractors far enough apart so that you can inspect and repair work if needed, make-up for days lost, and give you some extra room in the event the project is falling behind
- Add some variance in your original construction plan for unforeseen delays due to weather, labor, and delivery problems
- Keep a tight control on costs — one of the biggest delays is when money runs out

## KEEP GOOD RECORDS:

Keeping good records is one of your most important tasks. You need a system that tracks purchase orders, invoices, paid receipts and checks, scheduling plans, contracts from subcontractors, and the like.

Taking photos as the build progresses is also a valuable recording tool.

Have ready access to information whenever required. **And most importantly, protect yourself against liens and any injury liabilities.**

## KEEP YOURSELF INSURED:

- What happens if a subcontractor falls and injures themselves? Or more likely, some neighborhood child gets injured while jumping between the rafters some Sunday?
- Make sure you carry liability insurance for workers and non-workers alike who have permission and non-permission to work or walk on the premises.

## COMMON PROBLEMS YOU MAY ENCOUNTER -

### ...DURING CONSTRUCTION:

- Sub-contractors are late or don't show - get time commitments from sub-contractors and call them 1-2 days before schedule
- Always carry your cell phone as contractors will need to be able to contact you as questions arise
- Material delivery delays - order materials well in-advance of schedule and confirm delivery dates with suppliers. Have suppliers notify you days in advance of possible delays, make sure you have provided clear delivery instructions and call for confirmation the day before delivery
- Have materials arrive a few days in advance so that they can be exchanged if necessary
- Wrong materials - double check material being ordered is referencing correct part numbers and description. Check the suppliers exchange policy and have the supplier review the order with you

## INSPECT BEFORE YOU PAY:

- Your most powerful tool is the cash you hold in your hand. Always have an independent inspector review the subcontractor's work before making payment. Once the money leaves your hand, your negotiating strength has weakened.
- Never approve or make payment until the inspection has been satisfied

## PAYMENT RETAINERS:

- The contract will specify payment schedules that have draws during the contract period
- There will be a percentage required of the initial bid to begin the project — builders will then submit invoices for payment
- You should maintain a minimum percentage as retainer at the final payment stage — this is released upon final inspection of the construction
- Upon final payment, have the home thoroughly inspected, make sure you have in hand all final releases/warranties of the lien and a copy of the final invoice showing that the contract has been paid in full.
- Allow anywhere from 2-4 weeks on the retainer to confirm that everything is in working order

## DID YOU KNOW...



...that your builder **MUST** hand you a maintenance schedule of requirements to meet product warranties - if he doesn't, then make sure you ask for one.

## NOTES

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# Understanding the New Consumer Protection Measures

## NEW PROTECTION FOR HOME OWNERS

If you're considering residential building work, from 1 January 2015 you'll be better protected. That's when new consumer protection measures take effect. These changes encourage a professional, no-surprises relationship between you and your contractor. They should also enable you to make informed decisions about building work.

### Key changes include:

- You must have a written contract for residential building work costing \$30,000 or more (including GST).
- If the work is \$30,000 (including GST) or more, or if you ask for it, your contractor must give you information about his or her skills, qualifications, licensing status, and the insurance or guarantees they provide in a disclosure statement before you sign a contract.
- Your contractor must also give you information about any ongoing maintenance requirements, insurance policies and guarantees or warranties once the building work has been completed.
- There's an automatic 12-month defect repair period when contractors have to fix any defects you've told them about.
- There are new ways to take action when warranties in the Building Act have not been met.
- Contractors can be fined if they don't comply with the law.

Please note that these changes relate to residential building work only. For the latest updates on the new consumer protection measures go to [www.doyourhomework.co.nz](http://www.doyourhomework.co.nz).

## NEW CONSUMER PROTECTION MEASURES

### Changes to the Building Act and supporting regulations

The consumer protection measures are included in a new part of the Building Act 2004 (Part 4A) which came into force on 1 January 2015. Other changes affecting homeowners in the last year or so include an updated list of work on homes and outbuildings that do not require a building consent (in Schedule 1 of the Building Act). More low-risk work has been exempted, but there are limits on who can do some potentially higher-risk work and only authorised people (as defined in the Plumbers, Gasfitters and Drainlayers Act 2006) can do certain plumbing and drainlaying work without a consent.

### FOLLOW THE CODE

Remember, all building work must comply with the Building Code, even if the building work does not require a building consent.

### BEFORE BUILDING WORK STARTS

Once your design and plans are sorted, the next step in getting your building work done involves approaching potential contractors and getting quotes for the job.

### Pricing the job

A quantity surveyor (QS) can give you a reasonable idea of the costs involved in the building work. You can give contractors the QS estimate of materials required (but not the price) to help them prepare their quotes. A QS can also be used to calculate progress payments and to cost variations during construction.

### Choosing someone to do the job – do your homework, get quotes

When looking for a contractor, ask for recommendations from your friends or family. Ask for references and look at examples of previous work. It can also be a good idea to take recommendations from your architect, as it helps to have a contractor who is used to the architect's style of work. Make sure you use a Licensed Building Practitioner for Restricted Building Work.

A quote is based on detailed specifications and is the price you will pay to complete the building work, with the exception of matters outside the builder's reasonable control or additional costs from variations to the contract.

Get at least three detailed quotes (including a breakdown of labour and materials) not just estimates for the building work. You will need to give the contractor a copy of the detailed drawings, specifications and QS estimates (if you have them) alongside information about the building site. The more information you give them, the more reliable the quote will be.

Make sure you check if GST is included or excluded in the quote price if you're not sure. Ask for the contractor's hourly rate (including GST) so that you know how much to expect to pay if you want any additional work to be done.

## NEW CONSUMER PROTECTION MEASURES

### Reviewing the quote

When considering and comparing quotes, money shouldn't be the only factor in choosing your contractor. Compare quotes on more than just price; think about their levels of experience and reliability, what fixtures and fittings they suggest and check their references. Look at the details and make sure that they cover the same scope of building work and the same materials and fixtures so you are comparing 'like with like'. If any quote is significantly higher or lower than the others, ask why.

It's important that you're happy with the specified fixtures and finishes in the quote because, once you've signed the contract, changing these will be a variation of the contract (and will probably cost more). If any part of the quote is unclear, ask for more details.

When choosing materials for your building work, contractors will be influenced by a number of factors, including:

- Their past experience with the products.
- The wholesale price of the products.
- The time – and labour cost – taken in getting quotes from multiple sources.
- Terms of trade available from various sources.
- Loyalty schemes (such as rebates for buying a lot of product) available from various merchants.

### BUILDING WORK

'Building work' covers many different trades and is any work for, or in connection with the construction, alteration, demolition or removal of

a building. Buildings include structures that are not occupied by people, such as fences and retaining walls.

## Ask your potential contractors:

- Why they propose to get building materials and fixtures from a particular source.
- If the benefits of buying materials and fixtures from that source have been reflected in the quote.

It's important to understand 'contingency' or 'PC sums' on the quote could be either provisional sums or prime cost sums.

- A provisional sum sets aside money for specific building work when there is not enough detail to provide a fixed price (ie the item has not yet been purchased or chosen and the installation cost is unknown). Ask the contractor to confirm that the amount quoted will be adequate for the quality of goods you are expecting.
- A prime cost sum sets aside a fixed amount for a certain item (eg kitchen sink) so that you can choose these yourself. If you choose a product that costs more than the allocated prime cost sum, you will need to pay extra to use these in your home. A prime cost sum does not include any installation costs.

If you're not confident asking difficult questions or negotiating the terms of your contract, ask someone you trust to help you. When you've made your decision and chosen your contractor, you should send written notification to those who missed out.

## DEFINING A CONTRACTOR

The contractor is the person or company you have asked to do or manage building work for you. The contractor may not be a builder; it could be a plumber, electrician or other tradesperson you are dealing with directly.

### Restricted building work

You need to start thinking about Restricted Building Work (RBW) right from the start of your project. You must use a Licensed Building Practitioner (LBP) to do or supervise the RBW.

If you are using a designer, they must identify all the RBW on your job when they fill in their Certificate of Work (part of the documentation required for building consent). They'll do this when they draw up your building plans.

### Restricted building work is everything that involves or affects the following:

- Primary structure – for example, this work contributes to the resistance of vertical and horizontal loads (such as walls, foundations, floors and roofs)
- Weathertightness – any work done to the outside of the building to protect it from the weather or elements
- Design of fire safety systems – this work involves elements intended to protect people and property from fire (eg escape routes) in multi-unit residential buildings.

LBPs are designers, carpenters, brick and blocklayers, roofers, external plasterers, or site and foundations specialists who have been assessed to be competent to carry out work essential to a building's structure.

## FIND AN LBP

Ask your builder to produce their Licensed Building Practitioner identification OR check the LBP register at [www.lbp.govt.nz](http://www.lbp.govt.nz). This website also contains more info on DIY and responsibilities for 'owner-builders'.

### Before signing the written contract

From 1 January 2015, the contractor must give you information about their business and a standard checklist before you sign a residential building contract if:

- Your building work will cost \$30,000 or more (including GST) or
- You ask for these documents.

It's important to clarify roles and responsibilities for your building work up-front when getting your quote and signing your contract. For example, the homeowner is responsible for obtaining any required building or resource consents, although often people ask their contractor or project manager to get these.

It's also a good idea to make sure both parties are clear on expected outcomes for the project; do you expect the contractor to be working on the building project until the Code Compliance Certificate is issued? If this hasn't been specified, the contractor may begin work for other clients.

Keep a clear record of what has been decided and agreed. Any change to the building work listed in your contract is a contract variation, and needs to be put in writing to your contractor. It's important to check on the price and timeline implications of any variations.

Contractors can be fined for not supplying you with a checklist or disclosure statement if they are required to.

### Standard checklist

A checklist has been prepared by the Ministry covering the content required by law and includes information on how building projects are managed, hiring contractors, what should be covered in a written contract and resolving disputes.

Go to [www.doyourhomework.co.nz](http://www.doyourhomework.co.nz) to view the Ministry's checklist.

## DISCLOSURE STATEMENT:

By law, the contractor must give you a disclosure statement that includes:

- The name of the contractor and/or the legal name of their business entity; whether they are trading as an individual, partnership or Limited Liability Company; the business address and contact details and when it was formed.
- Information about the key contact person (eg the project manager or site foreman) who will be involved in carrying out or supervising the building work, including their relevant qualifications, skills and experience.
- Information about insurance policies the contractor has, or intends to have, in relation to the building work – this must specify the amount of the cover and any relevant exclusions on policy coverage.
- Information about any guarantees or warranties the contractor offers in relation to the building work – this must specify the period of time the guarantee or warranty is offered for and any limits or exclusions on coverage.

Only the party you are contracting with has to provide this information (ie your contractor may have hired other workers to help complete your building work, but they do not need to disclose this information).

If any of the disclosure information seems unusual, query it with the contractor. Anyone who knowingly provides false or misleading information, or who knowingly leaves out information, is liable on conviction to a fine of up to \$20,000.

### What your written contract should cover

Written contracts are mandatory for certain work. From 1 January 2015, you must have a written contract if your residential building work will cost \$30,000 or more (including GST).

All contracts for \$30,000 or more must contain key information. Your contract must include the following:

- Names, physical and postal addresses (including the address for the delivery of notices) of both parties, and all relevant contact details (eg phone numbers and email addresses).
- The address or location description of the site where building work will be carried out.
- The date(s) the contract is signed by both parties.
- The expected start and completion date and how possible delays will be dealt with.
- The contract price or the method by which the contract price will be calculated (eg fixed hourly rate with materials invoiced separately by supplier).
- A description of the building work that your contractor will complete including the materials and products to be used (if known).
- Which party will be responsible for obtaining building consents, and any other approvals required, to carry out the building work.
- Who will be carrying out and/or supervising the work.
- How notices and certificates will be given by one party to the other.

### ASK FOR A CONTRACT

Even if your building work will cost less than \$30,000, we encourage you to ask for a written contract as it can help avoid misunderstandings later on. It is the responsibility of the contractor to provide the written contract.

- The payment process, including dates or stages for payment and how payments will be invoiced, made and receipted.
- How defects in the building work will be remedied, including reference to the existence and application of the implied warranties in section 362I to 362K of the Building Act.
- The dispute resolution process to be followed if there is a disagreement.
- How variations to the building work covered by the contract will be agreed before work continues.
- An acknowledgement that the client has received the checklist and disclosure statement from the contractor.

If you don't have a written contract or if your written contract doesn't include the minimum content specified in the Act, there are new default clauses which will be considered to be part of your contract. A default clause won't override an existing clause in your contract on a similar topic.

### GET LEGAL ADVICE

The minimum content only covers the basics. Take time to make sure your contract is suitable for the building work you are undertaking. It

is especially important to check the scope of works included in the contract, as this is all your contractor has to carry out. Always get legal advice before you sign a contract.

Go to [www.doyourhomework.co.nz](http://www.doyourhomework.co.nz) for details of the new default clauses.

### Implied warranties

The law sets out implied warranties that apply for up to 10 years to all residential building work, regardless of whether or not you have a written contract, or what the terms of your contract are. Implied warranties cover almost all aspects of building work, from compliance with the Building Code to good workmanship and timely completion of building work. A breach of these warranties is a breach of your contract.

There are new ways to take action when the warranties have not been met. These are in addition to any legal action taken against your contractor for a breach of contract. If you think your contractor has breached these warranties, your first step should be to begin the dispute resolution process outlined in your written contract.

Implied warranties set out in the Building Act must be met for all residential building work.

For the full list of implied warranties go to [www.doyourhomework.co.nz](http://www.doyourhomework.co.nz).

### ONCE BUILDING WORK FINISHES

Information your contractor must give you

From 1 January 2015, your contractor must give you the following information and documents once the building work is completed, regardless of the price of the work:

- A copy of any current insurance policy they hold for the building work completed under the contract. This does not include policies that expire when the work is completed.
- A copy of any guarantees or warranties for materials or services used in the building work, including information about how to make a claim, if the guarantee or warranty is transferable, and if it must be signed and returned to the issuer.
- Information about the processes and materials to be used to maintain the building work; particularly if maintenance is required to meet the requirements of the building code or maintenance that could affect any guarantee or warranty.

Make sure you get some information on how to maintain your home and that you budget for this work – it's an ongoing cost.

### Defect repair period of 12 months

From 1 January 2015, there is a new defect repair period of 12 months from the date your building work is complete.

If you tell contractors about any defective work before the 12 months are up, they must put it right within a reasonable timeframe from receiving written notification. It is the contractors' responsibility to prove that any defects are through no fault of their own (or their product) if there is a dispute.

### How the process works

You must notify your contractor of any problems in writing. It is up to them to arrange and manage the repairs, including any defects in

...continued overleaf



work done by subcontractors. If you've contracted other tradespeople directly, you'll need to contact them yourself (in writing) about the defective building work.

## When does the clock start?

The completion date is when all the physical building work agreed to by you and the contractor has been finished.

The 12-month defect repair period applies to all residential building work, regardless of the price.

## Once the defect repair period ends

Implied warranties in the Building Act apply for up to 10 years, so the contractor is still obliged to fix defective work after the defect repair period ends. The only difference is that it becomes your responsibility to prove that there is a defect if the contractor does not agree the work is defective.

## ACCEPTABLE LEVELS OF WORKMANSHIP

The Ministry has produced guidance on acceptable levels of workmanship and tolerances to help contractors and homeowners determine what is and what isn't 'defective building work'. This is available online at [www.mbie.govt.nz](http://www.mbie.govt.nz).

## WHAT IF THINGS GO WRONG?

You have a number of options if you are in dispute with your contractor. Some of the basic steps are set out in the checklist you should have received at the start of the build process.

Refer to your contract and talk to your contractor  
If you have concerns about building work that has been carried out, start by checking the terms agreed in your contract and discussing matters with your contractor. Many complaints and disputes result from misunderstandings, such as:

- Not understanding the terms agreed in the contract.
- Having unrealistic expectations about the level of quality you can expect for the amount of money you have agreed to pay.
- Not understanding the impact of asking for changes after the initial quote or contract was done.
- Not being clear about the work you want them to do.

Follow the dispute resolution process in the contract. If you are still unhappy after talking it through with the contractor, the next step is to check the contract to see what (if any) dispute resolution process you should use and begin that process.

## NEW CONSUMER PROTECTION MEASURES

### More steps to consider

If the issue remains unresolved, then how you progress your concerns will depend on who or what you are concerned about and how much you are prepared to spend to get it resolved.

### Complaining about the conduct of a Licensed Building Practitioner (LBP)

If your contractor is an LBP and you believe they were negligent or incompetent, you can complain to the Building Practitioners Board. They can investigate the LBP and discipline them, but they can't award you any compensation or make the practitioner fix defective work.

### Complaining to the contractor's trade or professional association

If the contractor is a member of a trade or professional association you can complain to these bodies. They may offer dispute resolution services and/or guarantees which cover work done by their members.

### Breaches of implied warranties

From 1 January 2015, there are new ways to take action when the implied warranties under the Building Act have not been met. These cover:

- What happens when the breach can be remedied.
- What happens when the breach is substantial or cannot be remedied.
- What a substantial breach is.

You can read more about the implied warranties at [www.doyourhomework.co.nz](http://www.doyourhomework.co.nz).

### Seeking mediation

You can try to come to an agreement with the help of a mediator even if your contract does not provide for it, or if you have no written contract, but both parties have to agree to this.

Mediators are appointed by the: New Zealand Law Society

- LEADR (an Australasian association of dispute resolvers or
- AMINZ (Arbitrators' and Mediators' Institute of New Zealand Inc.) or through private mediation services.

### Approaching the Disputes Tribunal or District Court

You can take a dispute to the Disputes Tribunal if your claim is for up to \$15,000 (or \$20,000 if both parties agree). If your claim is for more than this or if you need to enforce the Disputes Tribunal's decision, you can go to the District Court.

You should get legal advice if you are considering taking the matter to the District Court.

Your first step should be to talk to your contractor and check the details of your contract for any dispute resolution process. If you believe your contractor has breached the contract or any of the implied warranties in the Building Act, and if they refuse to address the issue, get legal advice as soon as possible.

## FIND OUT MORE

For more information about the new consumer protection measures: [www.doyourhomework.co.nz](http://www.doyourhomework.co.nz).

Ministry of Business, Innovation and Employment [www.mbie.govt.nz](http://www.mbie.govt.nz)  
0800 24 22 43

This guide by the Ministry of Business, Innovation and Employment (the Ministry) is intended as a general guide to the consumer protection measures of the Building Act 2004 (the Building Act) and has been written in accordance with section 175 (which relates to guidance published by the Ministry's Chief Executive). While the Ministry has taken every care in preparing this document, it should not be relied upon as establishing all the requirements of the Building Act. Readers should always refer to the Building Act and associated regulations as the source document and be aware that for specific situations or problems it may be necessary to seek independent legal advice.

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## 6.2 Local Councils



### Central Otago District Council

Building a house can be a very rewarding experience if the project is well planned. It is also the biggest single investment that most people will make so good information and advice is crucial.

Central Otago District Council are here to help people build properly, made easy through a fast cost effective process. The Building Code requires minimum standards to be met. Our experienced staff are able to assist you in meeting those standards but they are unable to require more than the Code requires.

Three of the key elements to a successful building project are:

#### GOOD DESIGN

The design should be suitable for the site and be sufficient in detail to allow the Building Control Officers to fully assess compliance with the Building Code. By having plans and specifications that achieve this, it makes it easier for the Council to process, easier for contractors to price and easier for builders to build. The quality of design required is making it more necessary to involve professional designers. Investing in design at the start of the project can save a lot of heartaches later.

#### GOOD SUPERVISION

Project management is a skill that requires years of experience and knowledge to produce successful outcomes. Too often our Building Control Officers find themselves mediating between owners and contractors. This is not their role. Building Control Officers must approve work that complies with the building code, and can't ask for more. Often the owner expects more than that minimum standard. This is where good project managers earn their money with their knowledge of building systems, good trade practice and communication ability.

#### GOOD TRADESMEN

Choosing your builder is critical to the project. Choose someone who has experience in the type of building you are proposing. Many builders provide a complete design and build service. Ask for references. Ask to see work they have completed and talk to their clients. You may have to wait longer to get the builder you want but it can be worth

the wait. Some builders prefer to work "labour only". These contracts work well where there is good communication and supervision, but can be a disaster where there is no one person in charge of the project.

NZ Homeowner's Building Guide is a very good starting place when planning your building project providing good information on Building Act requirements, product suppliers and professional services.

We wish you well with your building project.

John Watson

Building Control Team Leader

CENTRAL OTAGO DISTRICT COUNCIL  
1 Dunorling St, Alexandra

Phone: 03 440 0056

Email: [building@codc.govt.nz](mailto:building@codc.govt.nz)

Web: [www.codc.govt.nz](http://www.codc.govt.nz)



### Clutha District Council

Council is committed to maintaining customer-focused services in satisfying its obligations and functions to property owners in terms of the New Zealand Building Act. The building consents team places particular importance on the customer assistance aspect of their role. This ranges from advice in satisfying the objectives of the New Zealand Building Code at consent application stage, on-site consultation during construction through to co-ordinating with the applicant in ensuring all aspects of the construction enable the Code Compliance Certificate to be issued on completion. A building consent is necessary for plumbing and drainage work, structural building (including new buildings) along with various other categories of building work. Please contact the building consents team for confirmation on the need for a building consent. It is important to remember that before a Building Consent is issued we require that you consider the planning and servicing implications of the project. Our staff can help advise you on the District Plan rules to ensure your building project progresses without delay.

## CLUTHA DISTRICT COUNCIL

Rosebank Terrace, Balclutha.

Phone: 03 419 0200

Fax: 03 418 3185

Web: [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)

Email: [help.desk@clutha.govt.nz](mailto:help.desk@clutha.govt.nz)



## Dunedin City Council

One of the most expensive and potentially stressful experiences that a person can become involved with is the building or alteration of their house. The Building Services unit of the Dunedin City Council will work with you to make the process as easy as possible.

### WHAT WE DO

The main function of the Building Services unit is to administer the Building Act 2004 and other pieces of legislation. Our aim is to ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code. While we cannot design your work for you, we can advise on how to go about organising your building consent application and assist with building related enquiries.

### APPLICATIONS

Providing a high standard of documentation is the best way to get approval for your consent. If you are not familiar with building plans and compliance with the Building Code, we recommend you engage an experienced professional to supply the required drawings and information, and to apply for a building consent on your behalf.

It is important that your application is as detailed as possible to enable us to be satisfied the proposed building work when constructed meets the requirements of the Building Act and Building Code. We provide application packs and guides to assist you with providing the correct information. Applications can now be submitted using Councils Online Services.

### INSPECTIONS

When Council issues the building consent it will include a list of required site inspections and in some instances important conditions before you start work. It is the responsibility of the building owner/agent to arrange all inspections as indicated on the list. The list is not restrictive so constant supervision of the project is required by the owner/agent to ensure inspections are undertaken and compliance is achieved by way of a code compliance certificate at completion.

### POINTS TO NOTE

Before applying for a code compliance certificate you will need to ensure all the supporting documentation is available and attached to the application. Supporting documentation could include records of work from licensed building practitioners, producer statements and energy works certificates if nominated as part of the building consent.

Missed inspections or work covered up prematurely could mean Council will not be able to issue a code compliance certificate for completed work. This can be a costly oversight when it comes to selling.

More information can be found on our website: <http://www.dunedin.govt.nz/services/building-control>

### THIS PUBLICATION

The information contained in this publication will provide an insight into the regulations and processes involved in building projects, as well as referencing suppliers and professional services.

We wish you well with your project and remember, "If in doubt – ask!"

### CONTACT US

We have staff available to discuss any building related enquiries from 8:30am till 5pm, Monday-Friday.

### DUNEDIN CITY COUNCIL

50 The Octagon, Dunedin 9016

PO Box 5045, Dunedin 9058

Phone: 03 477 4000

Email: [building@dcc.govt.nz](mailto:building@dcc.govt.nz)

Web: [www.dunedin.govt.nz](http://www.dunedin.govt.nz)



## Gore District Council

### ABOUT US

Our geographical area is relatively small but the resources available are quite complex and widespread. The quality and quantity of projects undertaken by local trades people is often astounding, but knowing many of these people within the community, it only reflects their dedication and passion towards Southland in general.

Gore District's Building Control is also a small, client focused department, equally as dedicated to ensure customer satisfaction, while complying with The Building



Act 2004 and Building Code requirements. We endeavour to maintain our direct face-to-face connection with our customers, however in order to do this, a formal appointment system has been introduced for liaising with technical staff. Please arrange an appointment.

### APPLICATIONS

We can provide an Application Guide to assist with the Building Consent process, these are available online or across the counter together with application forms and the schedule of fees.

All documentation is required at the time of lodging your consent, including all necessary plans, species, design details and fees calculated to be invoiced.

### INSPECTIONS

It is the responsibility of the building owner/agent to arrange all inspections as indicated on the check-list issued with the consent. The list is not restrictive so constant supervision of the project is paramount by the owner/agent to ensure inspections are under-taken and compliance is achieved by way of a Code of Compliance Certificate at completion.

### POINTS TO NOTE

- Failing to call for inspections at critical stages could result in a costly procedure to obtain a Code of Compliance Certificate or to complete a property sale.
- 24 hrs notice is generally required to book pending inspections.
- No work is to be commenced until consent is granted or pre – approval gained from Council Building Control.

### RBW AND LBPs

- Restricted Building Work has seen an increased need for awareness by the homeowner, contractors and BCAs.
- LBP declarations and Records of Work are required for the elements of RBW they have been associated with.
- BCA staff are vigilant to ensure all contractors completing RBW work are licensed for the correct class of work they are engaged in.

### INFORMATION

Any information contained in this publication will provide an insight into the regulations and processes involved in building projects, as well as referencing suppliers and professional services

We wish you well with your construction projects and will endeavour to provide a professional service to assist you towards a rewarding and satisfactory completion.

Please forward any building related enquiries to: [building@goredc.govt.nz](mailto:building@goredc.govt.nz) and any Compliance Schedule/BWOF related enquiries to: [compliance@goredc.govt.nz](mailto:compliance@goredc.govt.nz)

### GORE DISTRICT COUNCIL

Building Control Dept  
29 Bowler Ave, Gore

Phone: 03 209 0330

Fax: 03 209 0357

Web: [www.goredc.govt.nz](http://www.goredc.govt.nz)



### Invercargill City Council

The staff of the Building Services Team are here to assist you with your building project but please note Council is not a design service.

### WHAT WE DO

The main function of the Building Services Team is to administer the Building Act 2004, to ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code. With knowledge of the legislation and years of practical experience, the staff here are an excellent source of information for any building project. While we cannot do design work for you, we can advise on how to go about organising building consent applications. Doing research early in the project can save time and money later, by identifying the need for specific design or other technical reports.

### APPLICATIONS

Applicants who provide clear, accurate drawings and documentation are the ones who will be smiling at the end of the job. Not only does this allow for faster processing of applications, it also helps tradespeople provide quotations for the supply of materials and labour that you actually want, and cuts out a lot of questions that can arise. Use of Council checklists will assist you with providing the correct information to show very clearly what is proposed. The consent fee must accompany the application. The current fee schedule can be found on the Council's website: [www.icc.govt.nz](http://www.icc.govt.nz).

### INSPECTIONS

Council is not able to offer a complete supervision service and this is not a requirement of the Building Act 2004. It is up to the property owner or their appointed agent to supervise the day-to-day construction. When Council issues a building consent it will contain a list of staged inspections that are to be carried out. Any remedial work

advised by the Inspector must be carried out before proceeding to the next stage.

## GETTING IT RIGHT

Missed inspections or work covered up prematurely could mean Council will not be able to issue a Code Compliance Certificate for the completed work. This can be a costly oversight when it comes to selling. Avoid the hassles and talk to the Team. There are staff on duty from 8am till 5pm, Monday-Friday.

## INVERCARGILL CITY COUNCIL

101 Esk Street, Private Bag 90104, Invercargill

Phone: 03 211 1777

Email: [building@icc.govt.nz](mailto:building@icc.govt.nz)

Web: [www.icc.govt.nz](http://www.icc.govt.nz)



## Queenstown Lakes District Council

The Queenstown Lakes District Council provides a range of resources and details about the building and consenting processes which are all available on our website [www.qldc.govt.nz](http://www.qldc.govt.nz)

### QUEENSTOWN OFFICE

10 Gorge Road  
Queenstown 9300

### WANAKA OFFICE

33 Reece Crescent  
Wanaka 9305

### OFFICE OPENING HOURS

8am – 5pm, Monday to Friday  
(except public holidays)

### MAILING ADDRESS

Queenstown Lakes District Council  
Private Bag 50072  
Queenstown 9348

### PHONE US 24/7

Queenstown: 03 441 0499  
Wanaka: 03 443 0024

### WRITE TO US

[services@qldc.govt.nz](mailto:services@qldc.govt.nz)



## Southland District Council

### ABOUT US

The Southland District Council covers the largest land mass area of any territorial authority in New Zealand. In doing so, Council's main office is based in Invercargill with area offices situated on Stewart Island and in the townships of Lumsden, Otautau, Riverton, Te Anau, Winton and Wyndham. The Southland District's northern areas are serviced by Building Control staff based in Te Anau with remaining staff servicing the central and southern areas based from Invercargill.

Staff are available to assist with your inquiries and inspections from 8.30 am until 5.00 pm, Monday through to Friday, with an on-call service for amusement device inspections outside normal working hours.

### DESIGN ASSISTANCE

Council supports the NZ Building Guide publication as a good source of general information in assisting you through the building process from sourcing a designer/ contractor through to useful project planning and other reference information to make your building project go as smoothly as possible.

Product suppliers are another useful source of information, with more technical assistance available from help lines set up by the Building and Housing Group on 0800 242243 and BRANZ on 0800 808085 for builders and 0900 59090 for the general public.

### HOW WE CAN HELP

Whilst Council staff are unable to design things for you, we can assist with advice on how to go about organising a building consent application and the necessary supporting information. Council has a comprehensive booklet titled "Building Consent Application Guide" which is available on its website. Thorough research by the applicant early in the planning stages can save time delays further through the process where necessary supporting information has been omitted.

### GETTING IT RIGHT

Applicants that provide clear, accurate drawings along with the necessary supporting information are the ones that will be smiling at the end of the project. Not only does this lead to faster more efficient processing of their application, it helps tradespeople provide quotations for the supply of

materials and labour that will satisfy your intentions. This can cut out a lot of the disputes that often arise where things are not well documented.

As Council staff cannot be on site all the time the ultimate responsibility for supervising the day to day construction rests with the owner or their nominated agent.

When issuing a building consent, Building Control staff will specify the inspections deemed necessary in the "Inspection Endorsements" for them to be able to make an informed decision at the completion of the project that the building work has been undertaken in accordance with the issued consent documents. "Construction Prompts" will also be included as reminders for critical elements of the project.

### INSPECTION BY COUNCIL

Given the large travelling distances involved in servicing our province, plenty of prior notice for inspections is appreciated. 48 hours notice would be the minimum prior notice expected for an inspection. Each inspection should be notified and any remedial work previously advised by The Building Control Officer carried out before proceeding to the next stage. Work covered up prematurely can mean Council will not be in a position where it is able to issue the Code Compliance Certificate at the completion of the project. This can be a costly oversight when it comes to selling. Such frustrations and hassles will be avoided through good communication with the Building Control Officer responsible for your area of the District.

Southland District Council  
15 Forth Street, Invercargill  
PO Box 903, Invercargill 9840

Phone: 0800 732 732  
Fax: 0800 732 329  
Email: [emailsdc@southlanddc.govt.nz](mailto:emailsdc@southlanddc.govt.nz)  
Web: [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)



### Waitaki District Council

The staff of the Waitaki Building Services Team consider themselves as part of your building team.

#### WHAT WE DO

The main function of the department is to administer the Building Act 2004, and ensure buildings are constructed to meet the minimum requirements set out in the New Zealand Building Code. With the knowledge of the

legislation and years of practical experience, the staff here are an excellent source of information to start any building project. Additionally the Ministry of Business, Innovation & Employment website and information service is an excellent resource. See [www.mbie.govt.nz](http://www.mbie.govt.nz).

While we cannot do design work for you, we can advise on how to go about organising building and resource consent applications. Doing research early can save time and money later, by identifying the need for specific design or other technical reports. Phone Council's Customer Contact Team (03 433 0300) to arrange a free appointment with a Building Control Officer to talk through your project.

### APPLICATIONS

Applicants that provide clear, accurate drawings and documentation are the ones that will be smiling at the end of the job. Not only does this allow for faster, efficient processing of applications, it helps trades people provide quotations for the supply of materials and labour that you actually want, cutting out a lot of the disputes that can arise. Residential building work which involves the primary structure or weather tightness requires design and construction by licensed building practitioners.

Building projects often involve other Council departments who can comment on District Plan requirements or connection to Council services or Development Contribution charges that might apply.

### INSPECTIONS

Council cannot offer a supervision service; it is up to the property owner, or their appointed agent to supervise the day-to-day construction. When Council issues a building consent it will contain a list of strategic inspections that are to be carried out and the notice required before inspection, usually 48 hours.

Each inspection should be notified and any remedial work advised by the inspector carried out before proceeding to the next stage.

### DO'S AND DON'TS

Missed inspections or work covered up prematurely could mean Council will not be able to issue a Code Compliance Certificate for the completed work. This can be a costly oversight when it comes to selling.

We wish you well with your future projects and look forward to being part of your building team.

Building Services Team

WAITAKI DISTRICT COUNCIL  
20 Thames Street, Private Bag 50058, Oamaru

Phone: 03 433 0300  
Email: [building@waitaki.govt.nz](mailto:building@waitaki.govt.nz)

# 6.3 Builder Listings

Finding a good builder is critical to the success of your project.

On the following pages are Licensed, Certified and Master Builders operating in your region.

We encourage you to make contact with them, and make sure you ask to see examples of their work and testimonials from satisfied customers. Picking the right builder is essential and often personality fit is more important than the cheapest price (which is almost never the right answer).



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Not valid with any other offer. Limit of one coupon per customer.







## Registered Master Builders - when quality counts




### CENTRAL OTAGO

**Stonewood Homes Central Otago - Mark Harry** 

M: 021 644 084 P: 03 443 5229

E: mark.harry@stonewood.co.nz

W: www.stonewood.co.nz

**Jarra Carpentry Ltd - Jeremy Crooks** 

M: 021 978 606 E: jarracarpentry@gmail.com

### CENTRAL OTAGO / SOUTHLAND / FIORDLAND


**Dallard Building Ltd - Todd Dallard** 

M: 027 325 5273

E: dallardbuildingltd@gmail.com


W: www.dallardbuilding.co.nz

### OTAGO

**Niche Design & Construction Ltd - Kawhata Williams** 

M: 027 749 2612

E: office@niche.kiwi.nz W: www.niche.kiwi.nz

**McHaffie Building Ltd - Paul & Nicole McHaffie** 

M: 021 684 181 P: 03 208 6905

E: admin@mchaffiebuilding.co.nz


W: www.mchaffiebuilding.co.nz

**Turnkey Homes Ltd - Phil Smith** 

M: 021 443 514 P: 03 443 4560

E: phil@turnkeyhomes.co.nz


W: www.turnkeyhomes.co.nz

**The Breen Construction Company Ltd - Lindsay Breen** 

P: 0800 1BREEN

E: info@breen.co.nz W: www.breen.co.nz

### OTAGO / DUNEDIN


**Jeffrey Dennison Builders - Jeffrey Dennison** 

M: 027 354 1754

E: jeff@jdbuilders.nz

W: www.jdbuilders.nz

### OTAGO / QUEENSTOWN


**Trinity QT Construction Limited - Roy Van Leeuwen** 

M: 027 544 2126 P: 03 442 2332

E: roy@trinitydevelopments.co.nz

W: www.trinitynz.com

### QUEENSTOWN


**Fixation Builders Ltd - Darren Robinson** 

M: 021 067 1021

E: info@fixationbuilders.co.nz

W: www.fixationbuilders.co.nz

### SOUTHERN LAKES

**YBL Building - Scott Yardley** 

M: 027 233 1446

E: info@yblbuilding.nz W: www.yblbuilding.nz

### SOUTHERN LAKES / OTAGO


**Velvin Building Ltd - Joe Velvin** 

M: 021 172 9595

E: joe@velvinbuilding.co.nz

W: www.velvinbuilding.co.nz


### SOUTHLAND

**Shane Knapp Building - Shane Knapp** 

M: 027 432 7297 P: 03 208 7476

E: shane@shaneknappbuilding.co.nz


W: www.shaneknappbuilding.co.nz

**David White Building Ltd - David White** 


M: 027 435 1490 P: 03 230 4984

E: david@davidwhitebuilding.co.nz

W: www.davidwhitebuilding.co.nz

**Shaw Building Limited - Brad Shaw** 


M: 021 777 163 E: shawbuilding@live.com

**Bragg Building & Design Limited - Shahn Bragg** 


M: 027 407 9919

E: shahn@braggbuilding.co.nz

W: www.braggbuilding.co.nz

**Smith and Sons Invercargill - Tomas Sorensen** 

M: 021 795 009 E: tom.sorensen@smith-sons.co.nz

**BlackS Building Limited - Simon Black** 

M: 021 514 108 E: blacksbuildingltd@gmail.com

### WANAKA

**Owens Building Ltd - David Owens** 

M: 021 917 999

E: david@owensbuilding.co.nz

W: www.owensbuilding.co.nz

This list may not include all Registered Master Builders in the region – if you want to find more go to [www.masterbuilder.org.nz](http://www.masterbuilder.org.nz)

The LBP members listed here are correct at time of printing – for a continually updated list, visit [www.business.govt.nz/lbp](http://www.business.govt.nz/lbp)

## NOTES

# KEY CONTACTS

NAME	EMAIL	PHONE
DESIGNER		
BUILDER		
ELECTRICIAN		
PLUMBER		
DRAINLAYER		
CONCRETER		
LANDSCAPER		
PROJECT MANAGER		
INTERIOR DESIGNER		
LIGHTING DESIGNER		
OTHER		

## Licensed Building Practitioners



The LBP scheme is one of the changes in the Building Act 2004 to encourage better building design and construction.

The public can have confidence that licensed building practitioners working on their homes and buildings are competent, and that homes and buildings are designed and built right the first time. Licensing promotes, recognises and supports professional skills and behaviour in the building industry. The scheme is competency based. Competent builders and tradespeople with a good track record have their skills and knowledge formally recognised, meaning you can be more confident knowing your builder is a skilled professional. This list may not include all Licensed Building Practitioners in the region. If you want to find more go to [www.business.govt.nz/lbp](http://www.business.govt.nz/lbp)

### DUNEDIN

**David Reid Homes Dunedin - Richard Copland**

M: 021 850 180

E: [r.copland@davidreidhomes.co.nz](mailto:r.copland@davidreidhomes.co.nz)

W: [www.davidreidhomes.co.nz](http://www.davidreidhomes.co.nz)

**BuildMe Dunedin Ltd - Rhys Heatley**

M: 027 247 7679 P: 03 477 7980

E: [buildme@bmdunedin.co.nz](mailto:buildme@bmdunedin.co.nz) W: [www.buildme.co.nz](http://www.buildme.co.nz)

### DUNEDIN / OTAGO

**Bay Building Dunedin Ltd - John Laverty**

M: 021 664 067 E: [baybuildingltd@xtra.co.nz](mailto:baybuildingltd@xtra.co.nz)

W: [www.baybuild.co.nz](http://www.baybuild.co.nz)

### OTAGO

**Queenstown Carpenters - Mark Carter**

M: 021 942 444 E: [queenstowncarpenters@gmail.com](mailto:queenstowncarpenters@gmail.com)

W: [www.queenstowncarpenters.com](http://www.queenstowncarpenters.com)

**Stuart Macfarlane Builders - Stuart Macfarlane**

M: 027 478 6512 E: [loneridgelisa@hotmail.com](mailto:loneridgelisa@hotmail.com)

**Jeff King Building Ltd - Jeff King**

M: 027 435 5980 E: [jeffkingbuilding@xtra.co.nz](mailto:jeffkingbuilding@xtra.co.nz)

**AE Giles Builders Ltd - Andy Giles**

M: 021 895 745 E: [contact@aegilesbuilders.co.nz](mailto:contact@aegilesbuilders.co.nz)

W: [www.aegilesbuilders.co.nz](http://www.aegilesbuilders.co.nz)

**Kingan Building - Warren Kingan**

M: 027 436 1601 E: [kinganfamily@xtra.co.nz](mailto:kinganfamily@xtra.co.nz)

**Richard Hendry Builders Limited - Richard Hendry**

M: 027 224 8871 E: [rhendrybuilders@yahoo.co.nz](mailto:rhendrybuilders@yahoo.co.nz)

**MDS Building + Construction - Matthew Smith**

M: 027 292 2212

E: [info@mdsbuilding.co.nz](mailto:info@mdsbuilding.co.nz) W: [www.mdsbuilding.co.nz](http://www.mdsbuilding.co.nz)

**Henderson Builders Ltd - Aaron Henderson**

M: 021 231 3586 E: [ahendersonbuilder@gmail.com](mailto:ahendersonbuilder@gmail.com)

**RBJ Ltd - Paul Rogers**

M: 027 442 3613 E: [info@rbj.co.nz](mailto:info@rbj.co.nz) W: [www.rbj.co.nz](http://www.rbj.co.nz)

### OTAGO / CENTRAL OTAGO

**BetterBuild Queenstown - Daniel Gerken**

M: 021 440 063

E: [betterbuildqt@gmail.com](mailto:betterbuildqt@gmail.com) W: [www.betterbuildqt.co.nz](http://www.betterbuildqt.co.nz)

### OTAGO / SOUTHERN LAKES

**Tuapeka Homes & Building Ltd - Samuel Chapman**

M: 027 632 9103 E: [chapmanbuild@hotmail.co.nz](mailto:chapmanbuild@hotmail.co.nz)

### OTAGO / DUNEDIN

**Dan Wells Building Otago Ltd - Dan Wells**

M: 021 436 446 E: [danwellsbuildingotagoltd@gmail.com](mailto:danwellsbuildingotagoltd@gmail.com)

### OTAGO / QUEENSTOWN

**Build Queenstown - Michael Newman**

M: 022 646 7414

E: [mike@buildqueenstown.co.nz](mailto:mike@buildqueenstown.co.nz) W: [www.buildqueenstown.co.nz](http://www.buildqueenstown.co.nz)

### OTAGO / SOUTHLAND / SOUTHERN LAKES

**Regan Maze Builders Ltd - Regan Maze**

M: 027 203 7168 P: 03 415 7725 E: [reganmaze@yrless.co.nz](mailto:reganmaze@yrless.co.nz)

### QUEENSTOWN

**Van Der Voorn Masonry Ltd - Adrian Van Der Voorn**

M: 027 436 0418 E: [goon1958@gmail.com](mailto:goon1958@gmail.com)

### QUEENSTOWN / SOUTHERN LAKES / OTAGO

**QTN Build - Sam Hutchins**

M: 021 050 5642 E: [info@qtnbuild.nz](mailto:info@qtnbuild.nz) W: [www.QTNBUILD.NZ](http://www.QTNBUILD.NZ)

### QUEENSTOWN / OTAGO

**Solution Building Ltd**

**Brendon Crow** M: 0274 704 705

**Tom Hazlett** M: 0274 704 704

E: [info@solutionbuilding.co.nz](mailto:info@solutionbuilding.co.nz) W: [www.solutionbuilding.co.nz](http://www.solutionbuilding.co.nz)

**Scott Cowan Building Ltd - Scott Cowan**

M: 021 031 0146 E: [info@scottcowanbuilding.nz](mailto:info@scottcowanbuilding.nz)

### SOUTHERN LAKES

**Hard Case Building Wanaka - Wayne Casey**

M: 027 364 5644 P: 03 443 5334

E: [info@hcbuilding.nz](mailto:info@hcbuilding.nz) W: [www.hcbuilding.nz](http://www.hcbuilding.nz)

**Cromwell Building Contractors Ltd - Garry Morton**

M: 027 220 1195 E: [garry@dab.net.nz](mailto:garry@dab.net.nz)

**Stephen Excell Building Ltd - Stephen Excell**

M: 021 265 5725 E: [stephenexcellbuilding@gmail.com](mailto:stephenexcellbuilding@gmail.com)

**Matheson Building - Stewart Matheson**

M: 027 325 5087 E: [mathesonbuilding@gmail.com](mailto:mathesonbuilding@gmail.com)

### SOUTHLAND

**Turnhout Contracting - Jonathan Turnhout**

M: 027 231 4805

E: [jonathant62@hotmail.com](mailto:jonathant62@hotmail.com) W: [www.turnhoutcontracting.co.nz](http://www.turnhoutcontracting.co.nz)

**Eugene Stephens Builders Ltd - Eugene Stephens**

M: 021 135 5988 E: [nortonhorse8810@gmail.com](mailto:nortonhorse8810@gmail.com)

**Highview Builders Ltd - Luke Daglish**

M: 021 160 0360 E: [info@highviewbuilders.co.nz](mailto:info@highviewbuilders.co.nz)



**TWIZEL / DUNEDIN****Southern Steel Buildings Ltd - Rod Densem**

M: 027 499 0291 P: 03 472 7810

E: southernsteel.bldgs@xtra.co.nz

W: www.southernsteelbuildings.co.nz

**WANAKA****Owens Building Ltd - David Owens**

M: 021 917 999

E: david@owensbuilding.co.nz W: www.owensbuilding.co.nz

**LBP : Brick and Blocklayers****OTAGO****Hedgie Brick & Block - Stephen Weastell**

M: 027 936 3115 E: kandsweastell@gmail.com

**Mark Clay Brick n Block Ltd - Mark Clay**

M: 027 206 3206 E: mcbricknblock@hotmail.com

**WANAKA****Wanaka Brick and Block Ltd - Will Widdison**

M: 021 500 315 P: 03 443 2126 E: willwiddison1@gmail.com

**CENTRAL OTAGO / SOUTHERN LAKES****Rabbette Brick & Block - James Rabbette**

M: 021 990 804 E: rab.bricky@gmail.com

**LBP : Design****CENTRAL OTAGO / SOUTHLAND****KGR Architectural Design - Gordon McMillan**

M: 021 275 4781 P: 03 215 9045

E: gordonm@kgrdesign.co.nz W: www.kgrdesign.co.nz

**OTAGO / SOUTHLAND****Warnock Architecture Ltd - Reece Warnock**

M: 027 246 5600 P: 03 486 1111

E: reece@warnockarchitecture.co.nz

W: www.warnockarchitecture.co.nz

**SOUTHLAND****NGS Design - Ngaire Webster**

M: 027 310 2268 P: 03 217 0401

E: ngsdesign1@gmail.com

**LBP : Roofing****INVERCARGILL****Marshall Industries Ltd - George Wishart**

M: 021 386 607 P: 03 218 2579

E: george@marshalls.co.nz

W: www.marshalls.co.nz

**OTAGO****Direct Roofing Co Ltd - Mark Browning**

M: 027 687 5551 P: 03 453 3129

E: directroofing@xtra.co.nz

W: www.directroofing.co.nz

**Peak Roofing Otago - Antony Adams**

M: 027 488 1415

E: peakroofingotago@yahoo.co.nz

**LBP : External Plasterers****OTAGO / CENTRAL OTAGO****Dennison Plastering Ltd - Dwyte Dennison**

M: 021 0276 3331

E: info@dennisonplastering.co.nz

W: www.dennisonplastering.co.nz

These listings may not include all Licensed Building Practitioners in the region.  
If you want to find more go to [www.business.govt.nz/lbp](http://www.business.govt.nz/lbp)

## NOTES

## Approved Applicators

**ROCKCOTE**
**psl**  
PLASTER SYSTEMS


### OTAGO

**Architectural Plastering Services - Greg Flannery**

P: 03 456 2337 M: 027 626 0910

E: gflannery@xtra.co.nz

**Huddleston Construction Systems Limited - Ian Huddleston**

M: 027 415 8822

E: karen.hudd@xtra.co.nz

**James Wren & Co Ltd - Brian Black**

P: 03 477 9384

E: wrens@wrens.co.nz

### CENTRAL OTAGO

**Brass & Co Ltd - Mark Fraser (Scottie)**

M: 027 412 8190

E: brassandco@outlook.co.nz

**Greenwood Trade Professionals Ltd - Declan Foran**

M: 027 279 7271

E: declan@greenwoodtradepros.co.nz

**Reid Plastering Ltd - Kelvin Reid**

03 445 1856 M: 0274 477 055

E: kreid@xtra.co.nz

**Spence Plastering - Richard Spence**

P: 03 448 7798 M: 027 525 9698

E: richard.sandra@xtra.co.nz

### OAMARU

**C Williams Plasterers Ltd - Carwyn Williams**

P: 03 434 8958 M: 027 517 5458

E: carwyn\_w@yahoo.com

### SOUTHLAND

**Colormark Systems Limited - Kevin McCann**

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## Architectural Designers New Zealand



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This list may not include all ADNZ members in the region – if you want to find more go to [www.adnz.org.nz](http://www.adnz.org.nz)

## NOTES

## PREScribed CHECKLIST

### About this checklist

A building contractor is required to provide you with this checklist and other prescribed information under the Building Act 2004 before you sign a contract for the building work if –

- (a) you request this checklist and the prescribed disclosure information; or
- (b) the building work is going to cost \$30,000 or more (including GST).

The building contractor is the person or company you have asked to do building work for you.

The building contractor may not be an actual builder. The building contractor could be a plumber, an electrician, or any other tradesperson who is doing some building work for you and whom you are dealing with directly.

Steps (See notes below)	Completed (Tick when completed)
1 Become informed	<input type="checkbox"/>
2 Agree on project structure and management	<input type="checkbox"/>
3 Hire competent building contractors	<input type="checkbox"/>
4 Agree on price and payments	<input type="checkbox"/>
5 Have a written contract	<input type="checkbox"/>
6 Take control	<input type="checkbox"/>
7 Resolving disputes	<input type="checkbox"/>

### Notes

#### Step 1 – Become informed

All building work must comply with the provisions of the Building Act 2004. You can find a copy of the Building Act 2004 on the New Zealand Legislation website: [www.legislation.govt.nz](http://www.legislation.govt.nz)

Building work is any work done in relation to the construction or alteration of a building. This includes any work done on your home or other structure, such as a garage, retaining walls, and fences. It also includes work like painting, decorating, and landscaping if it is part of the construction or alteration of a building.

However, if the only work you are getting done is redecorating and there is no construction or alteration work involved, it is not building work. If landscaping work does not include any structures (eg, pergolas or retaining walls), it is also not building work.

All building work requires a building consent unless it is exempt under the Building Act 2004.

Generally, only simple or low-risk work is exempt from the requirement to have a building consent. Certain gas and electrical work is also exempt. For more information, go to [www.mbie.govt.nz](http://www.mbie.govt.nz)

Building work that is significant or of higher risk (such as structural alterations) requires a building consent and must be carried out or supervised by a licensed building practitioner. For more information on these requirements, go to [www.mbie.govt.nz](http://www.mbie.govt.nz)

#### Step 2 – Agree on project structure and management

Building projects do not run themselves. Decide how you want to manage the building project.

A few different roles are needed on a building project. You need someone to –

- manage timelines and costs:
- manage subcontractors:
- liaise with the local council:
- make decisions about the design of the work.

You can do some of this yourself, but if you are not knowledgeable about the building work process, you should get help from an architect, an independent project manager, a building company, or a licensed building practitioner who is licensed to co-ordinate the building work involved.

You should be really clear about the scope and size of the project and get detailed plans up front.

Be clear with your building contractor about who is doing the building work and who is responsible for making design and change decisions during the project.



### Step 3 – Hire competent building contractors

*Ensure that your building contractor has the skills and resources to carry out the project.*

You should –

- ask around about the building contractor and get references for other work that the building contractor has done:
- find out if the building contractor is a licensed building practitioner or has other appropriate qualifications. For more information about licensed building practitioners, go to [www.mbie.govt.nz](http://www.mbie.govt.nz)
- determine whether the building contractor has sufficient insurance to cover the work while it is being carried out:
- ask about the building contractor's employees and what subcontractors the building contractor will use on the project:
- if the building contractor is a company, look up its company records on the Companies Office's Internet site. If your search raises concerns, ask the building contractor to explain.

### Step 4 – Agree on price and payments

*The contract should clearly state what payments are required and when. Where possible, a fixed price is preferable.*

*The lowest price is not always the best price.*

You should –

- get detailed quotes (not estimates) for the building work:
- when comparing quotes, ensure that the scope of the building work and the materials and fixtures that you are comparing are the same across quotes so that you are "comparing apples with apples":
- make sure you have the funds to pay for the project before the work begins and that you understand the payment terms agreed with the building contractor:
- think carefully before agreeing to pay more than the cost of the work that has been completed and the costs of any materials that have been supplied at the time you make the payment.

### Step 5 – Have a written contract

You should have a written contract. The contract should include items such as –

- a description of the building work:
- the start and completion dates for the building work:
- how variations to the building work will be agreed:
- the payment process, including dates or stages for payment and how payments will be invoiced, made and receipted:
- the dispute resolution processes to be followed.

You should obtain legal advice to ensure that you understand your rights and obligations and that the contract complies with all legal requirements.

**Note:** The Building Act 2004 requires that there must be a written contract for residential building work with a value of \$30,000 or more (including GST), and the Building (Residential Consumer Rights and Remedies) Regulations 2014 prescribe matters that must be included in every contract for residential building work with a value of \$30,000 or more. You can find a copy of the Building Act 2004 and the Building (Residential Consumer Rights and Remedies) Regulations 2014 on the New Zealand Legislation website: [www.legislation.govt.nz](http://www.legislation.govt.nz)

### Step 6 – Take control

All residential building work is covered by implied warranties prescribed by the Building Act 2004 that address matters such as workmanship and building work being fit for purpose. For more information, go to [www.mbie.govt.nz](http://www.mbie.govt.nz)

You should –

- make sure there is a clear line of communication with the building contractor through the site foreman, the project manager, or any other person who has authority to speak on behalf of the building contractor. (This person should be identified as the "key contact person" in the prescribed disclosure information that the building contractor has provided along with this checklist):
- when you are making decisions along the way, be clear as to whether those decisions will affect your contract and costs. If you do decide to make a change, keep track of the effect of that change.

### Step 7 – Resolving disputes

*It is in both your interests and the building contractor's interests to keep the building project running smoothly and to deal with any disputes as they arise.*

If you have concerns about the building project, raise them with the building contractor (or the key contact person) as soon as possible.

Raise your concerns in good faith and use the dispute resolution processes agreed to in your contract. For information on your options, go to [www.mbie.govt.nz](http://www.mbie.govt.nz)

If you have received an invoice that you have concerns about, clearly outline your concerns to the building contractor in writing.

If you fail to make a payment when it is due, the building contractor might start dispute resolution proceedings before you have a chance to explain why you have not paid. (Simply withholding payment when there is a dispute will often make the situation worse.)

### Further information

For more information, go to [www.mbie.govt.nz](http://www.mbie.govt.nz) or call the Ministry of Business, Innovation, and Employment on 0800 242 243.



# BUDGET SHEET

GENERAL	BUDGET	ACTUAL
Preliminaries and General		
Consulting Engineers		
Legal		
Design		
Consents		
Insurance		
Other		

SITE/STRUCTURE	BUDGET	ACTUAL
Preparation and Groundwork		
Retaining Walls		
Concrete		
Steel Reinforcement		
Concrete Masonry		
Framing: Steel / Timber		
Carpentry		

DRAINAGE / PLUMBING	BUDGET	ACTUAL
Exterior Drainage		
Sanitary Plumbing		
Septic Tanks & On-site Waste Water Systems		

EXTERIOR ENVELOPE	BUDGET	ACTUAL
Tanking and Damp-proofing		
Brick and Block-laying		
Concrete Slab		
Timber Joists and Piles		
Building Wrap		
Wall Cladding		
Wall Cladding: Masonry Veneer		
Roofing Membrane		
Roofing		
Downpipes and Guttering		
Rainwater Systems		
Fascia		
Soffits		
Capping and Flashings		
Windows & Doors: Timber / Aluminium / Composite		
Skylights		
Front Door		
Glazing		

BEHIND THE WALLS	BUDGET	ACTUAL
Insulation		
Pre-wiring		
Plumbing		
Hot Water Heating		

INTERIOR FITOUT & FLOORING	BUDGET	ACTUAL
Lining - Plasterboard / Other		
Interior Doors and Windows		
Interior Joinery		
Fixture: Bathroom / Kitchen		
Door Hardware		
Solid Plaster		
Tiling		
Carpeting		
Timber Flooring		
Flooring - Other		
Painting and Paperhanging		
Furniture		
Window Dressing		
Lighting		
Home Automation		
Telecommunications and Internet		
Stairs		

KITCHENS & BATHROOMS	BUDGET	ACTUAL
Kitchen Joinery		
Benchtops		
Kitchen Fixtures		
Appliances		
Bathroom Tiling		
Bathroom Fixtures		
Wardrobes		
Storage		
Laundry		

UTILITIES	BUDGET	ACTUAL
Water		
Gas		
Electrical		
Solar		
Security		

HEATING & COOLING	BUDGET	ACTUAL
Heating		
Cooling		
Ventilation		

LANDSCAPING & RUBBISH	BUDGET	ACTUAL
Swimming Pool / Spa		
Decking		
Paving		
Landscaping		
Garaging		
Rubbish Removal		
<b>TOTAL</b>		



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