

## Application for 3<sup>rd</sup> Party Inspection

(This portion to be completed by applicant)

Owner Name		
Contact Name		Contact #
Site Address		BC #
Inspection Types		
LBP name		LBP#
Structural Engineer		Reg #
Geotechnical Engineer		Reg #
Other		Reg #

Please describe the specific areas and building components to be certified by independent third party.									
Foundation <input type="checkbox"/>	Floor Slab <input type="checkbox"/>	Blockwork <input type="checkbox"/>	Retaining Wall <input type="checkbox"/>	Frames/ Structure <input type="checkbox"/>	Other:				
Building Code Clauses to be included in PS3/PS4 (select as applicable)									
B1 <input type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>	C3 <input type="checkbox"/>	C4 <input type="checkbox"/>	C5 <input type="checkbox"/>	C6 <input type="checkbox"/>	D1 <input type="checkbox"/>	D2 <input type="checkbox"/>
E1 <input type="checkbox"/>	E2 <input type="checkbox"/>	E3 <input type="checkbox"/>	F1 <input type="checkbox"/>	F2 <input type="checkbox"/>	F3 <input type="checkbox"/>	F4 <input type="checkbox"/>	F5 <input type="checkbox"/>	F6 <input type="checkbox"/>	F7 <input type="checkbox"/>
F8 <input type="checkbox"/>	F9 <input type="checkbox"/>	G1 <input type="checkbox"/>	G2 <input type="checkbox"/>	G3 <input type="checkbox"/>	G4 <input type="checkbox"/>	G5 <input type="checkbox"/>	G6 <input type="checkbox"/>	G7 <input type="checkbox"/>	G8 <input type="checkbox"/>
G9 <input type="checkbox"/>	G10 <input type="checkbox"/>	G11 <input type="checkbox"/>	G12 <input type="checkbox"/>	G13 <input type="checkbox"/>	G14 <input type="checkbox"/>	G15 <input type="checkbox"/>	H1 <input type="checkbox"/>		

NOTE: If after the building control assessment the building work noted above is approved to proceed without council inspection, it shall be subject to the following conditions being fully explained to, and agreed by, the customer, builder and contractors and documented in a formal inspection site notice.

1. Approval to proceed with the above building work MUST NOT BE CONSTRUED as an approval to carry out any other work that has not been authorized. Any deviation from the approved building consent will trigger the requirement for a further Council inspection and possibly an amendment to the approved consent. All Council inspections must be booked with Western Bay of Plenty District Council building department booking line on 07 579 6514 as per the normal process.
2. A copy of this letter of approval MUST be uploaded to the building consent portal prior to the next inspection and kept on site together with the consent documentation and be available for the Building Officer to review.
3. All third party site inspection records are to be both uploaded to the on line portal and kept on site together with the consent documentation immediately following the work so that they maybe uplifted and used as evidence of compliance at any time.
4. This waiver does not give authorization for work to commence prior to the issuing of the building consent including any amendments or minor variations.
5. On-site 3rd party inspections must satisfy the Building Act 2004, Sections: 17, 40, 51(2)(a)(b), 90\*
6. The building work may be subject to an on-site inspection audit by a Council officer at any time without prior notification.

7. Documentation required:	Tick
The building must be sited in accordance with the approved plans. The contractor will ensure that the siting of the survey pegs will be confirmed by a Registered Surveyor. A building location certificate is to be submitted to verify the siting and daylighting where required. Alternately the work is to be sited by council inspectors and inspections will be requested accordingly.	<input type="checkbox"/> <input type="checkbox"/> *
A suitably qualified engineer who is currently registered with Engineering New Zealand must provide a PS4 for B1 Structure and B2 Durability. Site inspection notes must be left on site immediately following the inspection recording the outcome of the inspection with a PS4 to follow In due course. NB: damp proof membranes and/or drainage (where required) must be covered by the producer statement, otherwise membranes will need to be inspected by council. (Ensure an agreement is reached before proceeding with the work). No sub-floor drainage or tanking is to be covered without inspection. Alternately all tanking, damp proofing or proprietary coatings sited by council inspectors and inspections will be requested accordingly.	<input type="checkbox"/> <input type="checkbox"/> *
A suitably qualified engineer, who is currently registered, must provide certification of the suitability of the ground conditions. Alternately the ground conditions to be sited by council inspectors and inspections will be requested accordingly.	<input type="checkbox"/> <input type="checkbox"/> *
A record of work (ROW) must be provided for all restricted building work from a licensed building practitioner (LBP) on completion of the work. Where there is no requirement for licensed building work (LBP) certification the contractor will provide Council with a PS3 Producer Statement for the specified building work. Alternately the work is not restricted work and does not require ROW.	<input type="checkbox"/> <input type="checkbox"/>
Concrete dispatch slips are to be provided to verify concrete strength. (Required).	<input type="checkbox"/>

**\*Note: If the lower \* box has been ticked this application may be refused or conditioned.**

8. Supplementary Notes:	
NB: 3rd party inspections are granted having determined that there will be sufficient Quality and Assurance Systems in place for the building work. Council reserves the right at any time to amend or rescind any portion of permission given to applicant for performing a 3 <sup>rd</sup> party inspection.	
Agent's Name:	
Agent's Signature:	Date:

(This portion to be completed by WBOPDC)

Conditions (if any):
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Seniors Name:	
Seniors Signature:	Date:

**Third-party Inspections Guidance**

The applicant must phone WBOPDC and discuss this with a Senior Building Control Officer (SBCO) before application.

**A first inspection** (QA or ground check/foundations) must be booked prior to works commencing. The third-party request will be discussed at this inspection. If Council agrees, then the third-party application is to be filled out by the applicant and emailed to the SBCO.

The SBCO will complete Council's part of the application form and email it back to the applicant.

This is considered to be part of the consent documentation, and the applicant must therefore keep a copy on site and upload the completed form to the online consent portal.

**Engineer inspection notes** and any relevant documentation must be uploaded to the consent portal as soon as the inspections are completed.

This will be followed up on completion of all inspections with a PS4 producer statement from the Chartered Professional Engineer, (CPEng).

Any requested location certificates or Engineers Ground check certification must be loaded to the consent portal and be accepted by Council before any concrete is placed.

**Please note:** Section 90 of the Building Act sets out requirements for inspections by Building Consent Authorities.

Inspections in certain circumstances may be carried out by owners' agents if sufficient evidence is presented to ensure that their quality assurance system will result in the building work being compliant with the Building Code.

Council reserves the right to audit.

**Building Act 2004** (\*Selected extracts)

**17 All building work must comply with building code**

All building work must comply with the [building code](#) to the extent required by this Act, whether or not a building consent is required in respect of that building work.

#### **40 Buildings not to be constructed, altered, demolished, or removed**

**without consent** (1) A person must not carry out any building work except in accordance with a building consent.

(2) A person commits an offence if the person fails to comply with this section.

(3) A person who commits an offence under this section is liable on conviction to a fine not exceeding \$200,000 and, in the case of a continuing offence, to a further fine not exceeding \$10,000 for every day or part of a day during which the offence has continued.

#### **51 Issue of building consent**

(2) The issue of a building consent does not, of itself,—

(a) relieve the owner of the building or proposed building to which the building consent relates of any duty or responsibility under any other Act relating to or affecting the building or proposed building;  
or

(b) permit the construction, alteration, demolition, or removal of the building or proposed building if that construction, alteration, demolition, or removal would be in breach of any other Act.

#### **90 Inspections by building consent authorities**

(1) Every building consent is subject to the condition that agents authorised by the building consent authority for the purposes of this section are entitled, at all times during normal working hours or while building work is being done, to inspect—

(a) land on which building work is being or is proposed to be carried out; and

(b) building work that has been or is being carried out on or off the building site;

and (c) any building.

(2) The provisions (if any) that are endorsed on a building consent in relation to inspection during the carrying out of building work must be taken to include the provisions of this section.

(3) In this section, **inspection** means the taking of all reasonable steps to ensure that building work is being carried out in accordance with a building consent.