

## Guides for building officials

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This section provides procedural guides of some of parts of the Building Act 2004 for building officials.

Information on the requirements of implementing sections of the Building Act, as well as the day-to-day functions of building consent authorities and territorial authorities.

## Other resources

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Building officials may also find the following resources useful:

- Earthquake-prone buildings policies (<https://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/>)
- Toilet calculator (<https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene/calculator-for-toilet-pan/toilet-calculator/>)
- Change of use and alterations (<https://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/>)

### Estimated building costs

You should be aware that we no longer provide data on estimated values for building work. If you need estimates of building costs for building work or building consent applications, visit the following websites:

- New Zealand Building Economist (<http://www.becon.co.nz/>)
- QV costbuilder (<https://qvcostbuilder.co.nz/>)

We reference these sites for assistance only, and without endorsement or warranty.

You may find an estimated building cost useful for arriving at realistic estimated values if the job value provided with a building consent application is questioned.

## In this section

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### Competencies guides

BCAs can use the national competency assessment system framework to assess their technical building control staff.

(<https://www.building.govt.nz/building-officials/guides-for-building-officials/competencies-guides/>)

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### Waivers and modifications of the Building Code

Guidance for TAs when granting building consents subject to waivers and modifications of the Building Code.

(<https://www.building.govt.nz/building-officials/guides-for-building-officials/waivers-and-modifications-of-the-building-code/>)

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### Dangerous and insanitary buildings policies

Guidance for building officials developing policies for dangerous and insanitary buildings

(<https://www.building.govt.nz/building-officials/guides-for-building-officials/dangerous-and-insanitary-buildings-policies/>)

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### Applications for project information memoranda (PIMs)

<http://mbie5.cwp.govt.nz/building-officials/guides-for-building-officials/>

Requirements of building officials when processing and issuing an application for a PIM.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/project-information-memoranda/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/project-information-memoranda/)

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#### [Notifying of natural hazards or building over allotments](#)

Forms for notifying Land Information New Zealand (LINZ) of natural hazards or building over two or more allotments.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/notifying-natural-hazards-or-building-over-allotments/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/notifying-natural-hazards-or-building-over-allotments/)

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#### [Issuing building consents](#)

Information for building officials about processing and issuing building consents.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-building-consents/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-building-consents/)

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#### [Issuing certificates of acceptance](#)

Guidance for territorial authorities processing certificate of acceptance applications.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-certificates-of-acceptance/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-certificates-of-acceptance/)

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#### [Issuing notices to fix](#)

Information for building officials about issuing notices to fix.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-notices-to-fix/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-notices-to-fix/)

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#### [Code compliance certificates \(CCC\)](#)

Guidance for building officials on processing and issuing applications for code compliance certificates.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/code-compliance-certificates-cccs/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/code-compliance-certificates-cccs/)

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#### [Building warrants of fitness](#)

Understand BWoFs and the territorial authority's administration and enforcement role.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/building-warrants-of-fitness/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/building-warrants-of-fitness/)

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#### [Issuing and amending compliance schedules](#)

Valuable information in compliance schedules help keep buildings safe for users.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-and-amending-compliance-schedules/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/issuing-and-amending-compliance-schedules/)

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#### [Building infringement scheme guidelines](#)

Guidelines for councils on the building infringement scheme; penalty provisions, issue and follow up.

[\(https://www.building.govt.nz/building-officials/guides-for-building-officials/building-infringement-scheme-guidelines/\)](https://www.building.govt.nz/building-officials/guides-for-building-officials/building-infringement-scheme-guidelines/)

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