

Step-by-step guide to Approved Products Certified Overseas

The building consent process

This step-by-step guide shows the building consent process in its current state plus the different pathway possible if using the **Approved Products Certified Overseas** introduced by the Building (Overseas Building Products, Standards, and Certification Schemes) Amendment Act 2025. It will support you to understand the new processes and what requirements need to be met at each stage.



1 DESIGN AND PRE-APPLICATION

A homeowner has engaged a designer to design a new house and to act as agent for obtaining a building consent.

2

DESIGN DEVELOPMENT

The designer completes the design of the house, ensuring that the plans and specifications comply with all relevant performance requirements of the Building Code. They have collated the manufacturer's information for the products specified including any appraisals or CodeMark certificates.

The designer has specified using an overseas certified product that is on the Approved Products Certified Overseas list of recognised building products or methods. The designer includes the recognition notice for that product as well as the product certificate as supporting information.

3

BUILDING CONSENT APPLICATION

The designer submits the application using the council's online portal.

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The council checks that there is adequate information for the application to be accepted for processing.

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The council accepts the application and deposit and the statutory clock has started. The council has 20 working days to grant or refuse the building consent.



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BUILDING CONSENT PROCESSING

A building consent officer (BCO) is assigned to process the consent, checking that the building work as described in the plans and specifications comply with the performance requirements of the Building Code.



The BCO checks the MBIE list of Approved Products Certified Overseas to check the product has been recognised, and if there are any conditions or limitations attached to the recognition. The BCO will also check any relevant supporting technical information (eg a product certificate and/or installation requirements) to confirm the product is being used as intended and within the conditions and limitations of the recognition. This is a deemed-to-comply pathway, so the BCO must accept the recognised product as compliant with the Building Code, provided the product is used with the scope and limitations listed on the product certificate and recognition notice. If the product is used outside the scope of the recognition notice, it is not a deemed to comply pathway and the BCO will need further evidence of compliance with the Building Code.

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The BCO checks the information provided and is satisfied on reasonable grounds that the work, if completed in accordance with the plans and specifications provided, will comply with the performance requirements of the Building Code.

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The BCO grants the building consent, stamps the plans and specifications, generates the building consent, and any other accompanying documentation and notifies the agent and owner that the building consent has been granted. On payment of the processing fees, the building consent is issued.



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Building work can now begin.

KEY:

WHITE BOXES: Existing processes
ORANGE BOXES: new processes for Approved Products Certified Overseas