

# Pre-application request for building advice and guidance

IMPORTANT NOTE: Pre-application requests for building advice submitted via the online portal at [my.ccc.govt.nz/login/registeredcheckout](https://my.ccc.govt.nz/login/registeredcheckout) do not need to complete this application form, as the application details are completed online. This form is only used for those wishing to submit their application request in hard copy.

## BUILDING ADVICE OR GUIDANCE:

- This service is not for advice on existing building consent applications. For assistance with an existing application contact the Building Consent Officer in charge of your application or call 03 941 8999.
- As part of your application, you will need to attach conceptual plans.
- We recommend that you apply for a [Project Information Memorandum \(PIM\)](#) as early as possible in your project as it will cover wider compliance matters, such as district plan, floor levels, natural hazards and utilities services.
- Our advice services are chargeable. Time is charged for administration costs, meetings, and any preliminary research. Refer to the [Building fee schedules](#) for staff charge-out rates.
- All advice is confidential and will not be disclosed to other parties.
- We assess all information provided within 5 working days (Monday to Friday, excluding public holidays).
- A Building Consent Officer will contact you to discuss best option for providing advice e.g. phone, email, in person or online meeting
- All guidance notes will be sent to the email address provided in the applicant information.
- You can book a separate free [Eco Design Service](#) for new home designs and renovations

## SUBMITTING YOUR REQUEST

Complete this form and submit via one of the following methods:

- Email: [DutyBCO@ccc.govt.nz](mailto:DutyBCO@ccc.govt.nz)
- Hand Delivered: Council Civic Office, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk ([ccc.govt.nz/contact-us](https://ccc.govt.nz/contact-us))
- Post: Building Consenting, Christchurch City Council, PO Box 73013, Christchurch 8154

## DISCLAIMER

- We offer advice in good faith. In no way does this advice bind a decision by Christchurch City Council.
- Our building compliance and pre-application advice services do not replace the in-depth investigation associated with the formal assessment of a building consent application or any other approval process managed by the Council.
- Christchurch City Council reserves the right, from time to time, to contact customers about the services we provide.

Items/Sections marked \* are mandatory for all requests.

## 1. Type of Pre-application request

Type of Pre-Application

Commercial or  Residential

Type of project and/or advice required (please select all that apply) \*

Building Code

Multi-unit

Number of proposed units

Other Residential

Other

Commercial

Do you plan to stage your building consent? \*

Yes – Complete section 6 Staging Proposal

No

I don't know

Refer to [staged building consents](#) for guidance

## 2. Applicant details \*

 Please invoice the applicant

Full Name *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

Mailing address

Contact details

Phone:

Email address:

## 3. Company details \* *if applicant is applying as registered company*

 Please invoice the applicant

Company Name

Trading Name *(if different from the company name)*

Company registration Number

Mailing address

Contact details

Phone:

Email address:

## 4. Agent details

 Please invoice the agent

This field is only required if the application is being made on behalf of the applicant. You must have the applicant's authorisation prior to requesting this service.

Name *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

New Zealand Companies Registered Number *(If applicable - Refer to [www.business.govt.nz/companies](http://www.business.govt.nz/companies))*

Mailing address

Contact details

Phone:

Email Address:

## 5. Project details

Site address: \*

We can only provide advice for projects under Christchurch City Council's Jurisdiction

Legal description of site

Example: Lot 46 deposited plan 18157. See [LINZ website](#) for guidance

Building consent \*

I can confirm that the advice being requested does not relate to an existing building consent application.

If your request relates to an existing building consent application, please contact the building consent officer in charge of your application or call 03 941 8999

Current use of the building \*

Proposed use of this site (if different)

See [change of use](#) for more information

Description of your building proposal \*

Key issues for discussion \*

Have you spoken to Council staff about this matter?  Yes  No

Please note who and when. You may wish to consider using Council's [Partnership approval](#) service

Name of person at Council	Council person's role	Date you spoke with them

Have you engaged any consultants for this project?  Yes  No

Please enter consultant details so we can contact them if require further information.

Name of Company	Expertise/Role in project	Consultant email*

## 6. Staging proposal *only required if staging your building project*

When staging is necessary, the number of stages must be kept to a minimum and each stage clearly defined. Refer to [staged building consents](#) for guidance

Please provide us with your reason(s) for staging the project \*

Please enter the details of the proposal below \*

Stage	Extent of building work being added by each stage	Reasons for the extent of each stage	Approximate value of building work	Approximate application date of each stage
1				
2				
3				
4				
5				

## 7. Supporting Documents

Please include details of design issues to consider, including:

- Clear identification of the site and photographs of the site.
- Any buildings and surrounding area.
- A concept plan or details plans (these should include a site plan, floor plans and elevation for all proposed structures).
- Details/information of other matters, if applicable:
  - notice to fix
  - certificate of acceptance for unconsented building work
  - discretionary exemption from building consent
  - notice for Earthquake-prone buildings (EPB)
  - building on land subject to natural hazards
  - floor level requirements
  - land subject to contamination
  - structures on roads
  - change of use (Building Act)
  - stormwater controls

- A concept plan or detailed plans (plans should include a site plan, floor plan and elevation for proposed structure) \*
- Details/Information of other matters.
- Design features report.
- Fire design report.
- Geotechnical report.

## 8. Fees and Charges

- Staff costs for administration, research, advice, or meetings will be incorporated into the total charge.
- The charge will be as per the officer charge out hourly rate. Refer to the building consent [fee schedules](#).
- Subsequent correspondence on the same request will have an additional invoice.
- Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

### Declaration\*

- I / we accept responsibility to pay all actual costs incurred by the Christchurch City Council for this advice. If you are completing this form on behalf of a company/trust/other entity (the applicant) you are declaring that you are authorised to accept these terms on behalf of the applicant.