



Building consent authority accreditation – workshop registration

The Department of Building and Housing invites you to attend a workshop on preparing for the building consent authority accreditation scheme.

CONTEXT

The Building Act 2004 requires that territorial and regional authorities be accredited and registered as building consent authorities to undertake building consent processing, inspection and approval functions after 30 November 2007.

To help territorial and regional authorities in their preparation for becoming accredited as building consent authorities, the Department will be holding nine 2-day workshops in locations around New Zealand for members of territorial and regional authorities' building consent teams. These workshops will also be attended by the Department's case advisers for each territorial authority, International Accreditation New Zealand (IANZ) as the building consent accreditation body, and representatives from the Department.

The workshop will cover the following.

DAY 1:

- Welcome and overview
- Detail of the Building Consent Authority Accreditation Assistance Package
 - Outline of assistance initiatives and funding framework
 - Discuss project funding criteria and application process
- Question and answer session with IANZ and Department representatives
- National observations and trends from pilots and cluster activities

- Standards and criteria for building consent authority accreditation
 - Discussion on the accreditation process and procedures
 - Each regulation and examples of interpretations
 - Overview of existing supporting tools, their application and use, including the *Building Consent Authority Development Guide* and *Building Consent Authority Accreditation Preparation and Self-assessment Guide*

DAY 2:

- Standards and criteria for building consent authority accreditation (continued as required)
- Next steps

WORKSHOP LOCATIONS

COUNCIL	CASE ADVISER	LOCATION OF WORKSHOP	DATE OF WORKSHOP
Auckland City Council Far North District Council Franklin District Council Kaipara District Council Manukau City Council North Shore City Council Papakura District Council Rodney District Council Waitakere City Council Whangarei District Council	Andrew Minturn and Heather Baigent	Auckland City Council Environments Training Room First Floor East 35 Graham Street Auckland	13–14 March Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Hamilton City Council Hauraki District Council Matamata-Piako District Council Otorohanga District Council Thames-Coromandel District Council Waikato District Council Waipa District Council Waitomo District Council	Roger Austin	Kingsgate Hotel 100 Garnett Avenue Te Rapa Hamilton	15–16 March Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Horowhenua District Council Manawatu District Council New Plymouth District Council Palmerston North City Council Rangitikei District Council Ruapehu District Council South Taranaki District Council Stratford District Council Tararua District Council Wanganui District Council	Steve Mazey	Infusion Race Course Parnell Street Wanganui	20–21 March Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Central Hawkes Bay District Council Chatham Islands Council Gisborne District Council Hastings District Council Napier City Council Wairoa District Council	Karen Holland	Library Seminar Room First Floor Library Building Napier District Council Hastings Street Napier	22–23 March Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Carterton District Council Hutt City Council Kapiti Coast District Council Masterton District Council Porirua City Council South Wairarapa District Council Upper Hutt City Council Wellington City Council	Steve Garner	Department of Building and Housing Level 6, Room 6.08 and 6.09 86 Customhouse Quay Wellington	26–27 March Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm

COUNCIL	CASE ADVISER	LOCATION OF WORKSHOP	DATE OF WORKSHOP
Tasman District Council Nelson City Council Kaikoura District Council Marlborough District Council	Terry Archer	Tui Room Tahuna Function Centre 70 Beach Road Tahunanui Nelson	29–30 March Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Kawerau District Council Opotiki District Council Rotorua District Council South Waikato District Council Taupo District Council Tauranga City Council Western Bay of Plenty District Council Whakatane District Council	Rosemary Hazlewood	Rotorua District Council First Floor, Committee room 1 1061 Haupapa Street Rotorua	12–13 April Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Buller District Council Central Otago District Council Clutha District Council Dunedin City Council Gore District Council Grey District Council Invercargill City Council Queenstown Lakes District Council Southland District Council Westland District Council	Kevin Smith	Skeggs Gallery Municipal Chambers 50 The Octagon Dunedin	16–17 April Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Ashburton District Council Christchurch City Council Hurunui District Council Mackenzie District Council Selwyn District Council Timaru District Council Waimakariri District Council Waimate District Council Waitaki District Council	Neil Kirk	Christchurch City Council Civil Defence Training Room (rear of Sockburn Service Centre) 149 Main South Road Christchurch	18–19 April Times: Day 1: 10 am–5 pm Day 2: 9 am–3 pm
Auckland Regional Council Environment Bay of Plenty – Regional Council Environment Canterbury – Regional Council Environment Southland – Regional Council Environment Waikato – Regional Council Greater Wellington Regional Council Hawkes Bay Regional Council Horizons Regional Council Northland Regional Council Otago Regional Council Taranaki Regional Council West Coast Regional Council	Murray Sim	Regional Councils are invited to attend any of the abovementioned workshops. An additional workshop specific to the needs of regional authorities will be developed in consultation with your case adviser.	To be advised.

REGISTRATION FEE

There is no registration fee.

TRAVEL AND ACCOMMODATION

Each territorial or regional authority is required to make arrangements for, and cover the costs of, travel and accommodation for their representatives attending.

WHAT TO BRING

Any preparation material for question and answer sessions, any shared experiences you wish to contribute, and material on any key topics you wish to work on.

WHO SHOULD ATTEND

Recommended attendees are representatives from territorial or regional authorities who are involved in the project management of preparation for building consent authority accreditation. These parties will likely include:

- building controls manager
- regulatory services manager
- principal consultants/contractors
- senior building officials
- project managers.

Representatives from regional authorities are welcome to attend any workshop location as convenient. In addition, a tailored workshop will be designed and developed with their case adviser in coming weeks.

Private building consent authority applicants may also attend.

CAN I ONLY ATTEND THE WORKSHOP ASSIGNED TO MY REGION?

You may attend any workshop, but please specify in your registration form which session you wish to attend. If you attend an alternative venue, your case adviser is unlikely to be present.

HOW TO REGISTER

Step 1

Please submit your registration form by 9 March 2007. Any changes or amendments to workshop attendance would be appreciated 1 week in advance of the scheduled date.

Please send your completed registration form to Zoe Dryden in one of the following ways.

Fax: (04) 494 0290

Email: zoe.dryden@dbh.govt.nz

Post: BCA Accreditation Workshop
Department of Building and Housing
PO Box 10-729
Wellington

Step 2

A confirmation of your registration will be sent to you once your registration is received. Please call Zoe Dryden on (04) 496 4745 with any queries or requests for further information.



Building consent authority accreditation – workshop registration form

ATTENDEE ORGANISATION	
Attendee 1	
Surname and title:	
First name:	
Designation:	
Business phone:	
Mobile phone:	
Email address:	
Fax:	
Business address:	
City:	
Post code:	
Location of workshop attending:	
Date of workshop attending:	
Attendee 2	
Surname and title:	
First name:	
Designation:	
Business phone:	
Mobile phone:	
Email address:	
Fax:	
Location of workshop attending:	
Date of workshop attending:	
Attendee 3	
Surname and title:	
First name:	
Designation:	
Business phone:	
Mobile phone:	
Email address:	
Fax:	
Location of workshop attending:	
Date of workshop attending:	