

Hutt City Council

Pre-commencement		
Building consent number:		
Site address:		
Building owner(s)	Name(s): Contact details:	
Location of building or building work within site/block number/building:		
Description:	<p>This inspection is for large, complex and/or high-risk building work. It involves a site meeting with the building inspector before the building work starts.</p> <p>This inspection is to:</p> <ul style="list-style-type: none"> • Plan the inspection process • Achieve an agreed understanding about what the construction involves • Agree any quality assurance methodology (if applicable) • Confirm parties' respective responsibilities 	
When to book this inspection	<p>Book this inspection when:</p> <ul style="list-style-type: none"> • Building work has not commenced • Construction coordination is established • Roles and responsibilities for the construction are established • Quality assurance methodology for the construction has been created (if applicable) 	
Building Inspector:	Name:	Warrant number:
Inspection date and time:	Click or tap to enter a date.	Time:
Inspection attendees:		
Next inspection:		

General	
Items to be checked	Help Text
Outstanding items from previous inspection(s)	<p><i>Are there any outstanding items from previous inspection(s).</i></p> <p><i>If yes, fail the inspection.</i></p>
Removal of any section 37 certificate issued under section 37 of the Building Act 2004 by the Resource Consent Team	<p><i>Has the section 37 certificate been lifted by the Planning team?</i></p> <p><i>State resource consent RM number.</i></p>
Approval for any major changes to the granted building consent	<p><i>Check whether any changes to the granted building consent are going to be made or have been made.</i></p> <p><i>If a major change(s) is to occur or has occurred, has an application for an amendment to the building consent been made or issued?</i></p> <p><i>If no, take necessary enforcement actions.</i></p> <p><i>If the major change(s) affects the building work being inspected and no amendment to the building consent has been issued for the major changes, fail the inspection.</i></p>
An on-site copy of issued building consent documentation	<p><i>Is a copy of issued building consent documentation on site?</i></p> <p><i>If no, fail the inspection.</i></p>
Site instructions	<p><i>Check the land and any other structures for potential breaches of the Building Act 2004 and risks to people, property, and public infrastructure.</i></p>

Documentation - all documentation required for this inspection, excluding the on-site copy of the issued building consent documentation, must have been uploaded onto the building consent file in Objective Build prior to the applicant requesting the inspection booking. If the required documents are not on the building consent file, then the inspection booking will be declined.

- Approval of certificate for public use by the territorial authority
- Quality assurance methodology

Program of work and required inspections discussed

Items to be checked	Help Text
Additional inspections required	<i>Check whether any additional inspections are required? If yes, please record and inform the Building Admin Team.</i>
Appropriateness of construction sequencing	<i>Determine if and how the proposed construction sequencing may result in non-compliance with the New Zealand Building Code (NZBC).</i>
Building practitioner responsibility and planned deliverables	<i>Determine who is going to be responsible for what part of the building work and what are the planned deliverables.</i>
Quality assurance methodology	<p><i>Does the quality assurance methodology:</i></p> <ol style="list-style-type: none"> <i>1) Explain the planned approach for carrying out the building work</i> <i>2) Identify the critical points of the building work</i> <i>3) Ensure that the critical points of the building work are checked before the applicable building inspection is undertaken</i> <i>4) Ensure that errors are fixed before the applicable building inspection is undertaken</i>

Engineering construction monitoring	
Items to be checked	Help Text
Recommended level of construction monitoring	<i>Verify that the recommended level of construction monitoring stated on the Producer Statement – PS1 Design is going to be implemented by a suitably qualified engineer.</i>
Structural steel	
Items to be checked	Help Text
Details of the contractor that is supplying structural steel	<p><i>Record the following details for the contractor that is supplying structural steel:</i></p> <ol style="list-style-type: none"> <i>1) Full name</i> <i>2) Name of the contractor's representative</i> <i>3) Contact phone number</i> <i>4) Email address</i>
Details of contractor that is erecting structural steel	<p><i>Record the following details for the contractor that is erecting structural steel:</i></p> <ol style="list-style-type: none"> <i>1) Full name</i> <i>2) Name of the contractor's representative</i> <i>3) Contact phone number</i> <i>4) Email address</i>
Details of supervising design engineer	<p><i>Record the following details for the supervising design engineer:</i></p> <ol style="list-style-type: none"> <i>1) Full name</i> <i>2) Name of the contractor's employer</i> <i>3) Contact phone number</i> <i>4) Email address</i>

Confirm source of steel procurement has not changed from consented supplier	<i>Record steel supplier details</i>
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