

Hutt City Council

Pre-Commencement	
General	
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 on site. 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"> • Before building work has 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:	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">Click or tap to enter a date.</div> <div style="border: 1px solid black; padding: 2px;">Time:</div> </div>
Inspection attendees:	

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.

- An on-site copy of issued building consent documentation
- Approval of certificate for public use by the territorial authority
- Removal of any section 37 certificate issued under section 37 of the Building Act 2004 by the Resource Consent Team
- Quality assurance methodology

Deviation from the granted building consent documentation

Items to be checked	Help Text
Approval for any major changes to the granted building consent	<i>Check whether any changes to the granted building consent are going to be made. If a major change is to occur, has an application for an amendment to the building consent been made? If an application for an amendment has been made or will be made, building work that is affected by the amendment cannot start until the amendment has been granted by the building consent authority.</i>

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>

<p>Details of contractor that is erecting structural steel</p>	<p><i>Record the following details for the contractor that is erecting structural steel:</i></p> <ol style="list-style-type: none"> 1) <i>Full name</i> 2) <i>Name of the contractor's representative</i> 3) <i>Contact phone number</i> 4) <i>Email address</i>
<p>Details of supervising design engineer</p>	<p><i>Record the following details for the supervising design engineer:</i></p> <ol style="list-style-type: none"> 1) <i>Full name</i> 2) <i>Name of the contractor's employer</i> 3) <i>Contact phone number</i> 4) <i>Email address</i>
<p>Confirm source of steel procurement has not changed from consented supplier</p>	<p><i>Record steel supplier details</i></p>
<p>Other comments</p> <p>Note: Check the land and any other structures for potential breaches of the Building Act 2004 and risks to people, property, and public infrastructure.</p>	
<p>Next inspection</p>	