

# G15 Project Information Memorandum

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## 1. INTRODUCTION

This Guide describes the procedure for preparing and issuing a Project Information Memorandum (PIM) under the Building Act 2004. The procedure incorporates the changes to the Act made by the Building Amendment Act 2009 which made the obtaining of a PIM voluntary. Those changes to the Act are outlined in the DBH publication "Project Information Memoranda: Guidance on Changes from 31 January 2010", dated November 2009.

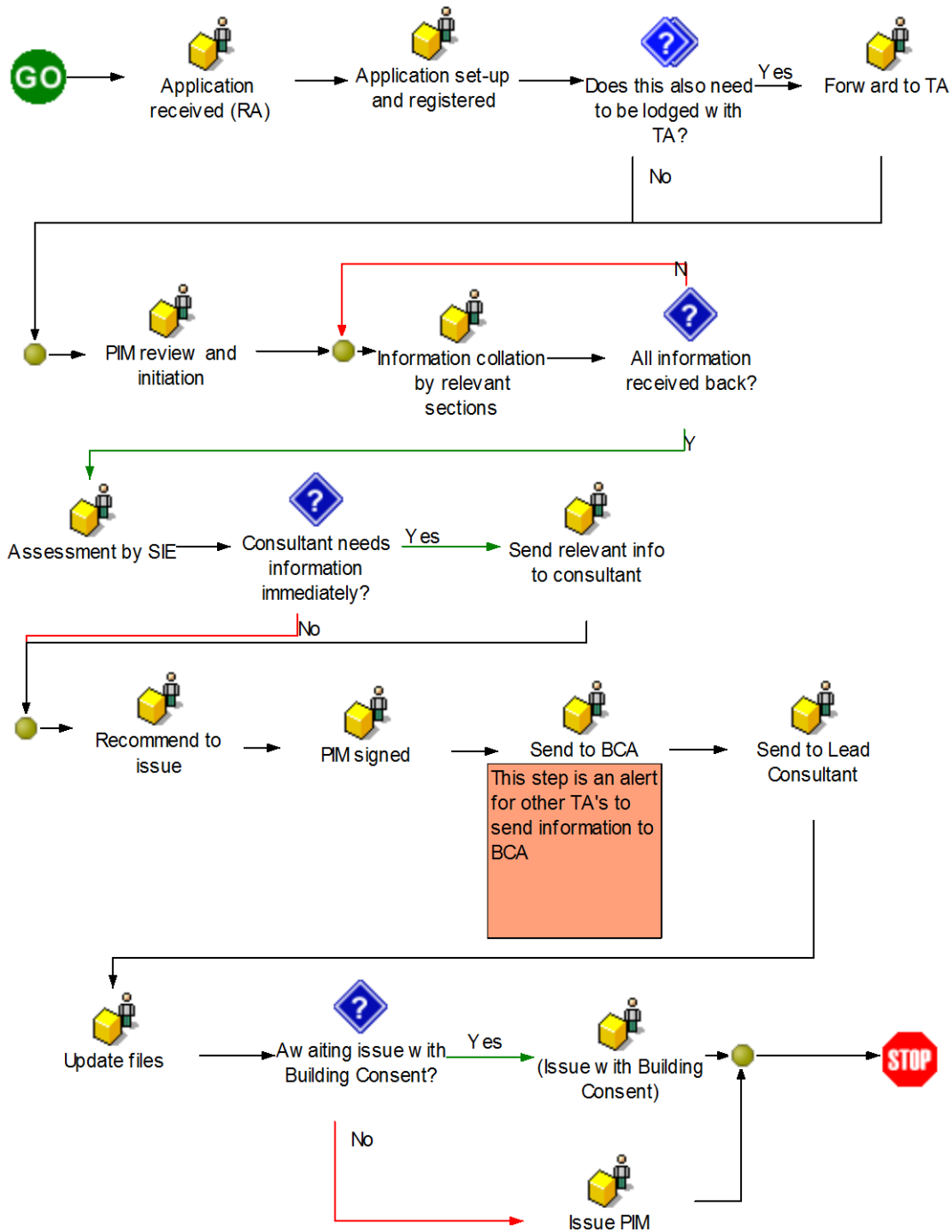
The ORC issues PIMs for the Otago region, upon application, as required under Section 34 of the Act. PIMs for the West Coast and Southland regions are issued by West Coast Regional Council and Environment Southland respectively. Applicants for PIMs in those two regions must apply directly to the relevant regional council and not to ORC.

In addition to the PIM issued by the regional councils (ORC, WCRC or ES as appropriate), a PIM can also be issued, upon application, by the relevant territorial authority.

A PIM can be applied for, and issued, separately from or in conjunction with a building consent. Persons will be encouraged to apply for a PIM ahead of applying for a building consent so that information contained in the PIM can be incorporated into their investigations and design. A PIM is not a prerequisite to the processing or granting and issuing of a building consent. It is optional, and ORC cannot compel an applicant to apply for a PIM.

ORC does not involve a Lead Consultant in any aspect of the PIM process.

## 2. PROCESS FLOW OVERVIEW



### 3. PROCEDURE FOR PREPARATION OF PIM

All applications for a PIM shall be in the prescribed form (Form 2).

BCA Administration shall check the application for completeness. Once it has been determined that the application is complete then it is "Accepted" and the processing clock commences (Section 34(1)). A project file is created and the application is assigned a unique identifier (PIMXXX, where XXX is a three digit sequential number).

If the application is incomplete then BCA Administration will inform the applicant in writing as to why and how it is deficient and place processing on hold.

Once BCA Administration has determined that the application is complete it shall be forwarded to the Manager Natural Hazards and the Manager Environmental Data and Planning.

BCA Administration shall make the assessment required under Section 39 and if appropriate they shall notify New Zealand Historic Places Trust in writing.

The Manager Natural Hazards and the Manager Environmental Data and Planning shall each collate, or arrange collation of, information held by ORC relevant to the activity that is described in the application.

Section 35 of the Building Act specifies the information to be included in a PIM. In the context of dams it is natural hazards information and hydrological data that is particularly relevant.

Section 35 does not distinguish between the information to be provided by ORC and the information to be provided by the TA. ORC's policy is to consider and advise what information it holds in relation to each and every matter listed in Section 35 even if it considers that certain information is also held by the TA or is more appropriately provided by the TA. This is considered to be a prudent and necessarily conservative approach given the importance of the PIM in relation to building work for dams and their appurtenant structures. Care shall be taken to ensure that technical information is not provided to the applicant that is out of context. It may be necessary to provide copies of entire reports even if only part of that report is directly applicable to the applicant's activity (e.g. the regional seismic hazard study).

BCA Administration will collate the information provided by the Manager Natural Hazards and the Manager Environmental Data and Planning and prepare the PIM. They shall also prepare a development contribution notice (Section 36) and a resource consent notice (Section 37).

They will then forward the application, PIM, development contribution notice and resource consent certificate to the Manager Natural Hazards or the Director Engineering, Hazards and Science for approval.

### 4. PROCEDURE FOR ISSUE OF PIM

Following the signing of the PIM by the Manager Natural Hazards, or the Director Engineering, Hazards and Science, or the Director Policy Planning and Resource Management, BCA Administration staff will calculate fees and charges in accordance with the Annual Plan schedule of fees and charges.

BCA Administration staff will then contact the applicant informing them that the PIM has been completed and is ready for issue on payment of fees and charges. At this point the time clock is stopped (within Accela) for the purposes of measuring compliance with Section 34(1).

When fees are disputed this is treated as a complaint and recorded in the BCA complaint folder in Objective.

## 5. RECORDS

The following records will be kept in relation to the issuing of a PIM:

- The application;
- Any further correspondence or file notes generated by the ORC or the applicant;
- The PIM documentation itself.

The Project folder within Objective will be updated with the above information. BCA Administration staff shall check that all of the above information is saved within the folder.