

# Survey Services Associated with the Building Process



In addition to topographical surveys (see our Topographical Information Sheet) there are three other services that Fox & Associates provide in respect of the building process.

1. Pegging Certificate
2. Building Setout (Survey)
3. Building Location Certificate

## Here are two simple steps you can take to reduce the cost:

1. Properly define the scope of works as this will reduce unnecessary work being undertaken, or by us having to return to the site to complete additional work not initially requested.
2. Supplying the house design electronically to us enables us to more efficiently and safely determine the position and shape of the house without having to interpret the building plans.

## So what are these services and why do I need them?

### Pegging Certificate

Council will advise you if they require a Pegging Certificate when you or your Project Manager applies for a Project Information Memorandum (PIM) and/or Building Consent.

A Pegging Certificate is a document confirming that all of the necessary boundary corners have been pegged for your Building Consent proposal.

Council are more likely to request a Pegging Certificate if your title is more than 5 years old or if you are building close to the boundary. Council's intention in requesting this document is to avoid potential misidentification of boundaries that may result in buildings being built over boundaries.

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A Pegging Certificate essentially involves searching the Government survey and title data base, produce a mathematical definition of your parcel(s) of land and then visiting the site to locate (and confirm) survey reference marks before pegging the required boundary positions.

After the physical boundary marking has been completed Fox & Associates Ltd prepares the Pegging Certificate on the prescribed form(s) and forwards them to Council and to you or your Project Manager.

The image shows a form titled 'CHRISTCHURCH CITY COUNCIL ENVIRONMENTAL SERVICES UNIT PEGGING CERTIFICATE' with the reference number 'BI-3'. The form includes fields for 'Building Consent Number', 'Site Address', 'Applicant', 'Surveyor', 'Phone', 'Fax', and 'Email'. Below these fields, there is a section for 'Registered Surveyor' and 'Date'. At the bottom, there is a large empty box for a signature or stamp, and a small compass icon in the bottom right corner. The text 'We advise that we have pegged the boundaries of the site and/or have been instructed to set-out the profiles for the building.' is printed above the signature line. At the very bottom, it says 'PLEASE FORWARD TO TEAM LEADER BUILDING INSPECTIONS, CIVIC OFFICES (P.O. BOX 48000)'.

## Building Setout (Survey)

This can be particularly useful to your builder if your property is on a hill or the building outline is complicated. Fox & Associates can assist by setting out some of the building corners or selected gridlines. This will save both time and money, by avoiding time delays and errors in construction.

To help simplify and speed up the process Fox & Associates request you, your architect or your designer to forward an electronic copy of the building design and confirm which points or lines are to be marked.

This will reduce the amount of calculations required to define the building outline and positions relative to the boundaries.

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The choice of what and how the positions are marked is dictated by you and the site conditions/topography. The choice of what we setout relates to both horizontal positions and levels – so it is a case of what ever is helpful or necessary for your project.

As part of the work Fox & Associates would establish a benchmark onsite to provide a reference point for your builders so they can undertake regular checks without requiring further assistance.



## Building Location Certificate

Council's are likely to request a Building Location Certificate from a Surveyor in the event that the building is close to the boundary or a recession plane.

Council will list in the PIM or Building Consent what portions of the house need to be checked, "critical aspects" or a potential infringement if the building is not sited correctly.

A Building Location Certificate will be required before Council will allow you to pour the concrete for foundations.

Once the Builder has erected the formwork for the foundations Fox & Associates visit your site to "fix" the formwork positions and compare them with the approved Building Consent Plans.

If the formwork is within survey measurement tolerances then Fox & Associates will issue Certificates to Council and you or your Project Manager.

If the positions are not within survey tolerances we will advise you, your Project Manager or your Builder so the formwork can be altered. A revisit to the site will be required to confirm the altered positions are correct. Because of this time delay and additional cost a number of our Clients also use our services initially to set out the building positions (see above section).

A Building Location Certificate will be required before Council will allow you to pour the concrete for foundations.

CHRISTCHURCH CITY COUNCIL ENVIRONMENTAL SERVICES UNIT BUILDING LOCATION CERTIFICATE		BI-2
Project Number: _____		
Date of Building Consent Approval: _____		
Property Address: _____		
Legal Description: _____		
Certificate of Title: _____		
Survey File: _____		
Surveyor: _____		
Surveyor's Job Reference: _____		
The formwork for the foundation/floor slab for the above project has been set out in accordance with the measurements shown below:		
1. The measured setback of the building from the boundary is: _____		
2. The height of levels (as site bench mark reference) _____		
3. The level of the top of the foundation formwork is: _____		
4. The level of the finished floor level will be: _____		
(assuming foundation to floor thickness of: _____)		
5. The adjoining boundary level is: _____		
6. Time (see 7.06) and date of measurement: _____		
I hereby certify that the setback and level of the formwork have been compared to the actual ground. The site and levels are in accordance with the approved Building Consent plans.		8. The areas of departure from the approved Building Consent plans are: _____
YES / NO _____		
If the answer to question 7 was No, please complete the following form (if you do not require it):		
9. Diagram: (Please show levels, setbacks, boundary bearing, north point and bench marks)		
Not Certified by: _____ Date: _____ 20__ Surveyor: _____ Date: _____ 20__ (PLEASE PRINTED TO YOUR LOCAL SUBMITTED DESCRIPTION, ONE CHECKED FOR \$6000)		

## The Fox & Associates Advantage

Fox & Associates have Registered Professional Surveyors overseeing the process and are experts in boundary definition. The Company uses the latest software and measurement technology to ensure the accuracy and efficiency of their work.

### A Word from our Client

“We use Fox & Associates to provide survey services for our building projects because of the comprehensive service they provide. It is timely, accurate and tailored to meet our requirements.”

Graeme Jones, Arrow International

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