

Works Protection Process (brief overview).

Where required to serve works protection notices the following is required;

- Complete and sign the Form 3 Notice provided and with the Form 4 Notice serve on the affected property owner.
- The affected owner could sign off on the Form 4, refuse or ask for further information. This has to be done within 14 days of the serving of the notices.
- If the affected property owner signs off, then return both the completed Form 3 and signed Form 4 to the Building Surveyor.
- If the affected property owner asks for further information either supply that information or ask the Building Surveyor to make a decision.
- If the affected property owner refuses, then ask the Building Surveyor to make a decision.
- When approval is obtained, undertake an inspection of both the construction site and the affected site in company with the affected owner and record (photos) all existing conditions. Each party to keep a copy.
- Obtain an insurance policy, which names the affected owner and insures the affected owner's property from damage for an amount agreed to with the affected owner. Give a copy to the Building Surveyor and the affected owner. This insurance policy to remain in force for 12 months after the completion of the works protection.
- Then start work after the building permit is issued and have inspected as required.

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This is a brief over view and you should make proper enquiries with your building designer or engineer to ensure full compliance. The Building Surveyor cannot assist in this process. Further information is also available in the Building Commission Practise Notes on their website.