FREE TO DO YOURSELF

CONSENT CHECK

Find the RFI risks before you lodge.
Make the answers easy to find.

- See what council is likely to ask for.
- Show where each answer already is in your documents.
- Plan the fixes before you lodge.

MBIE: 64.6% of applications needed an RFI (year ended June 2025).
MBIE Annual Building Consent System Performance Monitoring

YOU NEED

- A Google account.
- A computer with any web browser.
- Your consent documents.
- The code clauses for the job.
- Company approval to upload job documents.

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FOR NZ RESIDENTIAL BUILDERS
www.useriozzieai.com

SET UP

Gemini Notebook help

01 Remove personal information the review does not need.

02 Collect the current plans, specifications, schedules, calculations and producer statements.

03 Collect the code clauses, council checklist and site requirements for the job.

> NZS 3604:2011 and the Acceptable Solutions are free.
> Download fresh copies for each job.
> When a code changes, delete the old source.
> Add the new one.

04 Open your web browser.
Go to notebooklm.google.com.

05 Sign in with your Google account.

06 Click "+ New notebook" on the home page.

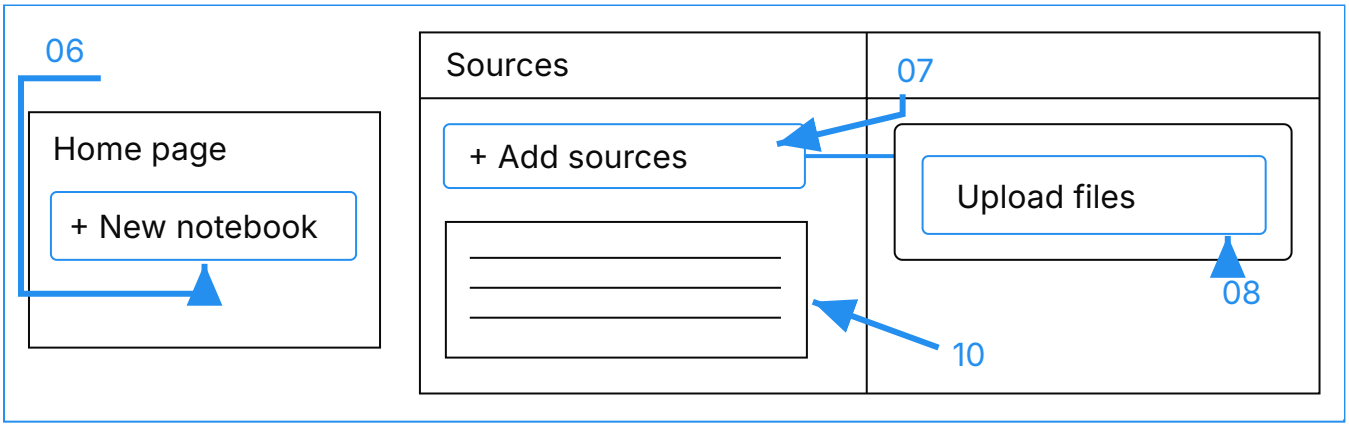
07 Click "+ Add sources" at the top left.

08 Click "Upload files".

09 Select your job files in the file window.
Click "Open".

10 Check that each file shows in the Sources list on the left.

If the page gets stuck, press F5 to reload it, or start a new notebook.



COPY AND PASTE INTO GEMINI NOTEBOOK

You are a senior New Zealand building consent reviewer. Review the uploaded building consent documents as if assessing them before lodgement with a New Zealand council.

Use only the documents in this notebook. Do not use outside knowledge. Do not assume anything is included unless it is clearly shown in the uploaded documents.

QUOTING RULE

Quote document text word for word, in quotation marks. Give only sheet, note, section and page numbers you can see in the documents. If you cannot find the exact text, write "not found in uploaded sources". Never create a section, note or quote.

GOAL

Find every item likely to cause a Request for Information (RFI), delay or consent issue. Check that plans, notes, schedules, details, specifications, calculations and producer statements agree with each other. If something is unclear, treat it as a risk. Do not force issues where none exist.

1. ISSUES TO FIX

For each issue give:
- Issue title
- What is missing, inconsistent or unclear (with exact quotes)
- Why the council would raise it
- Exact references
- Relevant code or requirement (only if in the uploaded documents; otherwise "not found in uploaded sources")
- What to add or correct
- Priority: High, Medium or Low
- Problem this avoids (one line)
- Outcome (one line)

2. ALREADY ANSWERED IN YOUR DOCUMENTS

List only questions a consent officer is likely to ask where the answer is already in the documents but hard to find. For each give:
- The likely question
- The exact quote that answers it, and its reference
- The cross-reference note to add on the drawing, for example: on A-02, "Smoke alarms: refer spec 9.2"
- "Reference is enough" or "needs a drawing or detail", with the reason
- Problem this avoids (one line)
- Outcome (one line)

If the documents do not cover it, put it in Issues to fix instead. Never list an item in both.

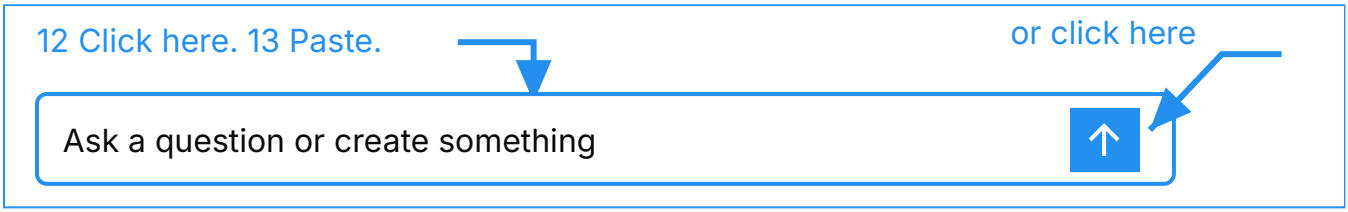
3. ALSO GIVE

- Summary: total issues, High/Medium/Low count, key risk areas
- Five items to review first
- Missing documents
- Coordination gaps between documents
- "Where to find it" list for the cover letter: one line per Already answered item, using only references you quoted above

Remind the user to check every quote, reference and code number against the documents before use, and to have the designer or a competent reviewer approve the findings.

RUN IT AND CHECK

11 Click and drag across the prompt text on page 3. Press Ctrl+C to copy.
12 Click in the box "Ask a question or create something" at the bottom of the middle panel. On a small screen, click the Chat tab at the top first.
13 Press Ctrl+V to paste. Press Enter.
14 Click each citation number in the answer. Check the quoted words match your documents. Delete any line you cannot find.
15 Check each code clause, table and figure number against the correct edition.
16 Ask your designer or reviewer to check each finding.
17 Ask your designer to add each cross-reference note to the drawings.
18 Ask your designer to draw each required detail.
19 Add the "Where to find it" list to your cover letter.



> If the documents answer it but it needs a drawing, it stays in Already answered, marked "needs a drawing or detail". Your designer draws it before you lodge.

The answer shows the problem each fix avoids and the outcome. Use it to plan the work. Check planning and resource consent requirements separately with your adviser.

WORK OUT YOUR OWN RFI COST

A Delay days × daily holding cost
B Designer fees and admin time
C Idle crew and rebooked subs
D Later handover

One RFI round = A+B+C+D.

Building consents with an RFI took a median 15.0 working days, 6 more than the 9.0 days without (MBIE, year ended June 2025).

An RFI stops the council's 20 working day clock until you answer (Hutt City Council).

Officials estimate a 12 working day RFI delay could cost about $4,000 per dwelling (Minister Penk, 21 March 2025).

PRIVACY

Remove personal information the review does not need.
Check your client agreements before upload.

OPC Generative AI guidance OPC Privacy principles Privacy Act 2020 (see section 22)

THREE WAYS TO RUN IT

Fewer RFI rounds.
The answers are easy for the council to find.
Each way teaches you the method, so you can use it again in other parts of your business.

DO IT YOURSELF FREE	DO IT WITH ME PAID	DONE FOR YOU PAID
WHAT HAPPENS You have everything in this guide. You learn the method as you go. **BEST FOR** Owners who like to try it themselves first. **START** **Turn to page 2.**	**WHAT HAPPENS** I coach you through it on your own job files. You learn the method, so you can use it in other parts of your business. **BEST FOR** Owners who want to learn it properly and run it themselves. **START** **Book a call.**	**WHAT HAPPENS** I set it up for your jobs. Then I show you and your team how it works, so you can reuse the method. **BEST FOR** Owners who want it running without doing the setup. **START** **Book a call.**

WANT IT DONE WITH YOU, OR FOR YOU?

Book a call: calendly.com/riozziedeb/discovery-call
Email me: deb@riozzieai.com