



Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

Category 2P: Mitigation Tairāwhiti Guidelines

Prepared for: Category 2P property owners



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What is the Category 2P: Mitigation Tairāwhiti Policy?

\$15M of funding has been approved by the Government for Gisborne District Council (GDC) and Te Aitanga-a-Māhaki to assist recovery and improve future resilience to natural hazards for eligible Category 2P properties that were impacted in Tairāwhiti during the North Island Severe Weather Events in 2023.

The aim is to directly mitigate land instability and flood-related risks, reducing risk to life and potential future damage to property and infrastructure. The Category 2P Government Funding is available to all property owners with a confirmed Category 2P classification who have a consented residential Dwelling on their property, who choose to apply for funding available under the policy.

Who can apply for funding under the policy?

Owners with a consented residential Dwelling on a property that has been categorised as Category 2P and the Dwelling was impacted in the North Island Severe Weather Events.

Please note that this is a voluntary process, and impacted Owners will be able to decide whether they wish to apply for funding.

Where has the funding come from?

Central Government has supported the mitigation of Category 2P properties by providing \$15M jointly to GDC and Te Aitanga a Māhaki. This funding is distributed between the two parties on a per property basis.

As part of the agreement with Government to extend 2P mitigation funding to mitigations other than elevating,

Council were required to make a local contribution. The local contribution of \$10,000 per property is being made from the Mayoral Relief Fund. This contribution is only applicable for properties seeking mitigations other than elevation, and is already included in the \$95,000 funding cap.



What funding is available?

Capped funding of up to \$95,000 per Dwelling is available to contribute to the completion of mitigations to achieve a building code of compliance standard that will enable the Category 2P classification to be removed from a property. The cap applies to both funding options.

Access to funding is available via two options:

1. Gisborne District Council (GDC) through the GDC Category 2P Mitigation Tairāwhiti Mitigation Works Fund.

or

2. Te Aitanga a Māhaki, through the Te Aitanga a Māhaki Category 2P Mitigation Tairāwhiti Fund.

The differences between these two options are explained below:

GDC Category 2P Mitigation Tairāwhiti Fund: For Self-Managed Mitigation Works

Funding accessed via the GDC Category 2P Mitigation Tairāwhiti Fund will be available to the owner via a grant system.

- Applications will close on 31 December 2024.
- The property owner manages the mitigation works themselves.
- Successful applicants will receive a funding agreement to be signed by the property owner and GDC.
- This funding agreement will set out the amounts of the grant award, and detail how the amounts will be paid to the Owner.
- These payments may be paid against eligible invoices from service providers or suppliers engaged by a property owner to perform the mitigation works, either as the payments become due to suppliers or after the mitigation works have been completed.
- **All Category 2P property owners are eligible to apply for grant system funding.**

Te Aitanga a Māhaki Category 2P Mitigation Tairāwhiti Fund: For Managed Elevations only

Funding accessed via the Te Aitanga a Māhaki Category 2P Mitigation Tairāwhiti Fund will be provided directly to Te Aitanga a Māhaki whom will provide support to the owner via a managed project.

- Applications closed on 15 September 2024.
- Mitigation work is managed by Te Aitanga a Māhaki, through its nominated entity Toitū Tairāwhiti Builtsmart Limited.
- The property owner is not responsible for managing mitigations.
- Funding is provided directly to Te Aitanga a Māhaki, who will use this to contribute towards the costs for the works to Toitū Tairāwhiti Builtsmart Limited as the service provider.
- **Only Category 2P property owners with a recommended mitigation of elevation/lifting are eligible to apply for funding via a managed project.**

How to apply for funding

Elevation mitigations

If you have already applied for funding, there is no need to apply again. We will provide you with a short form to indicate your preference of a managed lift or self-managed lift, and then the relevant party, Te Aitanga a Māhaki or GDC, will be in contact to advise of next steps.

If you opt to self-manage your lift you will be provided with a grant funding agreement which will contain more comprehensive details of how funding can be made available to you.

If you have not yet applied for funding, please contact **recovery@gdc.govt.nz**.

Other mitigation works

Please email **recovery@gdc.govt.nz** to indicate that you would like to receive funding for mitigation works that are not elevation or lifting. Council will then provide you with a funding agreement which will contain more comprehensive details on how funding can be made available to you.

Funding process guide

Each funding stream has differing requirements and different processes to follow. We have prepared some high-level guidelines on how each funding stream will work, and the basics of what property owners need to be aware of.

Opting into either funding stream remains voluntary. There is no requirement for property owners to complete

mitigations. If a property owner chooses to complete mitigations, then there will be requirements that the property owner must meet to have the Category 2P classification removed from their property.

On other documents we have outlined the basics of performing specific mitigations, these guidelines are for accessing funding.



GDC GRANT FUNDING

This funding stream is available to all Category 2P property owners for all types of Category 2P Mitigation Works.

01 OPT IN

The recovery team will need to receive confirmation that you would like to opt into the grant funding stream. The opt in process is explained in the 'How to apply for funding' section.

Owners have until 31 December 2024 to apply. If a property owner wishes to apply after the deadline, they must contact recovery@gdc.govt.nz.

02 OBTAIN FUNDING AGREEMENT

After an owner has opted-in to the grant system, a funding agreement will be issued by Council, for the property owners to sign. This funding agreement will detail the specifics of how the property owner will receive funding, and the conditions of receiving funding.

03 ASSESSMENT & DESIGN

The property owner will need to obtain a land-based assessment report, and a design for the proposed mitigations. Both will need to be completed by a suitably qualified professional, and the requirements will change depending on the type of mitigations required for the property. A quote will need to be included with the design.

This assessment & design will need to be submitted to Council, to check the mitigation design meets the conditions of the policy.

Please see '[Self-managing elevation of your property?](#)' and '[Self-managing land stability mitigations?](#)' which will be provided to property owners as a separate resource, for further details.

04 REQUIRED CONSENT

The usual consent process will need to be completed by the owner before physical works can begin.

05 PHYSICAL WORKS

Once required consents are granted, physical works can begin.

Please see '[Self-managing elevation of your property?](#)' and '[Self-managing land stability mitigations?](#)' for advice on completing physical works.

06 APPLY FOR CODE OF COMPLIANCE

After the physical works are completed, the property owner must apply for a code of compliance to confirm the mitigations are completed.

07 REMOVE CLASSIFICATION

The property owner may apply to the recovery office to request removal of the Category 2P classification. See page 11 for more detail on the evidence required when making this request.

08 RECEIVING GRANT AWARDS (PAYMENT)

Property owners can submit invoices to the Recovery team throughout the entire process to receive payments via a monthly payment run. There will be further information in the funding agreement on what constitutes as an invoice, and how and when to submit them to GDC.

At this stage any properties that may fall out of the scope of the policy will be notified and will be managed by Council on a case-by-case basis.

TE AITANGA A MĀHAKI FUNDING

This funding stream is available to Category 2P property owners with a recommended mitigation of elevation/lifting only.

01 OPT IN

The recovery team will need to receive confirmation from the property owner to opt into the Te Aitanga a Māhaki funding stream. This will be via an online form which will be sent to you by Council. Case coordinators will be available to assist with this process if necessary.

Applications closed on 15 September 2024.

02 GIVE CONSENT

The online form will ask the property owner to give consent to share information with Te Aitanga a Māhaki. If consent is granted the property owners' contact details and information on the property will be transferred from GDC to Te Aitanga a Māhaki and TTBL.

03 LIAISE WITH TE AITANGA A MĀHAKI

Te Aitanga a Māhaki will contact the property owner to explain their application process.

Te Aitanga a Māhaki will be able to advise property owners of the next steps. As Council are not managing the lift, Council cannot advise on process after this point.

You can contact Te Aitanga a Māhaki on: toitutairawhitibuiltsmartltd@gmail.com

Please note: Te Aitanga a Māhaki are administering funding for and managing elevating mitigation works only. If the property owner has objections or queries about the categorisation of their property, this remains with Council.



Eligible costs and expenses under GDC Grant Funding Scheme

This section sets out a list of eligible costs and expenses for which you can submit an Invoice to GDC under the GDC Grant Funding Scheme.

Important Note: The list is not exhaustive: if you are unsure, submit the invoice to GDC and a case coordinator will assess if it meets the eligibility criteria.

Design services	Fees, costs and expenses related to design services for the Category 2P Mitigation Works, prepared by a suitably qualified person licensed in design or structural engineering (as applicable).
Assessment services	Fees, costs and expenses incurred in connection with one of the following (as applicable): • for land stabilisation works, a geotechnical report with site stability analysis including factors of safety, undertaken on the Category 2P Property; or • for elevation works, a bearing capacity report undertaken on the Dwelling each in the form of a report prepared by a Geotechnical professional, with a CPEng or PEngGeol qualification. Plus any of the following (as applicable): • structural engineering reports for any other aspect of the proposed Category 2P Mitigation Works, • architect services • planner (e.g. for resource consent planning) services • asbestos detection services • underground service location services
Consenting fees	Fees payable in connection with one or more of the following: • building consent application fees • resource consent fees • professional fees related to preparation, review or submission of any application relating to a building or resource consent
Legal fees	Fees payable in connection with any legal services required as part of the Category 2P Mitigation Works process.
Insurance	Fees, costs, or premiums payable in connection with any insurance requirements specifically related to the Category 2P Mitigation Works (including but not limited to contract works insurance for the construction component of any physical works).

Labour

Fees related to the physical labour, including but not limited to the following provided that they expressly relate to the Category 2P Mitigation Works:

- New and extended foundations (including earthworks)
- External stairs, landing and ramps necessary to enable access to the Dwelling
- Connecting services: to the extent necessary to enable reconnection to the Dwelling, specifically includes extension of power, telecommunications, stormwater
- Decommissioning, relocation, or other works related to wastewater and freshwater services.
- Internal remediation (e.g. plastering and repainting work associated with any house lifting damage)
- Reinstatement of existing underfloor insulation
- Safety fencing, edge protection and scaffolding costs
- Demolition and associated building material removal process (e.g., basement demolition, waste disposal costs, site preparation and health & safety establishment)
- Site remediation & asbestos removal (if applicable)

Excluded fees costs and expenses

This section sets out what costs and expenses cannot be claimed under the GDC Grant Funding Scheme.

Important Note: This list is not exhaustive. Where GDC receives an Invoice from a property owner and deems that it is not directly associated with the design for the Category 2P Mitigation Works, it shall decline to accept that invoice.

1. Fees, costs or expenses covered by insurance proceeds you have or are eligible to receive.
2. Fees, costs or expenses not directly related to the Category 2P Mitigation Works.
3. Fees, costs or expenses associated with alternative accommodation costs during the construction or physical works stage of the Category 2P Mitigation Works.
4. Betterment Works which includes new or replacement:
 - Wastewater or freshwater systems
 - stormwater detention systems
 - power systems (e.g. solar panels)
 - telecommunication systems
 - septic tank systems
 - insulation
5. New building extensions, internal alterations, new decks (replacement only that are not associated with the design for the Category 2P Mitigation Works.
6. External painting.
7. Demolition costs not associated with the design for the Category 2P Mitigation Works.
8. Silt removal.
9. Site drainage or flood protection works not directly associated with the design for the Category 2P Mitigation Works.



FAQ's

Below are some responses to frequently asked questions in relation to the GDC Grant Funding Scheme.

What work is eligible for grant funding?

Due to the individual nature of mitigations, work eligible for funding will be specific to each property. Eligible works will be covered in the funding agreement between Council and the property owners/s.

I don't have home insurance, will this impact my ability to access funding?

Funding is available to both insured and uninsured Category 2P properties.

Do I need contract works insurance?

It is important that you understand what insurance the service provider you engage with has, and what insurance you may need. This is usually covered in the contract you enter with a service provider.

We suggest you contact your insurance provider before starting any works to find out if contract work insurance is required. It is highly recommended that property owners get contract works insurance whilst mitigation work is being completed on the property. Please contact your insurance provider for how to obtain contract works insurance.

Please note: Te Aitanga a Māhaki require property owners under their funding stream to have contract works insurance for the duration of the physical works.

What happens if I can't afford to fund all of the proposed mitigation works?

If the quote you have received to perform the proposed mitigations are above the maximum amount of \$95,000 of funding, the property owner will need to source funding for the balance of the cost.

What happens if I want to use another mitigation not suggested by Council?

While there are recommended mitigations for your property, it may not be the only mitigation available to you. Council are prepared to discuss other possible interventions that you may wish to pursue.

Can I do additional works during the mitigations?

Certainly. Any additional works that a property owner agrees with their selected service provider will be outside the scope of the grant funding available from GDC. The property owner will have to meet those costs and expenses from their own funding. Any invoices submitted to GDC will need to clearly reflect the works are for the Category 2P Mitigation Works only.

I run a building company, can I perform the Category 2P Mitigation Works myself?

Provided you are suitably qualified, you can perform the works. GDC will still require valid invoices for the works and the usual building consent and code of compliance process must be followed.

How do I receive the Grant Funding?

During the application process, GDC will ask for a nominated bank account from you.

Payments will be made directly to this account, up to once a month, from invoices you have submitted for eligible costs and expenses.

Can I split the grant funding across different recipients or bank accounts?

GDC can only pay into one nominated bank account, so it is important you agree with any other registered owners of the property, who will take receipt of the grant funding to pay your service providers.

How often can I submit invoices?

You can submit invoices to GDC as and when you receive them. Council will process payments once a month and pay the total for that month into the nominated bank account.

What does my invoice need to contain?

An invoice issued by your selected service provider will need to meet the requirements that the Goods and Services Act 1985 requires for a 'taxable supply'. This means it must contain **at least** the following:

- The Supplier's legal name (i.e. company name or trade name if a sole trader)
- The Supplier's registered address
- If the Supplier is GST registered, their GST number should be printed on the invoice
- The invoice must be addressed to you and include your full name and address
- The date the invoice was issued
- The amount
- The amount of GST
- The due date for payment
- A description of the goods and/or services supplied (which must relate to Category 2P Mitigation Works)

Most suppliers will have a system to create an invoice that meets these requirements.

Important: If your supplier is performing any additional works (betterment works), they can still include them in the same invoice. Please ask them to itemise these separately as GDC will only supply a grant for the works or services that related specifically to the Category 2P Mitigation Works.

Can I submit an invoice that is due to be paid in the future?

You can submit an invoice that is due to be paid in the future and pay this when you receive the grant funding for that month (as long as the due date allows for this).

When will I receive the grant funding for the invoices I submit?

GDC will require you to submit all eligible invoices to a case coordinator by the 5th of the month.

GDC will verify the invoice is eligible and if so, will arrange to pay the money directly into your nominated bank account by, at least, the last working day of that same month.

Example:

Your invoice is issued to you by your service provider on 17th October.

You submit that to GDC no later than 5th of following month (e.g 29th October, which is before 5th November).

GDC will pay your nominated bank account by 29 November.

It is important to discuss this payment timeline with your selected service providers. It is your responsibility to ask them to set their due date for payment to be as far in advance as possible.

Will GDC pay my grant funding sooner if the due date for payment is due before the next payment run?

Unfortunately, we have specific dates that we perform a 'payment run'. We recommend you keep your suppliers informed if you think you will receive grant funding after their due date for payment.

You may need to arrange personal funds to be available to meet costs and expenses while you wait for your grant funding payment to be made each month.



What type of evidence of work completed is needed to remove the 2P Classification from my property?

Note: The recovery team has access to the status of any consent application. Homeowners do not need to notify GDC when they receive a Code of Compliance. The recovery team checks the status weekly and initiates the next steps once the Code of Compliance has been issued.

Type of Mitigation Works	Completion Documentation Required
Self-managed lifting works already performed by a Category 2P Property owner and to be reimbursed by GDC.	Code of Compliance
Self-managed works deemed too complex for lifting/other mitigation required already performed by a Category 2P Property owner and to be reimbursed by GDC	Code of Compliance Record of Work (from Licensed Building Practitioner)
Self-managed mitigation works relating to non-habitable ground floors of dwellings	Code of Compliance Record of Work (from Licensed Building Practitioner)
Self-managed mitigation works relating to lower complexity mitigations (e.g. planting mitigations, drainage)	Drainage – Record of Work (from a drain layer). Planting – Self Certified confirmation from homeowner with photographs.
Self-managed mitigation works relating to remediation of land instability/lateral movement	Record of Work (from Licensed Building Practitioner). Self-Certified Confirmation from homeowner with photographs.



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