

Self-managing land stability mitigations?

Top tips and key information for a successful mitigation project

Below we have outlined the basic steps of mitigating a property for land stabilisation. There may be variations to this process as each property is unique and may have slightly different requirements.

Your Case coordinator will be available to you throughout the duration of the mitigation process.

PROCESS

1

Before a mitigation can take place, a **full geotechnical report** with site stability analysis including factors of safety, will need to be undertaken on the property. This will need to be signed off on or conducted by a Geotechnical professional, with a **CPEng** or **PEngGeol** qualification.

2

A **CPeng Structural Engineer** will use the report to create a retaining wall or other mitigation method design.

NOTE: There are many kinds of CPeng Engineers. This project will need a practitioner licensed in **structural engineering**.

3

The report and design must be submitted to the recovery team at Council to confirm eligibility for the grant funding, and must contain the following:

- Be addressed to the owner
- Include an opinion on whether the mitigation is feasible, or recommend alternative mitigation works that would have the effect of mitigating an intolerable risk to life.

At this stage you may wish to engage a Licensed Building Practitioner (LBP) to draw your plans, but this is not strictly required as retaining walls and other protection works are not restricted building work. LBPs are only required for restricted building work.

4

The approved design will need to be submitted to the Consents team at Council as part of the standard consent application process. Many professionals will work directly with Council on this step and submit the design and consent application as part of their service. Please liaise with the licensed building practitioner.

If your contractor does not offer this step as part of their service, a suitable **Agent** may be able to assist with this process.

NOTE: More information on the consent application process can be found here: [Building consent process](#)

5

Once consent is granted, physical works can begin. If your mitigation requires more than one service, some building companies will be able to manage the sourcing and coordination of these services for you. Case coordinators are also available to assist.

If your chosen mitigation is a retaining wall it is usually just one contractor needed. For all mitigation works, care should be taken to select an operator who has the right experience to carry out the construction to the correct standard.



6

Once the mitigation physical works are complete, a Code of Compliance application will need to be submitted to Council.

NOTE: Code of compliance application can be found here: [Application for Code Compliance](#)

7

After a Code of Compliance certificate is issued, the 2P categorisation can be removed from the property.

PAYMENT OF CONTRACTORS

The signed funding agreement will detail all works eligible for funding under the policy. It is up to the property owner if they wish to access the funding available to them before or after physical works.

Payment of contractors should work roughly as follows:

- Contractor performs a service
- Contractor invoices property owner
- Property owner sends invoice to Council
- Council process invoice
- Council pays property owner to their nominated bank account
- The property owner can choose to pay the contractor once they receive the invoice and before they receive funding from Council, or after they receive funding from Council.

Most contractors should be familiar with this process. Deposits may be required by contractors. Council staff will be available to assist with any queries in this area throughout the mitigation process.

More information on funding is available in the policy and process guidelines.

RECOMMENDED CONTRACTORS

There are many local and non-local contractors who can complete the necessary works. Your Case coordinator can provide recommendations of reputable and local contractors.

You can search the register for engineers and practitioners.

Engineers: [Find an engineer \(engineeringnz.org\)](#)

Licensed Building Practitioners: [Practitioner Search \(mbie.govt.nz\)](#)