

## 1. THE BUILDING

Street address of building: [If no street address – details of nearest intersection]

Lot	DP	Site Area (m2)	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Block	Valuation Number		
<input type="text"/>	<input type="text"/>		

Location of building within site/block number: [Include nearest street access]

Building Name:

Number of levels: [Above & below ground]	Level /Unit Number:
<input type="text"/>	<input type="text"/>
Year First Constructed: [Building Name]	Floor area (m2): [Indicate area affected by the building work]
<input type="text"/>	<input type="text"/>

Current, lawfully established, use as defined in the building code clause [A1 Classified uses](#): [Add no. of occupants per level and per use if more than 1]

Select if more than one Classified use. Please provide comment

Number of occupants per level and per use (if more than 1)

## 2. APPLICATION

I request that you issue a Certificate of Acceptance for the building work described in this application.

Signature: <input type="text"/>	Date: <input type="text"/>
Name of person signing (owner or agent on behalf of owner with the authority to act on their behalf): <input type="text"/>	<input type="checkbox"/> Owner <input type="checkbox"/> Agent

The Certificate of Acceptance should be sent to:  
 Owner  Agent

### 3. BUILDING WORK

Description of Building Work: [Provide sufficient information below to enable scope of work to be fully understood]

The personnel who carried out the building work:

Name	Email Address	Phone Number	Work carried out (i.e. plumbing, carpentry)	Trade registration number (if relevant)

Date building work carried out:

Will the building work result in a change of use of the building? [If Yes, provide details of the new use of the building]  Yes  No

If yes, complete the following:

Current use of building (as defined by [Change the Use Regulations](#)):

Intended life of the building if less than 50 years:

List Building Consents previously issued for this project (if any):

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

Reasons why a certificate of acceptance is required: [Select where applicable]

The owner, or the owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because (explain in detail):

A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: (delete one of the following)

For the purpose of saving or protecting life or health or preventing serious damage to property as follows (explain in detail):

In order to ensure that a specified system was maintained in a safe condition or made safe as follows (explain in detail):

The building consent authority that granted the building consent is unable or refuses to issue a code compliance certificate in relation to the building work, and no other building consent authority will agree to issue a code compliance certificate for the building work (State details of name of building consent authority and building consent granted).

### 4. OWNER

Name of Owner (include preferred title; Mr, Mrs, Ms, Other):

Contact Person (if not individually owned e.g. trust or company):

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s):

Email address:

The following evidence of ownership is attached:

Record of Title  Lease Agreement  Agreement for Sale and Purchase  Other documents (showing full name of legal owner(s) of the building)

**5. AGENT** [Only required if application is being made on behalf of the owner]

Name of Agent (include preferred title; Mr, Mrs, Ms, Other):

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s):  Email address:

Relationship to owner (State details of the authorisation from the owner to make the application on the owner's behalf):

First Point of Contact: [for communications with the Council / Building Consent Authority]  
 Owner  Agent

Billing (Payer) Details:  
 Owner  Agent

**6. COMPLIANCE SCHEDULE**

**Specified Systems**  
Select one of the following:  
 No Specified Systems  Specified Systems as listed below

The following specified systems for the building are as follows:

SS Number & Name
<input type="text"/>
<input type="text"/>
<input type="text"/>

The following specified systems were altered, added to, or removed in the course of the building work:

SS Number & Name
<input type="text"/>
<input type="text"/>
<input type="text"/>

**7. PROJECT INFORMATION MEMORANDUM** [If required]

**The following matters are involved in the project:**

- Subdivision
- New or altered connections to public utilities
- Alterations to land contours
- New or altered access for vehicles
- New or altered locations and/or external dimensions of buildings
- Disposal of stormwater and wastewater
- Building work over or adjacent to any road or public place
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Other matters know to the applicant that may require authorisations from territorial authority:

**8. ATTACHMENTS** [The following documents are attached to this application]

**Required:**

- All plans and specifications
- Certificates from personnel who carried out the building work (i.e. PS3, PS4, ROW)
- Energy work certificate
- Fee Calculator
- Completed relevant application checksheet CS8.4

**Optional:**

- Project Information Memorandum, Development Contribution Notice (Form 4)
- Building work over or adjacent to any road or public place