

AF EXOWN- Notification of Building Work- Owner Decided Exemptions



This form provides notification to the Territorial Authority in relation to building work that has been completed under a Building Act Schedule 1 exemption. The objective of this form is to provide a record that is saved on the Councils property file, which can assist with any compliance enquiries or future sales of your property.

This record provides formal notification that the owner has decided:

1. The building work meets all the requirements of the Building Code
2. The building work is exempt work under [Building Act 2004 Schedule 1](#) clause _____ (owner to specify relevant clause)

A Notification Fee of \$65 (incl. GST) is required to be paid at time of notification.

This notification will be recorded on the property file held by the Territorial Authority and will be available for inclusion in a Land Information Memorandum.

The Building	
Street Address:	
Legal Description of land where building is located:	
Valuation Number:	
Year of Construction:	
Current, lawfully established use:	

Owner/Agent Information	
Name:	
Postal Address:	
Phone Number:	
Email:	
Evidence of ownership attached	<input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other document

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Project Information:	
Please provide sufficient description of building works to enable scope of building work to be fully understood)	
Description of building works:	
Estimated value of work (incl GST):	
Intended life of project:	
Person(s) undertaking the building work:	
Provide details of any proposed new use:	

Territory Authority Disclaimer			
<p>The Territorial Authority makes no representation that the building works have been completed in accordance with the description given by the owner :</p> <ul style="list-style-type: none"> • It has not inspected the proposed/completed work • It has not checked the accuracy of the documents attached to this notification or approved in any way the decision/s made by the owner relating to this notification. • It has not checked compliance with any other legislation – as this remains the responsibility of the owner 			
Owner/Applicant Signature:		Date:	

Applicant to Complete		Documentation Checklist
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Copies of plans: site, foundations, floorplan, elevations etc.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of specifications
<input type="checkbox"/>	<input type="checkbox"/>	Producer Statements (PS1, PS2 etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Photographs
<input type="checkbox"/>	<input type="checkbox"/>	Other:

Please submit AF EXOWN form and supporting attachments through the QLDC Sharefile portal