

Form 8

APPLICATION FOR CERTIFICATE OF ACCEPTANCE

Section 97, Building Act 2004

THE BUILDING

Street address of building: _____

[for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

Legal description of land where building is located: _____

[state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent]

Building name: _____
[insert building name]

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

Number of levels: _____
[include ground level and any levels below ground]

Level/unit number: _____
[insert level/unit number]

Area: _____
[total floor area; indicate area affected by the building work if less than the total area]

Current, lawfully established, use: _____
[include number of occupants per level and per use if more than 1]

Year first constructed: _____
[insert year, approximate date is acceptable e.g: c1920s or 1960-1970]

THE OWNER

Name of owner: _____
[include preferred form of address, eg, Mr, Miss, Dr, if an individual]

*Contact person: _____

Mailing address: _____

Street address/registered office: _____

Phone number: Landline: _____ Mobile: _____
Daytime: _____ After hours: _____

Facsimile number: _____

Email address: _____

Website: _____

The following evidence of ownership is attached to this application: _____

[copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building]

†AGENT

†Name of agent: _____
[only required if application is being made on behalf of the owner]

‡Contact person: _____

Mailing address: _____

Street address/registered office: _____

Phone number: Landline: _____ Mobile: _____
Daytime: _____ After hours: _____

Facsimile number: _____

Email address: _____

Website: _____

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: _____

[state full name, mailing address, phone number(s), facsimile number(s) and email address(es)]\$

APPLICATION

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

Signature of: _____
[owner/agent on behalf of and with the authority of the owner]

Date: _____

space for council use

BUILDING WORK

Description of the building work: _____

Date building work carried out: _____

The personnel who carried out the building work are as follows: _____

[list names, addresses, phone numbers, and (where relevant) registration numbers]

Did the building work result in a change of use of the building? Yes / No (please circle)

If Yes, provide details of the new use: _____

Intended life of the building if 50 years or less: _____ years

List building consents previously issued for this project (if any): _____

[list who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which building levy will be calculated (including GST): \$ _____
[state estimated value as defined in section 7 of the Building Act 2004]

**The following plans and specifications are attached to this application: _____

[list/describe/identify plans and specifications]

Reasons why a certificate of acceptance is required:

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: _____

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)

(a) for the purpose of saving or protecting life or health or preventing serious damage to property

as follows: _____

(b) in order to ensure that a specified system was maintained in a safe condition or made safe

as follows: _____

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]

COMPLIANCE SCHEDULE

The specified systems for the building are as follows: _____

[specified systems are defined in regulations]

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

There are no specified systems in the building.

ATTACHMENTS

The following are attached to this application:

- Project information memorandum
- Plans and specifications
- Certificates from personnel who carried out the building work
- Energy work certificate

*Delete if the applicant is an individual.

†Delete this section if the application is not being made on behalf of the owner.

‡Delete if the agent is an individual.

§Contact details must be in New Zealand.

Delete item that is inapplicable.

Delete if inapplicable, only applies if an application for a certificate of acceptance is made under section 96(1)(a) of the Building Act 2004.

**All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority.