



APPLICATION FOR MINOR BUILDING WORK

In accordance with the Building Act 2004



APPLICATION NO: _____

BUILDING FILE NO: _____

PROJECT ADDRESS / BUILDING LOCATION

Rapid/Street No.: _____ Road/Street: _____

Legal Description: Lot No _____ D.P. No _____ Val No _____ Sec No _____ Blk No _____
of land where building is located [state legal description as at the date of application]

Blk name & No _____ ML No _____

DETAILS OF OWNER

Agent contact must be NZ address **AGENT** (if application made on behalf of owner)

* Please delete items not applicable

Title: (*) Mr / Mrs / Miss / Ms (other _____)

Title: (*) Mr / Mrs / Miss / Ms (other _____)

Surname: _____

Surname: _____

First Name(s): _____

First Name(s): _____

Contact Person (if owner not an individual) _____

Contact Person (if agent not an individual) _____

Mailing Address: _____

Mailing Address: _____

Street Address/Registered Office: _____

Street Address/Registered Office: _____

Phone No: (Ah) _____ (Bh) _____

Phone No: (Ah) _____ (Bh) _____

Mobile No: _____ Fax : _____

Mobile No: _____ Fax : _____

Email Address: _____

Email Address _____

Website (if applicable): _____

Website (if applicable): _____

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED TO THIS APPLICATION:
Copy of certificate of title, lease, agreement for sale and purchase, occupation order, or other document showing full name of legal owner(s) of the land/building.

Relationship To Owner: _____
[state details of authorisation from the owner to make the application on the owner's behalf]

Owners authorisation to act as Agent: _____
or, alternatively: authorisation letter attached
[to be signed in lieu of authorisation letter]

FIRST POINT OF CONTACT

OWNER AGENT

For communications with the Council:

Mail documents to:

I, _____ as owner of the above property,
authorise the person(s) above to act as my agent.

Signature: [of building owner(s)] _____ Date: _____

DESCRIPTION OF PROPOSED WORK / PROJECT

Description of work: _____
[Provide sufficient description of building work to enable scope of work to be fully understood]

ESTIMATED VALUE OF BUILDING WORK (GST incl): \$ _____ INTENDED LIFE [of the building if less than 50 years]: _____ (years)
[State estimated value as defined in section 7 of the Building Act 2004]

This building is intended for SLEEPING AND LIVING PURPOSES?: No Yes

Will the building work result in a CHANGE OF USE of the building? No Yes

If yes, provide description of new use: _____

I request that you issue a BUILDING CONSENT for the building work described in this application

X _____ Date: _____
SIGNATURE OF OWNER / AGENT ON BEHALF OF AND WITH THE AUTHORITY OF THE OWNER

Please complete sec 4 & 5
continued over leaf ...

TOTAL FEE PAYABLE \$360.50 (\$380.50)* if Certificate of Title is required but not supplied) incl GST. Note: Fee current to 30 June 2012 only.

For office use:

ORDER / OFFICER	OFFICERS NAME	DATE RECEIVED	DATE COMPLETE	INITIALS	✓ = Approved ✗ = Cancelled
Received by					
Programmed by					
Building Inspector					<input type="checkbox"/>
Issuing Clerk					

SECTION 1

SECTION 2

SECTION 3

KEY PERSONNEL

DESIGNER/S Name: _____
 Address: _____
 Phone: _____ Mobile: _____ Fax: _____
 BUILDER/S Name: _____ Registration No*: _____
 Address: _____
 Phone: _____ Mobile: _____ Fax: _____
 CRAFTSMAN PLUMBER/REG DAINLAYER Name: _____ Registration No*: _____
 Address: _____
 Phone: _____ Mobile: _____ Fax: _____
 ELECTRICIAN Name: _____ Registration No*: _____
 Address: _____
 Phone: _____ Mobile: _____ Fax: _____
 OTHER Name: _____ Registration No*: _____
 Address: _____
 Phone: _____ Mobile: _____ Fax: _____

TO AVOID DELAYS IN PROCESSING OF YOUR APPLICATION

PLEASE ENSURE YOU HAVE ATTACHED/PROVIDED FOLLOWING INFORMATION:

- CERTIFICATE OF TITLE *where required (see below) Available from Land Titles Office, Lowe Street or where a certificate of title is not supplied the cost will be added to the total fee payable.
- LOCATION PLAN showing street/road location, natural features of the land, i.e. hills, lakes, the sea, trees, streams, rivers etc.
- TWO SETS OF MINOR BUILDING PLANS showing elevation and a plan view (1:100 min scale).
- RECEIPT for payment of fee for this application.
- Please check ALL details on this form are filled out and **ENSURE YOU HAVE SIGNED at the bottom of page 1.**

MINOR BUILDING CONSENTS :

Work must be for **residential** projects **under the value of \$19,000 (incl GST)** and only **one** of the following:

Certificate of
Title is required

House Repiling; Repiling of an existing dwelling. (Will require ground bearing capacity test)	No
Minor internal alterations; Taking out a load bearing wall and replacing it with a beam. No work under this title shall include plumbing.	No
Pergola to existing deck [all cases check with planning], if over 15m² building consent is required; A rafter pergola either covered with roofing or not.	Yes
Minor plumbing/drainage work; Stormwater to kerb, remodelling a kitchen or any work on a Hot Water Cylinder, replacing vanity or bath, wet area shower for disabled within an existing bathroom. Drain repair requested by Council following CTV inspection that does not require further inspection: 1 x 6m length of pipe (minor consent - charged at half price), less than 6m (no charge)	Please check with staff
Septic tank repair or replacement; A septic tank assessment will be required with the building consent. <input type="checkbox"/> Attached	No
Repitching of an existing roof; Increase the pitch of an existing roof using factory manufactured trusses but not including attic type trusses and not increasing the plan area of the roof.	No
Enclosing of an existing porch; With an area greater than 5 m ² for sunroom or extra living space only, not to be used for sleeping purposes. No plumbing involved.	Yes
Proprietary conservatories; Factory manufactured conservatories greater than 15m ² that carry their own producer statement	Yes
Residential fence which requires a Consent; Higher than 2.0 metres.	Yes
Carport; A carport (stand alone or attached an existing house) that has 3 or more open sides and greater than 20 m ² .	Yes

Note: Any other minor work (including minor sewer lateral repairs) may be accepted under Minor Building Consent at the discretion of the Building Services Manager.



IMPOTANT NOTE: Domestic Smoke Alarms - The following alarms must be installed and working prior to the final inspection.

Any building work in relation to a dwelling will trigger requirement for smoke alarms to be installed throughout the entire household unit.

Smoke alarms should be located on escape routes on all levels. On levels containing sleeping spaces, the smoke alarms should be located either; in every sleeping space, OR within 3 metres of every sleeping space door. The alarm:

- should listed/approved by a recognised authority as complying with at least one of UL 217, ULC S531, AS 3786, BS 5446 part 1.
- may be battery powered and are not required to be interconnected,
- should include a test facility (readily accessible to building occupants).