

# Building Consent for a Sign

Section 33 or 45 Building Act 2004



**GISBORNE**  
DISTRICT COUNCIL

Note: A Resource Consent may also be required for this project - please talk to our duty planner.

BC Application No.:	Building File No.:
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<b>Project Address</b> [Sign Location]	[CT No.]
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**Street address/rapid number 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 subdivision is proposed include details of relevant lot numbers and subdivision consent]

Lot: \_\_\_\_\_ DP: \_\_\_\_\_ Sec No: \_\_\_\_\_

Blk No: \_\_\_\_\_ Val No: \_\_\_\_\_

ML No: \_\_\_\_\_ Blk name & No: \_\_\_\_\_

**Building name:** [if applicable]

\_\_\_\_\_

**Location of building within site:** [include nearest street access]

\_\_\_\_\_

<b>Owner</b> [Must be completed for all applications and all details must be the owners]
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**Name of owner:** [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact person's name if a company, trust or similar]

\_\_\_\_\_

**Owner's mailing address:**

\_\_\_\_\_

\_\_\_\_\_

**Street address/Registered office:**

\_\_\_\_\_

\_\_\_\_\_

**Owner's contact details:**

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Evidence of ownership:** [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]

Copy of certificate of title, no more than one month old

Agreement for sale and purchase **AND\***

Lease

Other \_\_\_\_\_

**OR\* →**  \*Council to obtain certificate of title (cost as per Council fee schedule)

<b>Agent</b> [only required if application is being made on behalf of the owner]
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**Owner's authorisation to act as agent:** [to be signed below in lieu of authorisation letter] or, alternatively:  authorisation letter attached

I, \_\_\_\_\_ as owner of the above property, authorise \_\_\_\_\_ to act as my agent.

Signature: [of building owner(s)] \_\_\_\_\_ Date: \_\_\_\_\_

**Name of agent:** [include the contact person's name if a company, trust or similar]

\_\_\_\_\_

**Relationship to owner:**

\_\_\_\_\_

<b>Agent's mailing address:</b>	<b>Street address/Registered office:</b>
_____	_____
_____	_____

**Agent's contact details:**

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

PO Box 747, Gisborne 4040 • Phone: (06) 867-2049 • Freephone: 0800 653 800 • Fax (06) 867-8076  
• Email: [service@gdc.govt.nz](mailto:service@gdc.govt.nz) • [www.gdc.govt.nz](http://www.gdc.govt.nz)

Section 4

<b>The Project</b>
Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]
The sign is to be erected for: [Name of person or firm for which sign is to be erected]
Estimated value of the building work: [state estimated value as defined in section 7 of the Building Act 2004] \$

Section 5

<b>Building Code Compliance</b> [This section must be completed in full by suitably skilled person]		
The building work will comply with the building code as follows: (to be completed by the designer)		
<b>Clause</b> - Identify which clauses will be involved in the building work	<b>Means of compliance</b> -Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications. Tick N/A if not applicable. If " <input checked="" type="checkbox"/> Other" <b>please specify</b> .	
<b>B1</b>	Structure	<input type="checkbox"/> N/A <input type="checkbox"/> B1/AS2/AS1 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS4229 <input type="checkbox"/> NZS4203 <input type="checkbox"/> Other:
<b>B2</b>	Durability	<input type="checkbox"/> N/A <input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> NZS3604 <input type="checkbox"/> Other:
<b>E2</b>	External moisture	<input type="checkbox"/> N/A <input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specific design and testing
<b>G9</b>	Electricity	<input type="checkbox"/> N/A <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other:
		[specify]: <input type="checkbox"/> Other:
<b>Waiver/modification/alternative solution to NZ Building Code required for following parts of code:</b> [State nature of waiver or modification of building code required]		

Section 6

<b>Key Personnel</b> * [Personnel who will carry out the work - Please provide as much detail as possible]	
Designer:	Builder:
Business/Name: _____	Business/Name: _____
Address: _____	Address: _____
Landline: _____ Mobile: _____	Landline: _____ Mobile: _____
Facsimile: _____ Registration: _____	Facsimile: _____ Registration: _____

Section 7

<b>General</b>	
First point of contact: [for communications with Council]	Address: _____ Phone: _____
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other:	
I request that you issue a BUILDING CONSENT for the building work described in this application	
<b>Signed by the owner:</b>	OR <b>Signed by the agent:</b> [on behalf of, and with authority from, the owner]
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

<b>Attachments</b> To avoid delay in processing please ensure you have attached/provided the following information	Attached	
This form has been completed and signed by the owner or agent on behalf of and with written authority from the owner.	Yes	No
<b>Two copies of all plans.</b> The plans <u>must</u> be drawn clearly to scale on plain white preferably A3 paper, drawn in ink (not pencil).	Yes	No
<input type="checkbox"/> Location Plan (2 copies)		
<input type="checkbox"/> Site plan (copies)		
<input type="checkbox"/> Two sets of specifications (including colour scheme and lighting)		
<input type="checkbox"/> Two sets of construction drawings showing structural details and elevations.		
<i>Note:</i> Many pylon type signs are outside the New Zealand Building Code. A PS1 Producer Statement for structural design will be required.		
<b>Proof of ownership:</b> Certificate of title [must be no older than 1 month], or if not -#see below	Yes	No#
<b>Receipt attached:</b> Total deposit/fee payable plus #additional charge for Certificate of Title if not supplied \$ _____	Yes	No

<b>PROGRAMMING SHEET – For Office Use</b>					
a) <b>Resource</b> consent is required? <input type="radio"/> Yes / <input type="radio"/> No			b) <b>Building</b> consent is required? <input type="radio"/> Yes / <input type="radio"/> No		
<b>Order / Officer</b>	<b>Officer's Name</b>	<b>Date Received</b>	<b>Date Complete</b>	<b>Initials</b>	<input checked="" type="checkbox"/> = Approved <input checked="" type="checkbox"/> = Declined
Received by					
Programmed by					
Planning Officer					
Building Inspector					<input type="checkbox"/>
Issuing Clerk					