

Application for  
**Building Consent for a Sign**



Section 45 Building Act 2004

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] <hr/> <hr/>	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] <hr/>	Location of building within site: [include nearest street access] <hr/>

<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: <hr/> <hr/>	Street address/Registered office: <hr/> <hr/>		
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]			
<input type="checkbox"/> Copy of certificate of title, no more than one month old	<input type="checkbox"/> Agreement for sale and purchase <b>AND*</b>	<input type="checkbox"/> Lease	<input type="checkbox"/> Other _____
OR* → <input type="checkbox"/> *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: <input type="checkbox"/> 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:	
Agent's mailing address: <hr/> <hr/>	Street address/Registered office: <hr/> <hr/>
Agent's contact details:	
Landline: _____	Mobile: _____
After hours: _____	Facsimile Number: _____
Email: _____	Website: _____

Section 4

**The Project**

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

**Building Code Compliance** [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)

**Clause** - Identify which clauses will be involved in the building work**Means of compliance** -Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications. Tick N/A if not applicable. If " Other " please specify.

<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>D1</b>	Access routes	<input type="checkbox"/> N/A	<input type="checkbox"/> D1/AS1	<input type="checkbox"/> NZS4121	<input type="checkbox"/> Other:		
<b>F4</b>	Safety from falling	<input type="checkbox"/> N/A	<input type="checkbox"/> F4/AS1	<input type="checkbox"/> FSP Act	<input type="checkbox"/> Other:		

**Waiver/modification/alternative solution to NZ Building Code required for following parts of code:**

[State nature of waiver or modification of building code required]

Section 6

**Key Personnel** \* [Personnel who will carry out the work - Please provide as much detail as possible]

Designer: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____	Builder: Business/Name: _____ Address: _____ Landline: _____ Mobile: _____ Facsimile: _____ Registration: _____
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Section 7

**General**

First point of contact: [for communications with Council]

 Owner  Agent  Other:

Address:

Phone:

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

**Signed by the owner:**

OR

**Signed by the agent:** [on behalf of, and with authority from, the owner]

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachments** 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: Many pylon type signs are outside the New Zealand Building Code. A PS1 Producer Statement for structural design will be required.</i>		
<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

**PROGRAMMING SHEET – For Office Use**a) **Resource** consent is required?  Yes /  No      b) **Building** consent is required?  Yes /  No

Order / Officer	Officer's Name	Date Received	Date Complete	Initials	✓ = Approved ✗ = Declined
Received by					
Programmed by					
Planning Officer					
Building Inspector					<input type="checkbox"/>
Issuing Clerk					