

# Application for Certificate of Acceptance



Form 8 - Section 97, 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 \_\_\_\_\_

If the land is proposed to be subdivided \_\_\_\_\_  
Include details of relevant lot no and subdivision consent

Building Name: \_\_\_\_\_ Location Of Building: \_\_\_\_\_  
(if applicable) (if applicable) within site/block number [include nearest street access]

No. of levels: \_\_\_\_\_ Level/Unit Number: \_\_\_\_\_ Floor Area: \_\_\_\_\_ No. of Dwelling Units: \_\_\_\_\_  
Indicate area affected by the building work if less than the total area Include ground level and any levels below ground

Current, Lawfully Established, Use: \_\_\_\_\_ Year first constructed: \_\_\_\_\_  
[include number of occupants per level and per use if more than 1] Approximate date is acceptable eg 1920's or 1960-1970

# IS A RAPID NO. REQUIRED?  PLEASE ATTACH COMPLETED STREET ADDRESS APPLICATION FORM AVAILABLE FROM COUNCIL

## DETAILS OF OWNER

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

Title: (\*) Mr / Mrs / Miss / Ms ( other \_\_\_\_\_ )

Title: (\*) Mr / Mrs / Miss / Ms ( other \_\_\_\_\_ )

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

First Name(s): \_\_\_\_\_

Contact Person (If not as above) \_\_\_\_\_

Contact Person (If not as above) \_\_\_\_\_

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 building

Relationship To Owner: \_\_\_\_\_  
(state details of authorisation from the owner to make the application on the owner's behalf)

**FIRST POINT OF CONTACT** for communications with the Council:  
 Mail documents to:  **OWNER**  **AGENT**

\* Please delete items not applicable

## DESCRIPTION OF WORK

- new building
- alterations
- demolition
- plumbing and drainage
- solid fuel heater (see section 6)
- relocation

Description of work: \_\_\_\_\_

Date building work carried out: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**I REQUEST THAT YOU ISSUE A CERTIFICATE OF ACCEPTANCE FOR THE BUILDING WORK DESCRIBED IN THIS APPLICATION**

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**SIGNATURE OF OWNER / AGENT** ON BEHALF OF AND WITH THE AUTHORITY OF THE OWNER

**DESCRIPTION OF WORK** (...continued)

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

Did the building work result in a CHANGE OF USE of the building?  No  Yes  
If yes, provide details of the new use: \_\_\_\_\_

INTENDED LIFE of the building if less than 50 years: \_\_\_\_\_ (years)

ESTIMATED VALUE OF BUILDING WORK on which the levy will be calculated: (GST inclusive): \$ \_\_\_\_\_  
[State estimated value as defined in section 7 of the Building Act 2004]

List BUILDING CONSENTS previously issued for this project (if any):

Date	Consent Number	Issued by:

**PERSONNEL WHO CARRIED OUT WORK**

The personnel who carried out the building work are as follows: (\* If applicable)

**DESIGNER/S** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUILDER/S** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**CRAFTSMAN PLUMBER** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**REGISTERED DRAINLAYER** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**GASFITTER** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**ELECTRICIAN** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**ROOFER** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**CLADDING INSTALLER** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**OTHER** Name: \_\_\_\_\_ Registration No\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**GENERAL**

**PLANS AND SPECIFICATIONS**

\*\*The following plans and specifications are attached to this application: [list/describe/identify plans and specifications]

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SOLID FUEL HEATERS**

Please supply manufacturers installation instructions and floor plan showing location.

Free Standing     Inbuilt     Free Standing with Wetback     Inbuilt with Wetback

**REASON FOR APPLICATION**

**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:  
 [explain in detail] \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- 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:  
 [explain in detail] \_\_\_\_\_  
 \_\_\_\_\_
  - (b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows:  
 [explain in detail] \_\_\_\_\_  
 \_\_\_\_\_
  
- 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 building consent number] \_\_\_\_\_ [authority who granted consent] \_\_\_\_\_

**COMPLIANCE SCHEDULE DETAILS**

- a)  The specified systems for the building are as follows: [complete table below]
- b)  The following specified systems were altered, added to, or removed in the course of the building work: [complete table below]
- c)  There are no specified systems in the building

**If you selected a) or b) above please tick ✓ the box next to the system or feature contained in the building.**

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**TOTAL AMOUNT PAYABLE \$** \_\_\_\_\_

**Date** \_\_\_\_\_

**PAYMENT OF FEES:** A receipt for payment of **\$756.00** must be attached to this application. In addition an invoice will be sent for balance, being the fees and charges that would have been payable had a building consent been applied for before carrying out the building work. An invoice for such payment will be posted to the applicant/agent. A Certificate of acceptance can not be uplifted until proof of full payment is presented.

**NOTE: This application can only be accepted if:**

The application relates to work for which **no building consent exists**, and the work was carried out **after** 1 July 1992.

**AND**

If the application involves a solid fuel heater, the appliance must comply with the emission standards set in the RMA regulations.

**PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS APPLICATION:**

1.  **A PROPERTY REPORT** from a suitably qualified person, to meet NZ standard 4306 and acceptable to Council to establish compliance with the Building Code current at the time of construction. The report should also include the following plans, drawings and photographs:
  - LOCATION PLAN** Showing Street/road location, natural features of the land, i.e., hills, lakes, sea, trees, streams and rivers etc.
  - SITE PLAN** All plans submitted are to be in black ink on white paper format and to scale. Location and dimensions of proposed and existing building(s) including roof line area in relation to legal boundaries. Some applications will need to show additional information such as car parking layout and dimensions, legal roads, driveway(s) (overall width and formed width), loadings and/or turning areas. (1:200 scale Urban, 1:500 scale Rural or greater where appropriate.) If in doubt check with Planning Staff.

**CONSTRUCTION DRAWINGS**

  - An **elevation drawing (and photographs) of each external wall**. Drawing should show site levels relative to floor levels, opening windows, roof and wall bracing (1: 100 min scale).
  - Floor plans** describing the function of each room showing all doors, windows and ventilation, plumbing layout, wall bracing, fireplaces and chimneys (1: 100 min scale).
2.  For building outside the scope of NZS 3604 a **BUILDING REPORT** from a suitably qualified professional i.e. structural engineer will be required **in addition to the above property report**.
3.  **CERTIFICATE OF TITLE** (Historic) - Available from Landonline 0800 665 463 (If not supplied the cost of acquisition will be included with your building consent.) Maori freehold land which includes list of owners, Memorial Schedule etc (available from the Registrar, Maori Land Court, Nga Wai E Rua, Ground Floor, Corner Reads Quay & Lowe Street). **CERTIFICATE OF TITLE SHOULD BE LESS THAN ONE MONTH OLD.**
4.  **ENERGY WORKS CERTIFICATE**
5.  **CERTIFICATES AND PLANS FROM PEOPLE WHO UNDERTOOK THE WORK**
6.  **FIRE DESIGN PLAN IF APPLICABLE:** In any building which requires a fire safety philosophy under the Building Act, a fire design document is required to be submitted with this application.
7.  **HAVE YOU SIGNED THIS FORM? PLEASE CHECK SECTION 3 ON THE FRONT PAGE CAREFULLY.**

**COUNCIL HAS PAMPHLETS GIVING GUIDANCE ON MANY OF THE ABOVE REQUIREMENTS. PLEASE REQUEST COPIES FROM OUR CUSTOMER SERVICE STAFF**