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### 1. Property details

1a. Site address  
 (Specify unit/level number, location of building within site/block number, building name and street name)

1b. Legal description

1c. Rapid number

1d. Floor area (Total floor area affected by building work) sq.m

1e. Current, lawfully established use  
 (Include number of occupants per level and per use if more than one)

1f. Year first constructed  
 (Approximate date is acceptable, e.g. 1960-1970, 1920s)

### 2. Property owner details

2a. Full name

2b. Contact person  
 (If owner is a corporation, partnership or trust)

2c. Postal address

2d. Contact details

2e. Email

2f. Evidence of ownership

Certificate of title (copy)     Sale and purchase agreement  
 Lease agreement     Other document showing full name of legal owner(s), such as a rate instalment notice

### 3. Applicant details

3a. I am the

Property owner Proceed to 3f.     Lessee Provide details below     Agent Authorised by owner/lessee Provide details below

3b. Full name

3c. Postal address

3d. Contact details

3e. Email

3f. Preferred means for formal correspondence

Mail     Email     Fax

Please turn over

#### OFFICE USE ONLY

Date received	Document #	Scale code	Application #	COA /
Time received	Property ID	Fee adjusted?	Receipt #	Y / N
Received by	Land ID	Approved by	Amount paid	\$

#### 4. Reasons why a certificate 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 of the following reason:

- A building consent could not practicably be obtained in advance as the building work had to be carried out urgently because of the following reason:

- For the purpose of saving or protecting life or health, or preventing serious damage to property as follows:

- 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.

Building consent authority who issued the building consent

Building consent number

Details of building consent

#### 5. Building work

5a. Detailed description of the building work

5b. Date building work carried out

5c. Did the building work result in a change of use of the building?

- No  
 Yes - specify previous and new uses below

Previous use

New use

5d. Intended life of the building

Indefinite but not less than 50 years

Less than 50 years - please specify

 years

5e. Estimated value of the building work (incl. GST)

\$

#### 6. Building consents previously issued for this project

Consent issued by

Date of consent

Consent number

Consent issued by	Date of consent	Consent number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 7. Personnel who carried out the building work

<b>Builder</b>	Registration number	<input type="text"/>		
	Name	<input type="text"/>		
	Address	<input type="text"/>		
	Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Phone	Mobile	Fax
	Email	<input type="text"/>		
<b>Certifying plumber</b>	Registration number	<input type="text"/>		
	Name	<input type="text"/>		
	Address	<input type="text"/>		
	Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Phone	Mobile	Fax
	Email	<input type="text"/>		
<b>Registered electrician</b>	Registration number	<input type="text"/>		
	Name	<input type="text"/>		
	Address	<input type="text"/>		
	Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Phone	Mobile	Fax
	Email	<input type="text"/>		
<b>Other</b>	Role	<input type="text"/>		
	Registration number	<input type="text"/>		
	Name	<input type="text"/>		
	Address	<input type="text"/>		
	Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Phone	Mobile	Fax
	Email	<input type="text"/>		

## 8. Limitations

Nothing in this certificate limits the requirement that a person must not carry out building work except in accordance with a building consent, nor does it relieve any person from the requirement to obtain a building consent for building work.

## 9. Attachments

The following documents are attached to this application:

Two full sets of plans and specifications. (Refer acceptance checklist.)

Plus one site/location plan showing complete floor area (sq.m) and cladding elevations.

Project information memorandum (PIM).

Certificates from personnel who carried out the building work.

Energy work certificate.

Other (please specify).

  
  

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## 10. Compliance schedule

There are no specified systems identified as part of this application - proceed to section 11.

The specified systems for the building are indicated below:

Removed  
New  
Existing  
Altered

- SS1 Automatic systems for fire suppression (e.g. sprinkler systems).
- SS2 Automatic or manual emergency warning systems for fire or other dangers.
- SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation).
  - SS3/1 Automatic doors.
  - SS3/2 Access controlled doors.
  - SS3/3 Interfaced fire or smoke doors or windows.
- SS4 Emergency lighting systems.
- SS5 Escape route pressurisation systems.
- SS6 Riser mains for use by fire services.
- SS7 Automatic backflow preventers connected to a potable water supply.
- SS8 Lifts, escalators, travelators or other systems for moving people or goods within buildings.
  - SS8/1 Passenger carrying lifts.
  - SS8/2 Service lifts.
  - SS8/3 Escalators and moving walks.
- SS9 Mechanical ventilation or air-conditioning systems.
  - SS9/1 Air conditioning systems.
  - SS9/2 Ventilation systems.
  - SS9/3 Fire/smoke dampers.
- SS10 Building maintenance units providing access to exterior and interior walls of buildings.
- SS11 Laboratory fume cupboards.
- SS12 Audio loops or other assistive listening systems.
  - SS12/1 Audio loops.
  - SS12/2 FM radio frequency systems and infrared beam transmission systems.
- SS13 Smoke control systems.
  - SS13/1 Mechanical smoke control.
  - SS13/2 Natural smoke control.
  - SS13/3 Smoke curtains.
- SS14 Emergency power systems for or signs relating to, a system or feature specified for any of the above systems or features.
  - SS14/1 Emergency power systems.
  - SS14/2 Signs.
- SS15 Other fire safety systems or features.
  - SS15/1 Systems for communicating spoken information intended to help evacuation.
  - SS15/2 Final exits (as defined in the Building Code).
  - SS15/3 Fire separations (as defined in the Building Code).
  - SS15/4 Signs for communicating information intended to help evacuation.
  - SS15/5 Smoke separations (as defined in the Building Code).

## 11. Applicant's declaration

### PRIVACY STATEMENT:

Information on this form is required to be provided under the Building Act 2004 and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

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

Signature of applicant

Date



**How to use this checklist**

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

Later, additional information may be requested during the processing of your building consent to confirm compliance with the Building Code. Processing time will be suspended until information is received.

All items on this checklist must be ticked to show that they are either provided (P) or are not applicable to your project (N/A).

Please note that the Council can decline to issue a certificate of acceptance where work does not comply with the building consent or compliance cannot be verified.

**OFFICE USE**

Applicant use

P - Information provided

N/A - Not applicable to this project



P N/A

**1. Minimum building consent application documentation**

- a. Completed application forms.
- b. Two full sets of plans and specifications.
- c. One site/location plan showing complete floor area (sq.m) and cladding elevations.
- d. All plans drawn to a recognised metric scale, drawn in black ink (not pencil or red pen) and showing a north arrow.



P N/A

**2. Site/location plan (for external works only)**

- a. Accurate site plan showing street name and boundary dimensions.
- b. Location of unauthorised building, building area and distances to boundaries.
- c. Previous and new uses of the affected building.
- d. Existing contours.
- e. Alterations to land contours (retaining, cut, fill and their intended quantities, site datum for floor levels).
- f. Easements, public drains and service connections (where known).



P N/A

**3. Elevations (for external works only)**

- a. North, south, east and west elevations showing original and proposed ground levels at buildings and boundaries.
- b. Relationship of finished ground level relative to floor levels.
- c. Dimensions of openings (doors and windows).
- d. Specify cladding and roofing type and any other relevant details.
- e. Roof pitch and height to apex of building.
- f. Height and daylighting angles.



P N/A

**4. Floor plan for where unauthorised work is located**

- a. Complete floor plan(s) with walls/partitions and doorways, and the previous and new uses of affected areas.
- b. Smoke detectors indicated (must be in or within 3m of each bedroom).



P N/A

**5. Cross sections and details of construction**

- a. Weathering details.
- b. Wall details showing cladding, framing, insulation, linings, etc.
- c. Door and window lintel sizes.
- d. Truss layout.
- e. Fire rating system for all walls closer than 1m to a boundary.
- f. Stairs, handrails and barriers.



P N/A

**6. Heating**

- a. Manufacturer's installation specifications.
- b. Letter from a member of the Home Heating Association confirming that the wood fire has been installed as to manufacturer's specifications.



P N/A

**7. Specifications**

Specifications must be relevant to the project. They must give a full description of the type, size and grade of materials to be used and the method of construction, e.g. timber treatment, cladding system, roofing type, wet area surfaces, etc. Include the relevant parts of the manufacturer's specifications, detailing where they apply to your project.

**OFFICE  
USE**

Applicant use

P - Information provided

N/A - Not applicable to this project



P N/A



**8. Specific engineering design**

You may attach an engineer's report that was issued for the unauthorised work to confirm compliance with the Building Code. Otherwise an engineer's report may be required before a certificate can be issued.

*Other information that may be required*



P N/A



**9. Other supporting documentation or plans**

This is a generic checklist for this project type. Please provide any other information that may be specific to your project or site that has not been covered in the above items.

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Further information required?



Yes



No

Application accepted?



Yes



No

Date of acceptance

Officer