

FOR OFFICE USE ONLY

Project No:

Date Received:

Application for a Certificate of Acceptance

Section 97, Building Act 2004

(Only complete items that are applicable to your project)

THE BUILDING

Street address of building (or Rapid No if applicable): *[for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]*

Building Name (if applicable):

Location of building within site/block number *(include nearest street address):*

Legal Description of land where building is located:

Lot:

DP:

Valuation Roll Number:

Number of Levels *(include ground level & any levels below ground):*

Level/Unit No:

Total Floor Area: (all floors included)

Existing: m² Add: m²

Current lawfully established use *(include number of occupants per level and per use if more than 1):*

Year first constructed:

THE OWNER

Owner's Name *(include preferred form of address e.g. Mr, Miss, Dr, if an individual):*

Contact Person: *(if owner is not an individual)*

Mailing/Billing Address:

Street Address/Registered Office:

Post Code:

E-mail Address:

Phone Day:

Phone A'Hours:

Fax:

Mobile:

Website:

THE AGENT

Agent's Name *[only required if application is being made on behalf of the owner]:*

Contact Person: *(if Agent is not an individual)*

Mailing/Billing Address:

Street Address/Registered Office:

Post Code:

E-mail Address:

Phone Day:

Phone A'Hours:

Fax:

Cell phone:

Website:

Relationship to Owner: *[state details of the authorization from the owner to make the application on the owner's behalf]*

FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH THE COUNCIL / BUILDING CONSENT AUTHORITY

Full name:

Mailing address:

Phone number(s):

Facsimile number(s)

Email address(es):

APPLICATION

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

Signature of owner / agent on behalf of and with the authority of the owner:

Date:

BUILDING WORK

Description of building work:

Date carried out:

Did the building work result in a change of use of the building?

Yes

No

(Refer to Building (Specified Systems, Change of Use, and Earthquake-prone Buildings) Regulations 2005 if in doubt)

If "Yes", provide details of the new intended use:

Intended life of the building if less than 50 years: _____ years

List Building Consents previously issued for this project or building (if any): *(i.e. is this project being constructed in stages? Is this consent for a relocated or transportable building?)*

Estimated Value of the building work on which the building levy will be calculated
(including goods and services tax) [State estimated value as defined in Section 7 of the Building Act 2004]:

\$

THE PERSONNEL WHO CARRIED OUT THE BUILDNG WORK ARE AS FOLLOWS:

Name of Builder:

Registration Number:

Mailing Address:

E-mail Address:

Phone Day:

Name of Registered Plumber:

Registration Number:

Mailing Address:

E-mail Address:

Phone Day:

Name of Registered Drainlayer:

Registration Number:

Mailing Address:

E-mail Address:

Phone Day:

Name of Registered Gasfitter:

Registration Number:

Mailing Address:

E-mail Address:

Phone Day:

Name of Designer:

Registration Number:

Mailing Address:

E-mail Address:

Phone Day:

Name of Engineer:

Registration Number:

Mailing Address:

E-mail Address:

Phone Day:

Name of Other:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:

REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED:

Unauthorised work: The owner, or 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 detail):

Urgent work: A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: (complete one of the following)

for the purpose of saving or protecting life or health or preventing serious damage to property as follows:
(explain in detail)

in order to ensure that a specified system was maintained in a safe condition or made safe as follows:
(explain in detail)

Building Certifier/Building Consent Authority Work: 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 Certifier/Building Consent Authority: _____

COMPLIANCE SCHEDULE

- The specified systems for the building are as identified on Form 2-I
- Specified systems were altered, added to, or removed in the course of the building work
- There are no specified systems in the building

REQUIRED ATTACHMENTS

The following are attached to this application:

Evidence of ownership attached to this application:

- Certificate of Title
- Lease
- Agreement of sale & purchase
- other document showing full name of legal owner(s) of the building

Evidence of work undertaken:

- Copy of existing compliance schedule
- Completed Specified Systems Forms SS1 – SS16 (one for each system being altered or added)
- Project information memorandum if applicable
- Plans and specifications
- Certificates from personnel who carried out the building work
- Energy work certificates

Complete and attach **ONE** of the following checklists, and provide **ALL** of the information and plans requested on that checklist:

- Solid Fuel Heater Application Checklist Form 2-H
- Residential Checklist Form 2-R
- Commercial/Industrial Checklist Form 2-I

Application Fee (Deposit)

Application Fee of \$ _____ (refer to cover sheet for appropriate fees)