



APPLICATION FOR A BUILDING REPORT OR A SAFE AND SANITARY REPORT TO BE PLACED ON THE PROPERTY FILE

For Office Use Only	
BCR No	
DATE:	

Please indicate application type:	
Building Report <input type="checkbox"/>	Safe and Sanitary Report (1 st July 1992) <input type="checkbox"/>

CONTACT DETAILS	
OWNERS NAME(S) & ADDRESS:	
	Business Ph:
	Private Ph:
	Fax No:
	E-Mail
SERVICE NAME & ADDRESS FOR CONTACT DURING THE APPLICATION PROCESS (if different from above):	
	Business Ph:
	Private Ph:
	Fax No:
	E-Mail
LOCATION OF THE WORK (ADDRESS):	LEGAL DESCRIPTION AND LOCATION
	Lot/Section:
	DP/Block:
	Is there a building permit? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Building permit No:
DESCRIPTION OF THE BUILDING WORK AND USE	DID THE WORK INCLUDE
	Vehicle Crossing: <input type="checkbox"/>
	Connection to wastewater sewer: <input type="checkbox"/>
	Connection to stormwater sewer: <input type="checkbox"/>
	Building close to sewers: <input type="checkbox"/>
Residential: <input type="checkbox"/> Commercial: <input type="checkbox"/> Industrial: <input type="checkbox"/> Other: <input type="checkbox"/>	

DECLARATION		
<p>I declare as owner or agent of the owner, that I understand and accept that Council will not approve or endorse the reports attached to this application or take any responsibility for them. The report(s) if found to meet the minimum requirement are for the benefit of future purchasers and in order to have complete record of the building on the property. In respect to the application for a Certificate of Acceptance we understand that Council is only obliged to certify the building work to the extent it was inspected.</p>		
Signed by Owner or on behalf of the Owner _____ Date _____		
I have enclosed a fee of: \$	Receipt No:	Date:

ITEMS TO BE SUPPLIED: - ALL INFORMATION IS TO BE SUPPLIED IN DUPLICATE (TWO SETS)	
Plans – Plans must clearly show the extent of the building work as required by a building consent application. Plans must be drawn to scale with the scale used indicated on the plans Plans must be in black ink and must not be faxed copies. Drawings must not be a faxed as the scale and clarity of information cannot be guaranteed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Specifications A detailed written specification of work to be done and material to be used	<input type="checkbox"/>
Specific Structural Design Any calculations must be supplied, supported preferably by an original Producer Statement design. The Engineers signature must be on the plans where applicable.	<input type="checkbox"/>

IMPORTANT APPLICATION INFORMATION – PLEASE READ

Council can only accept reports and plans if they meet the minimum requirements set by Council and the need to demonstrate compliance with the New Zealand Building Code as required by the Building Act.

In general reports, specifications and plans, except for Safe and Sanitary reports for work pursuant to a building permit, will need to comply with the information requirements of Building Consent Applications.

NOTE: It is an offence to carry out building work prior to it being approved by the Territorial Authority.

PRIVACY ACT 1993
(1) Personal information obtained in this application is primarily for establishing applicant identity and, when the application has been granted or declined, for administration, monitoring and enforcement.
(2) The information may be released to any enquirer about the application, the refusal of the application, or in relation to the use of any consent or approval of the application
(3) The information will be held by the Rodney District Council, 50 Centreway Road, Orewa.
(4)The information will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
(5) You have the right to access the information and to request corrections.

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Officer to process (indicate by tick)	Officer	Signature of Officer (sign on completion of processing)	Date	Time spent on file (10 minute units)
	Planning			
	Engineer			
	Building Processing			
	Consultant (specify)			
	Other			
Report Accepted	YES / NO			

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Delivery method:	POST / FOR COLLECTION		Date and signature:
File to be scanned	YES / NO		
File returned to filing location	Warkworth / Huapai / Orewa		
Postal Address: Rodney District Council, Private Bag 500, Orewa, Phone: 0800 426 5169, Website: www.rodney.govt.nz			
Orewa Office 50 Centreway Road Orewa	Helensville Service Centre Commercial Street Helensville	Huapai Service Centre State Highway 16 Huapai	Warkworth Service Centre Baxter Street Warkworth