



APPLICATION FOR CERTIFICATE OF ACCEPTANCE
 Section 97
 Building Act 2004

For Office Use Only
UNB No:
Date rec'd

THE BUILDING

Street address: (for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

Legal Description of land where building is located: (State legal descriptions as at the date of application, and if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent. A recent Certificate of Title must be supplied.)

Building Name: (if applicable):

Location of Building within the site/block number: (include nearest street access)

Number of levels: (include ground level and any levels below ground)

Level/Unit number: (if applicable)

Area: (total floor area; indicate area affected by the building work if less than the total)

Current lawfully established, use: (Residential or Commercial, include number of occupants per level and per use if more than 1)

Year first constructed: (approximate date is acceptable e.g.: 1920's or 1960-1970)

THE OWNER

Name of the owner: (include preferred form of Address; e.g. Mr, Mrs, Miss, Dr if an individual)

Contact person: (insert n/a if the applicant is an individual)

Mailing address:

Street address/registered office:

Phone number: Landline:	Mobile:
Daytime:	After hours:
Facsimile number:	
Email Address:	
Website: (if applicable)	
The following evidence of ownership is attached to this application: (i.e. copy of certificate of title, lease agreement or sale and purchase agreement)	

AGENT (only required if application is being made on the behalf of the owner; delete if not applicable)
Name of agent:
Contact person: (insert n/a if the agent is an individual)
Mailing Address:

Street address/registered office:

Phone number: Landline:	Mobile:
Daytime:	After hours:
Facsimile number:	
Email address:	
Website: (if applicable)	
Relationship to owner: (state details of the authorisation from the owner to make the application on the owners behalf)	

First point of contact for communications with the Council/Building Consent Authority: (state full name, mailing address, phone number(s), facsimile(s) and email address(es))

APPLICATION
I request that you issue a Certificate of Acceptance for the building work described in this application.
Signature of owner/agent on behalf and with the authority of the owner: (delete one)
_____ Date: _____

Note: NZBA 369 Offence to make false or misleading statement

(1) A person commits an offence if the person, in any communication, application, or document that is required to be made or given under this Act or by the regulations,—

(a) knowingly makes a written or oral statement that is false or misleading in a material particular;
or
(b) knowingly makes a material omission.

(2) A person who commits an offence under this section is liable to a fine not exceeding \$5,000.

THE BUILDING WORK

Description of the building work: (provide sufficient description of building work to enable scope of work to be fully understood; continue on a separate page if necessary, or refer to an attached document setting out the description)

Will the building result in the change of use in the building: Yes No

If yes, provide details of new use:

Intended life of the Building if less then 50 years (number in years):

List Building Consents previously issued for this project (if any):
(list who issued the consent, the date of issue and the consent number)

Estimated value of the building work on which the building levy will be calculated (including GST); (state estimated value as defined in section 7 of the Building Act 2004) \$

REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED (tick reason)

1) The owner or the owner's predecessor in title, carried out the building work for which a building consent was required, but a building consent was not obtained because (explain in detail below)

2) A building consent could not practicably be obtained in advance because the building work had to be carried out urgently.

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

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

3) The building consent authority that granted the building consent is unable 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 details of name of building consent authority and building consent granted) (explain below)

REASON/DESCRIPTION BELOW:

COMPLIANCE SCHEDEULE

Specified systems for the building are as follows: (specified systems are defined in regulations, if you are not sure whether your building has specified systems, talk to the BCA or your architect)

The following specified systems have been altered, added to, or removed in the course of the building work

There are no specified systems in the building

ATTACHEMENTS

The following documents are attached to this application: (tick if applicable or put N/A if there no attachments)

Project Information Memorandum (PIM)

Plans and specifications

Specific design (list)

Certificates from personnel who carried out the building work(design or construction review)(list)

Energy Work Certificates

Report from a Registered Building Surveyor, Engineer or a Rodney District Council approved expert that assesses and confirms compliance with the New Zealand Building Code 2004

Name, address, phone numbers, & registration numbers of personnel who carried out the Building Work

The Building work will comply with the building code as follows
 (If you're not sure which clauses are applicable, talk to the BCA or your architect)

Clause (Tick relevant clause numbers of building code)	Means of Compliance (Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a)	Waiver/modification required (State nature of waiver or modification of building code required; if not applicable put n/a)
B1		
B2		
C1		
C2		
C3		
C4		
D1		
D2		
E1		
E2		
E3		
F1		
F2		
F3		
F4		
F5		
F6		
F7		
F8		
G1		
G2		
G3		
G4		
G5		
G6		
G7		
G8		
G9		
G10		
G11		
G12		
G13		
G14		
G15		
H1		

You are required to demonstrate in your application how compliance is achieved for the relevant clauses

ITEMS TO BE SUPPLIED: - ALL INFORMATION IS TO BE SUPPLIED IN DUPLICATE (TWO SETS)

<p>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</p>	<input type="checkbox"/>
<p>Specifications A detailed written specification of work to be done and material to be used</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>

IMPORTANT APPLICATION INFORMATION – PLEASE READ

Council can only accept reports and plans that 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, 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.

NZBA Section 40 Buildings not to be constructed, altered, demolished, or removed without consent

- (1) A person must not carry out any building work except in accordance with a building consent.
- (2) A person commits an offence if the person fails to comply with this section.
- (3) A person who commits an offence under this section is liable to a fine not exceeding \$100,000 and, in the case of a continuing offence, to a further fine not exceeding \$10,000 for every day or part of a day during which the offence has continued.

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.

Declaration
I declare as owner or agent of the owner, that I have provided all information requested on this form, in relation to the project site, known to the owner and agent. I am aware that withholding any such information may constitute a breach of NZBA 2004 clause 369
Signed by Owner or on behalf of the Owner _____ Date: _____
I have enclosed a fee of: \$ _____ Receipt Number _____
Fee is based on value or work as per a building consent application PLUS Certificate of Acceptance fee. Additional charges may also apply

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