

Application for Certificate of Acceptance

Section 97, Building Act 2004



The building

Street address of building

For structures without a street address, state the nearest street intersection and distance/direction.

Legal description of land where building is located

State legal description as at date of application; if subdivision proposed, include lot numbers and subdivision consent.

Building name

If applicable

Location within site / block number

Include nearest street access

Number of levels

Level / unit number

Area

Year first constructed

Current, lawfully established, use

Include number of occupants per level and per use if more than 1

The owner

Name of owner

Include preferred form of address if an individual

Contact person

Complete if applicable

Mailing address

Street address / registered office

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The owner - contact details

Telephone number

Mobile number

Facsimile

Email address

Website

If applicable

Evidence of ownership attached

☐ Certificate / record of title

☐ Lease

☐ Agreement for sale and purchase

☐ Other ownership document

Agent

Only required if application is being made on behalf of the owner.
Name of agent

Contact person

Complete if applicable

Mailing address

Street address / registered office

Telephone number

Mobile number

Facsimile

Email address

Website

If applicable

Relationship to owner

State details of authorisation from the owner to make the application.

First point of contact

State full name, mailing address, phone number(s), facsimile number(s) and email address(es). Contact details must be in New Zealand.

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Application

Request

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

Signature of owner / authorised agent

Date

Building work

Description of the building work

Date building work carried out

Personnel who carried out the building work

List names, addresses, phone numbers and, where relevant, registration numbers.

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

☐ Yes

☐ No

If yes, provide details of the new use

Intended life if 50 years or less (years)

Estimated value incl. GST (\$)

Building consents previously issued for this project (if any)

List who issued the consent, date of issue and consent number.

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Plans, specifications and reasons

Plans and specifications attached

All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority.

☐ Attached

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:

Urgent building work - saving/protecting life or health or preventing serious damage to property

Urgent building work - ensuring a specified system was maintained in a safe condition or made safe

If the original building consent authority cannot or will not issue a code compliance certificate, provide details

Compliance schedule

Specified systems for the building

Specified systems altered, added to, or removed in the building work

☐ There are no specified systems in the building.

Attachments

☐ Project information memorandum

☐ Plans and specifications

☐ Certificates from personnel who carried out the building work

☐ Energy work certificate