

## Form 2AA:

# Application for project information memorandum for non-consented small standalone dwelling

SECTION 33, BUILDING ACT 2004

### Building

Street address of site:

Proposed location  
of building within site:

Total floor area:

### Owner

Name:

*(include preferred form of address, eg, Mr, Miss, Ms, Mrs, Dr, if an individual)*

\*Contact person:

*(\*omit if the applicant is an individual)*

Mailing address:

Street address/Registered office\*:

*\*Select one*

Phone:

*(specify preferred contact number for owner (mobile telephone or landline))*

Email address:

\*Internet site:

*(\*omit if owner does not have an internet site)*

The following evidence of  
ownership is attached to  
this application:

*(copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of building)*

**\*Agent**

\*Omit all details under this heading if the owner is not represented by an agent.

Name:

†Contact person:

*(\*omit if the agent is an individual)*

Mailing address:

Street address/Registered office\*:

*\*Select one*

Phone:

*(specify preferred contact number for agent (mobile telephone or landline))*

Email address:

\*Internet site:

*(\*omit if owner does not have an internet site)*

Relationship to owner:

*(give details of authorisation from owner to make application on owner's behalf)*

First point of contact for communications with territorial authority:

*(specify full name, mailing address, phone number(s) and email address(es)†)*

*†Points of contact must be in New Zealand*

**Application**

I request that you issue a project information memorandum for the non-consented small standalone dwelling described in this application.

Date:

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DAY

MONTH

YEAR

Signature:

*(owner/agent on behalf of and with authority of owner\*)*

*\*Select one*

Space for territorial authority use

## Project

Description of proposed building work\*:

*\*Include information about known natural hazards and how they are accounted for in designs and plans, and information about how the dwelling meets the requirements of a small standalone dwelling set out in clause 1 of Schedule 1A of the Building Act 2004, that is, that the dwelling has the following characteristics:*

- › *is standalone:*
- › *is new:*
- › *has a floor area of 70 square metres or less:*
- › *has a single storey*

Previously issued building consents or project information memoranda (if any): *(list)*

Estimated value of building work: *(specify estimated value as defined in section 7(1) of Building Act 2004):*

\$

Name of builder *(if known)*:

## Project information memorandum

*\*Select those matters that apply.*

The following matters are involved in the proposed project:

- ☐ \*Alterations to land contours
- ☐ \*New or altered connections to public utilities
- ☐ \*New or altered access for vehicles
- ☐ \*Disposal of stormwater
- ☐ \*Disposal of wastewater
- ☐ \*Building work over any existing drains or sewers, or in close proximity to wells or water mains

*\*Other matters known to applicant that may require authorisations from the territorial authority (specify):*

## Attachments

*Attach the documents specified below.*

The following documents are attached to this application:

- ☐ Preliminary design plans for the proposed building work (which must include site plans, elevations, and basic sections and may also include floor plans)
- ☐ \*Product certificates

*\*Omit if not applicable*