

## Form 8: Application for Certificate of Acceptance

Section 97, Building Act 2004

### 1. THE BUILDING [Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

Street address of building: ..... Legal description of land where building is located: Lot(s)..... DP/S..... Building name: ..... Location of building within site / block number: ..... Number of Levels: ..... Level / Unit No.: ..... Total Floor Area..... (ha).....(m <sup>2</sup> ) Current, <u>lawfully established, use</u> : [Include no. of occupants per level and per use if more than 1. If use was changed by the building work this application relates to, state the previous use]: ..... Year first constructed: .....	<b>OFFICE ONLY:</b> Date received: .....  Application No.: ..... Document / Parcel No.: ..... Valuation No.: .....
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### 2. THE OWNER

Name of Owner / Company: .....  
 Contact person [If the Owner is NOT an individual]: .....  
 Mailing address: .....  
 Street address / registered office: .....  
 Phone Number: .....  
 Landline: .....  
 Mobile: .....  
 Daytime: .....  
 After hours: .....  
 Facsimile number: .....  
 Email address: .....  
 Website: .....

**THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED TO THIS APPLICATION:**

Record of Title                       Lease Agreement  
 Agreement for Sale and Purchase    Other document: .....

### 3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent / Company: .....  
 Contact person [If the Agent is NOT an individual]: .....  
 Mailing address: .....  
 Street address / registered office: .....  
 Phone Number: .....  
 Landline: .....  
 Mobile: .....  
 Daytime: .....  
 After hours: .....  
 Facsimile number: .....  
 Email address: .....  
 Website: .....  
 Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf] .....

**FIRST POINT OF CONTACT for communications with the Council / Building Consent Authority:**  Owner    Agent  
 Full name & contact details supplied  
 Owner    Agent

**INVOICE TO:**

### 4. APPLICATION AND DECLARATION

I request that you issue a Certificate of Acceptance for the building work described in this application

Signature of:  OWNER or by the  AGENT on behalf of and with the authority of the Owner: [tick correct one]

Signature: ..... Name of person Signing: ..... Date: .....

### 5. BUILDING WORK (This includes any plumbing and drainage work)

Description of the Building Work: .....

Date building work carried out: .....



The personnel who carried out the building work are as follows:

Practitioners	Name	Address	Phone	License / Registration Number
Builder				
Plumber				
Drain layer				
Designer				
Engineer				
Electrician				
Gas fitter				
Other				
Other				
Other				
Other				

Did the building work result in a [change of use](#) of the building?  Yes  No

If Yes, provide details of the new use (e.g. home to hostel): [include number of occupants per level and per use if more than 1]

.....

Intended life of the building if 50 years or less: (number of years).....years

List building consents previously issued for this project (if any): [i.e. if there has been separate consents for different stages of the project]

.....

Estimated value of the building work on which building levy will be calculated (including goods and services tax): \$.....

Existing floor area: ..... m<sup>2</sup> New floor area added:..... m<sup>2</sup>

**THE FOLLOWING PLANS AND SPECIFICATIONS ARE ATTACHED TO THIS APPLICATION:**

Refer to documents indicated in Section 7  Other documents [Please specify]:

.....

All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the Building Consent Authority (Council)

**REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED** [Tick those reasons that are applicable]

1.  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: [Explain in detail] .....

.....

2.  A Building Consent could not practicably be obtained in advance because the building work had to be carried out urgently. Tick one of

the following 2 options:

- (a)  For the purpose of saving or protecting life or health or preventing serious damage to property as follows: *[Explain in detail]*  
 .....  
 .....  
 .....
- (b)  In order to ensure that a specified system was maintained in a safe condition or made safe as follows: *[Explain in detail]*  
 .....  
 .....  
 .....

3.  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 Consent Authority Name: .....  
 Details of the Building Consent granted: .....  
 .....  
 .....

**6. COMPLIANCE SCHEDULE** [Tick those that are applicable]

- The specified systems for the building are as follows (Specified systems are defined in regulations): [Tick in the table below]  
 The following specified systems were altered, added to, or removed in the course of the building work: [Tick in the table below]  
 There are NO specified systems in the building.

The following specified systems are existing / were altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓ Tick]	New or Added [✓ Tick]	Altered [✓ Tick]	Removed [✓ Tick]
SS1 Automatic systems for fire suppression (e.g. sprinkler systems)				
SS2 Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)				
SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)				
SS3/1 Automatic doors				
SS3/2 Access controlled doors				
SS3/3 Interfaced fire or smoke doors or windows				
SS4 Emergency lighting systems				
SS5 Escape route pressurisation systems				
SS6 Riser mains for use by fire services				
SS7 Automatic back-flow preventers connected to a potable water supply				
SS8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings				
SS8/1 Passenger carrying lifts				
SS8/2 Service lifts				
SS8/3 Escalators and moving walks (travelators)				
SS9 Mechanical ventilation or air conditioning systems				
SS9/1 Mechanical ventilation				
SS9/2 Air conditioning systems				
SS10 Building maintenance units providing access to exterior and interior walls of buildings				
SS11 Laboratory fume cupboards				
SS12 Audio loops or other assistive listening systems				
SS12/1 Audio loops				
SS12/2 FM radio frequency systems and infrared beam transmission systems				

[Continue on the next page if necessary]

	Existing [✓ Tick]	New or Added [✓ Tick]	Altered [✓ Tick]	Removed [✓ Tick]
SS13 Smoke control systems				
SS13/1 Mechanical smoke control				
SS13/2 Natural smoke control				
SS13/3 Smoke curtains				
SS14 Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13				
SS14/1 Emergency power systems				
SS14/2 Signs in relation to any specified systems 1-13				
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:				
SS15/1 Systems for communicating spoken information intended to facilitate evacuation				
SS15/2 Final exits				
SS15/3 Fire separations (as defined by the Building Code)				
SS15/4 Signs for communicating information intended to facilitate evacuation				
SS15/5 Smoke separations				
SS16 Cable Cars				

## 7. ATTACHMENTS

The following are attached to this application:

- Project Information Memorandum (PIM)
- Plans and specifications
- Certificates from the personnel who carried out the building work
- Energy Work Certificate
- As-laid drainage plans (if applicable)

**If the application is incomplete, processing cannot begin and you will be asked to complete the application and re-submit it.**

OFFICE USE ONLY FEES PAYABLE:	AMOUNT (\$)	COA Number:
PIM		<b>REFERRALS:</b>
Building Consent - Application fee - Approval fee - Inspection fee - Mileage		<b>Structural consultant:</b> Name: Sent: Returned:
Code Compliance Certificate		<b>Structural consultant:</b> Name: Sent: Returned:
BRANZ levy		<b>Other consultant:</b> Name: Sent: Returned:
MBIE levy		<b>Other consultant:</b> Name: Sent: Returned:
Photocopying		<b>Other consultant:</b> Name: Sent: Returned:
Microfilm (A3 / A4) / Scanning		<b>Fire and Emergency NZ:</b> Name: Sent: Returned:
Record of Title		<b>Historic Places Trust: (Notification)</b> Date advised:
Street crossing administration		<b>ADDITIONAL NOTES AND / OR FEES:</b>
Structural check		
Amendments to consent		
External consultant 1		
External consultant 2		
Fire and Emergency NZ check		
Planning Bond / Resource Consent		
Planning Bond / Resource Consent		
Rural connection		
Fire main		
Water connection		
Water disconnection		
Wastewater / sewerage connection		
Wastewater disconnection		
Backflow inspection		
Stormwater connection - mains		
Stormwater connection - kerb & channel		
Stormwater disconnection		
CCTV survey wastewater		<b>AUTHORIZATIONS</b>
CCTV survey stormwater		Planning Officer: Date:
Cellar indemnity		Building Officer: Date:
Council bonds		Engineer: Date:
Compliance schedule		<b>CHECKED BY:</b> Officer: Date:
Development Contributions: Water..... Stormwater.....Wastewater.....		<b>ISSUED BY:</b> Officer: Date:
Transport / Roading .....		Receipt No.:
Community infrastructure.....		Receipt No.:
BCA accreditation		Receipt No.:
Total fees (incl. GST)		
Deposit paid – Date:		
Remainder fees due:		