

## Application: Confirm building work does not need a building consent

Schedule 1, 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: [include nearest street access] ..... ..... Number of levels: [above & below ground] ..... Level / Unit Number: ..... Floor Area: ..... (sq. m) <i>[Indicate area affected by the building work]</i> Current, lawfully established, use: <i>[add no. of occupants per level, and per use if more than 1]</i> ..... Year the building was first constructed: ....	<b>OFFICE ONLY:</b> Date received: ..... ..... Document / Parcel No.: ..... ..... Valuation No.: .....
--	---

### 2. THE OWNER

### 3. AGENT

Name of Owner / Company: ..... Mailing address: ..... ..... Street address / registered office: ..... ..... Phone: Landline: ..... Mobile: .....	Name of Agent / Company: ..... Mailing address: ..... ..... Street address / registered office: ..... ..... Phone: Landline: ..... Mobile: .....
--	--

### 4. BUILDING WORK

Description of building work: ..... ..... .....
---

### 5. DOCUMENTATION REQUIRED

Supplied	Not applicable	<i>Please confirm that the following information has been Supplied. But if it is not applicable to the project, indicate that it is Not applicable. If the required information is not provided, we will not be able to process the application.</i>	OFFICE ONLY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Site plans	Pass (P)
		Foundation plans	Fail (F)
		Floor plan	
		Elevation plans	Not applicable (NA)

### 6. PRACTITIONERS

Building practitioner / Contractor [Name of person who will be carrying out the work]		Description of work to be undertaken by the practitioner / contractor	License / registration Number [if known]
Designer			
Engineer			
Contractor / Installer			
LBP			

<b>Building practitioner / Contractor</b> [Name of person who will be carrying out the work]		<b>Description of work to be undertaken by the practitioner / contractor</b>	<b>License / registration Number [if known]</b>
Designer			
Engineer			
Contractor / Installer			
LBP			

<b>Building practitioner / Contractor</b> [Name of person who will be carrying out the work]		<b>Description of work to be undertaken by the practitioner / contractor</b>	<b>License / registration Number [if known]</b>
Designer			
Engineer			
Contractor / Installer			
LBP			

<b>Building practitioner / Contractor</b> [Name of person who will be carrying out the work]		<b>Description of work to be undertaken by the practitioner / contractor</b>	<b>License / registration Number [if known]</b>
Designer			
Engineer			
Contractor / Installer			
LBP			

<b>Building practitioner / Contractor</b> [Name of person who will be carrying out the work]		<b>Description of work to be undertaken by the practitioner / contractor</b>	<b>License / registration Number [if known]</b>
Designer			
Engineer			
Contractor / Installer			
LBP			

<b>Building practitioner / Contractor</b> [Name of person who will be carrying out the work]		<b>Description of work to be undertaken by the practitioner / contractor</b>	<b>License / registration Number [if known]</b>
Designer			
Engineer			
Contractor / Installer			
LBP			

Plumber			
Drain layer			

Attach additional sheet if required

## 7. REQUEST

I request that you confirm that the described work is exempt from the requirement to obtain a building consent under Schedule One of the Building Act 2004

This request is being made by the:  Owner  Agent on behalf of and with the approval of the Owner

Name: ..... Signature: ..... Date: .....

Owner  Agent on behalf of and with the approval of the Owner

Owner Approval (where the owner is not the applicant) Signature: ..... Date: .....

## 8. DISCLAIMER

The owner acknowledges that

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule One of the Building Act 2004
- The Owner is responsible for ensuring that the building work complies with the [building code](#) and any other

Owner's acknowledgement: Signature: ..... Date: .....  
**[MUST BE SIGNED BY THE OWNER]**

**FEE PAYABLE ON APPLICATION - refer to Council's fees and charges**

**OFFICE USE ONLY:** Decisions, reasons and Outcomes *[tick those that apply]*

Confirmation of exemption:

- The described work is EXEMPT under Schedule One, clause ..... of the Building Act 2004. Inform the applicant that a building consent is not required, but all work must still comply with the building code.
- The described work is NOT EXEMPT under any clause of Schedule One of the Building Act 2004. Inform applicant to apply for a building consent.

