

## 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: .....   | <b>OFFICE ONLY:</b><br>Date received: |
| 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: .....  |                                       |
|   | Document / Parcel No.: .....          |
|   | Valuation No.: .....                  |

## 2. THE OWNER

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

### 3. AGENT

Name of Agent / Company: .....

Mailing address: .....

.....

Street address / registered office: .....

.....

Phone: Landline: .....

.....

Mobile: .....

## 4. BUILDING WORK

Description of building work: .....

## 5. DOCUMENTATION REQUIRED

|   |   |  |  |
|---|---|--|--|
| Supplied<br><input checked="" type="checkbox"/> | Not applicable<br><input checked="" type="checkbox"/> | <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<br>Pass (P)<br>Fail (F)<br>Not applicable (NA) |
|   |   | Site plans   |  |
|   |   | Foundation plans   |  |
|   |   | Floor plan   |  |
|   |   | Elevation plans  |  |

## 6. PRACTITIONERS

| Building practitioner / Contractor<br>[Name of person who will be carrying out the work] |  | Description of work to be undertaken<br>by the practitioner / contractor | License / registration<br>Number [if known] |
|--|--|--|---|
| Designer   |  |  |   |
| Engineer   |  |  |   |
| Contractor<br>/ 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: .....

The signature is that of the  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 applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.

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.

Officer's Name: ..... Signature: ..... Date.....

| FEES PAYABLE           | AMOUNT (\$)                      |
|------------------------|----------------------------------|
| Application fee        |                                  |
| Processing fee         |                                  |
|                        |                                  |
|                        |                                  |
|                        |                                  |
| Total fees (incl. GST) |                                  |
| Deposit:               | Receipt number: Date:            |
| Remainder fees:        | Receipt number: Date:            |
|                        | Total fees receipted (incl. GST) |

