

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 ²) 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:	OFFICE ONLY: 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
INVOICE TO: ☐ Owner ☐ Agent

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: m² New floor area added: m²

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]

- ☐ 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]
- ☐ 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]*

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- (b) ☐ In order to ensure that a specified system was maintained in a safe condition or made safe as follows: *[Explain in detail]*

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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: <small>[Tick those that are applicable]</small>	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		REFERRALS:
Building Consent - Application fee - Approval fee - Inspection fee - Mileage		Structural consultant: Name: Sent: Returned:
Code Compliance Certificate		Structural consultant: Name: Sent: Returned:
BRANZ levy		Other consultant: Name: Sent: Returned:
MBIE levy		Other consultant: Name: Sent: Returned:
Photocopying		Other consultant: Name: Sent: Returned:
Microfilm (A3 / A4) / Scanning		Fire and Emergency NZ: Name: Sent: Returned:
Record of Title		Historic Places Trust: (Notification) Date advised:
Street crossing administration		ADDITIONAL NOTES AND / OR FEES:
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		
CCTV survey stormwater		
Cellar indemnity		
Council bonds		
Compliance schedule		
Development Contributions: Water..... Stormwater.....Wastewater..... Transport / Roading Community infrastructure.....		AUTHORIZATIONS
BCA accreditation		Planning Officer: Date:
Total fees (incl. GST)		Building Officer: Date:
Deposit paid – Date:		Engineer: Date:
Remainder fees due:		CHECKED BY: Officer: Date:
		ISSUED BY: Officer: Date:
		Receipt No.:
		Receipt No.:
		Receipt No.: