

## Application for New Compliance Schedule

Section 106, Building Act 2004 / Amendment: Section 102A Building Amendment Act 2012

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

Street Address of building: .....	OFFICE ONLY: Date received:
Legal description of land where building is located: Lot(s): ..... DP/S: .....	Consent No.: .....
Building Name: .....	Document / Parcel No.: .....
Location of building within site / block number: .....	Valuation No.: .....
Level / Unit Number: .....	
Current, lawfully established, use: .....	
<i>[Include number of occupants per level, and per use, if more than 1 use. If use was changed by the building work this application relates to, state the previous use]</i>	

### 2. THE OWNER

Name of Owner / Company: .....	Name of Agent / Company: .....
Contact person <i>[If the Owner is NOT an individual]</i> : .....	Contact person <i>[If the Owner is NOT an individual]</i> : .....
Mailing address: .....	
Street address / registered office: .....	
Phone Number: Landline: .....	Phone Number: Landline: .....
Mobile: .....	Mobile: .....
Daytime: .....	Daytime: .....
After hours: .....	After hours: .....
Facsimile number: .....	Facsimile number: .....
Email address: .....	Email address: .....
Website: .....	Website: .....
The following evidence of ownership is attached to this application:	
<input type="checkbox"/> Copy of Record of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other Document: .....	

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

Mailing address: .....	Street address / registered office: .....
Phone Number: Landline: .....	Phone Number: Landline: .....
Mobile: .....	Mobile: .....
Daytime: .....	Daytime: .....
After hours: .....	After hours: .....
Facsimile number: .....	Facsimile number: .....
Email address: .....	Email address: .....
Website: .....	Website: .....
Relationship to owner: <i>[State details of the authorisation from the owner to make the application on the owner's behalf]</i>	
<b>FIRST POINT OF CONTACT:</b> For communications with the Council <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Full name & contact details supplied <b>INVOICE TO:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Agent	

### 4. APPLICATION

I request that a Compliance Schedule be issued for the above building

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. ATTACHMENTS

The following are attached to this application:

- Copy of existing Compliance Schedule
- Plans and specifications
- Certificates that relate to the energy work
- Compliance Schedule Details Forms
- PIM
- Certificates from the personnel who carried out the work
- As-laid drainage plans (*If applicable*)

Incomplete applications cannot be accepted for processing you will be asked to complete the application and re-submit it.

