

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:	
Building Name:	
Location of building within site / block number:	
Level / Unit Number:	
Current, lawfully established, use:	Consent No.:
.....	Document / Parcel No.:
.....	Valuation No.:
[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]	

2. THE OWNER

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

Name of Owner / Company:	Name of Agent / Company:
Contact person [If the Owner is NOT an individual]:	Contact person [If the Owner is NOT an individual]:
Mailing address:	Mailing address:
Street address / registered office:	Street address / registered office:
Phone Number:	Phone Number:
Landline:	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:	Relationship to owner: [State details of the authorisation from the owner to make the application on the owner's behalf]
<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:	FIRST POINT OF CONTACT: For communications with the Council
.....	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Full name & contact details supplied
	INVOICE TO: <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.

OFFICE USE ONLY	BC No:
FEES PAYABLE	AMOUNT (\$)

