

**Request to record exempt building work on property file held by Council – TCDC ONLY**

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: .....	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: [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, <u>lawfully established, use:</u> ..... <i>[add no. of occupants per level, and per use if more than 1]</i>	Consent No.: .....
Year the building was first constructed: .....	Document / Parcel No.: .....
	Valuation No.: .....

**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 <i>[If the Owner is NOT an individual]:</i> .....	Contact person <i>[If the Agent is NOT an individual]:</i> .....
Mailing address: .....	Mailing address: .....
Street address / registered office: .....	Street address / registered office: .....
Phone Number: Landline: .....	Phone Number: Landline: .....
Mobile: .....	Mobile: .....

**4. BUILDING WORK**

 Work is exempt under clause number: ..... of Schedule 1 of the Building Act 2004

Description of building work: Please describe work and attach plans/photos for record keeping purposes

**5. PRACTITIONERS**

Building practitioner / Contractor <i>[Name of person who carried out the work]</i>		Description of work undertaken	License / registration Number <i>[If known]</i>
Designer			
Engineer			
Contractor / Installer			
Plumber			
Drain layer			

## 6. REQUEST

Please record on the property file, the documentation relating to the described work has been carried out and that it is exempt 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  
The signature is that of the  Owner  Agent on behalf of and with the approval of the Owner

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

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

## 7. DISCLAIMER

The owner acknowledges that

- The Council receives these documents for record keeping purposes only and takes no liability for checking compliance of the work, AND
- 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]

## 8. FEE PAYABLE ON APPLICATION - refer Council fees and charges

