



## APPLICATION FORM GUIDE

If the application form is not completed in full or the required documents and details have not been provided you will be asked to re-submit the application with the required information.

Read the following notes to ensure that you fill in the form correctly:

### 1. THE BUILDING:

- Legal description: This is the lot and the deposited plan number. You can get this information from several sources: A rates demand; or a copy of the Certificate of Title. A Certificate of Title can be obtained from Land Information NZ, [www.linz.govt.nz](http://www.linz.govt.nz). If a subdivision consent has been issued include a copy of this.
- To assist in locating the building if there are other buildings on the block, state its name (if it has one) and describe where it is located on the block of land in relation to the nearest road access.
- State how many levels (floors) the building has. If the building work is confined to one level state which level or unit number this is. If the level or unit number isn't relevant write "Not applicable"
- Floor area: this is the floor area of the building project
- Current lawfully established use: This is the use approved on a previous consent for this building. If this application is for a new building, write *Not Applicable* ' in the space. "Use" relates to the activities that take place in all or part of the building such as:
  - Sleeping e.g. maraes, rest homes, residential, hotels
  - Crowd activities e.g. cinemas, restaurants, halls, retail
  - Work or business e.g. offices, factories,
  - Storage facilities e.g. cool stores
  - Intermittent activities e.g. carparks, garages, carports, service rooms.

For buildings with mixed use, list the use (or uses) and number of occupants per level and per use. The categories are set by the Building Regulations 2005. See the 'Uses of all or parts of buildings' section in this guide for definitions of the categories. If you are unsure about the current lawfully established use of a building, please discuss this with one of our officers.

### 2. OWNER

- The definition of an Owner in relation to any land and any buildings on the land, means
  - The person who is entitled to the rent from the land, or would be if the land were let to a tenant.
  - It also includes the owner of the 'fee simple' of the land that is they have absolute title to land, free of any other claims against the title.
  - It can also be any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land and is bound by the agreement because the agreement remains in force.
- If the Owner is a company, please state the company's name. Also state the name and contact details of the contact person.
- Evidence of ownership: Please check with your Council as to what Proof of Ownership documents they require. The Certificate of Title (CT or property title) is a record of property ownership. Your Council may require additional documents such as a Lease Agreement or Agreement of Sale and Purchase document or a letter of authorisation from the Owner if an agent makes the Building Consent application. This provides evidence that the Owner has given permission for the agent to act on the Owner's behalf.

### 3. AGENT: (e.g. a designer, project manager or builder engaged by the owner)

- Only complete the AGENT box if the Owner is not the contact person and you are making an application on behalf of the Owner. State the name and contact details of the contact person. State your relationship to the owner and provide proof that application is being made with their approval. If you are a company please state the company's name.
- Indicate whether it is the owner or the agent that you want the council to communicate with and who you want any invoices to be sent to.

4. **APPLICATION:** This application is for Building Consent and / or Project Information Memorandum (PIM). It is also used for amendments. Indicate the type of building consent or PIM that is being applied for;
- Applying for a PIM is voluntary. The best time to apply for a PIM is at the design concept stage so that the final design takes into account information provided in the PIM (see section 7 below).
  - If you have previously obtained a building consent but wish to amend (alter) the approved plans and these amendments are deemed major (refer to <http://www.dbh.govt.nz/codewords-32-2> ) you will be required to apply for approval of these amendments as if they were for a new building consent. Please give the original Building consent number. Please provide proof that the owner and the designer agree to these changes.
  - Indicate if your building consent application is for a design that has National Multiple Use approval. The building consent assesses the foundation plans and also the suitability of the approved design for the local land and environmental conditions.

5. **BUILDING PRACTITIONERS:** List all your design and trade's people and their contact details. Where these are not known please write "To be advised", where they are not relevant put "not applicable". Contact details of building practitioners will be mandatory for Building Consents under the Building Act 2004 from March 2011.

6. **THE PROJECT:** Describe the work providing sufficient information to enable the scope of the work to be fully understood.
- Building type and building work: What kind of building is being worked on or being constructed? And what work are you going to do to this building? E. g. the building is a dwelling, and the work planned is an addition of a bathroom. (If you want to add more information or none of the categories listed are suitable then use the checkbox 'Other', and describe the type of building or building work).
  - Intended use of building; state what you are going to use the building for and whether this is for residential or commercial use.
  - If you are going to change the use of the building, state what you are going to change it to, e.g. changing an existing house into a backpackers hostel, or a shop to a hair salon or a garage to a sleep-out.
  - If the intended life of the building is less than 50 years, state how many years. Examples could include a show home on an industrial site or a temporary classroom.
  - If there have been other building consents issued for this project, state which council issued the consent, the date they were issued and the BC number. This section is intended for staged consents where a building project is divided into several consents.
  - You are required by law to pay a levy to the Department of Building and Housing and the Building Research Association of NZ. The levy is based on the value of the building work. Please state the total estimated value of the work. This includes: materials, design and construction management and work, owners contribution of labour (if any) at market rates and GST.

7. **PIM INFORMATION:**
- A PIM is voluntary and is used to identify land features that may impact of building projects and their design. It can include information about: Heritage buildings, special land features (e.g. ground stability, geological history, filled areas, unstable ground and/or flood risk), any existing contamination information (e.g. a sheep dip), details of existing storm water or wastewater systems on or adjacent to the site, provision of fire escapes, details of requirements in respect to network utility operators (power, gas, phone), requirements of Development Contributions if any, and requirements under the Resource Management Act.
  - If applying for a PIM, please indicate if your project may involve one or more of the items listed, attach any additional information about the site and your building project, e.g. If you are planning to alter land contours and need Council information on special land features. The information you provide will be added to Council information so that the Officers will have all the information needed to assess the suitability of a design for this land.

**8. BUILDING CONSENT:**

- List the documents that you are providing as part of the application

**8 (continued) THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS:**

Get your designer to fill in this part of the form. They need to:

- Indicate which building code clauses are relevant to the project
- Refer to relevant acceptable solutions (compliance documents see <http://www.dbh.govt.nz/compliance-documents> ), NZ Standards or detail alternative solutions (see <http://www.dbh.govt.nz/blc-alternative-solutions>) the designer used in the plans and specifications to provide proof of compliance to the performance requirements of the NZ Building Code.
- If a waiver or modification is required, this needs to be stated and discussed with your council (see <http://www.dbh.govt.nz/building-code-waiver>)

**9 COMPLIANCE SCHEDULES:**

- Ignore this section if you are applying for a PIM,
- Specified systems are defined in regulations; if you are not sure whether your building has specified systems, talk to your Designer. Typically these systems are found in commercial buildings or complex residential buildings.
- If relevant to your project get your designer to fill in this part of the form. They will need to indicate which specified systems are involved and whether they are to be altered, added or removed.
- You are also required to provide Compliance Schedule Details as part of your plans and specifications (See applicant's checklist). There is a Compliance Schedule Details Form available for your use on <http://www.buildwaikato.co.nz/index.asp?pageID=2145879458> .

**10 ATTACHMENTS:**

Indicate or list the documents that you have included with this application. These could also include if relevant to the project; engineer calculations and producer statements, peer reviews of specific designs, truss design producer statements, Compliance Schedule Details, fire reports, backflow philosophy, effluent disposal system design and producer statements.

**11 CONFIDENTIALITY**

This is generally for reasons of building security in commercial or public buildings e.g. banks, prisons. If you think this project may require confidentiality, please discuss this with a Building Officer and if they agree, then tick the box and state why it is needed.

**12 COLLECTION OF CONSENTS FOR MATAMATAPIAKO DISTRICT COUNCIL**

If your Building Consent is at Matamata Piako District Council, please tick which of your Council offices you wish to collect your Consent from when it is ready.