



1. THE BUILDING [If item is not applicable put NA in the space]

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: [Include nearest street access] .....

.....

.....

Number of levels: [Above & below ground] ..... Level /Unit Number: .....

Floor area: ..... (sq m) [Indicate area affected by the building work]

Current, lawfully established, use: [Add no. of occupants per level and per use if more than 1] .....

.....

Year first constructed: [Approximate date is acceptable e. g.: c1920s or 1960-1970] .....

**OFFICE ONLY:**  
Consent /PIM No.:

Document or Parcel No.:

Valuation No.:

Date received:

2. OWNER

Name /Company: .....

Contact person .....

Mail address: .....

.....

Street address/registered office: .....

.....

Phone No.: Landline: .....

Mobile: .....

Daytime: .....

After hours: .....

Facsimile: .....

Email: .....

Website: .....

**THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:**

Certificate of Title  Lease Agreement

Agreement for Sale and Purchase  Other document

3. AGENT [If application is being made on behalf of the owner]

Name of Agent: .....

Contact person: .....

Mail address: .....

.....

Street address/registered office: .....

.....

Phone No.: Landline: .....

Mobile: .....

Daytime: .....

After hours: .....

Facsimile: .....

Email: .....

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

**INVOICE TO:**  Owner  Agent

4. APPLICATION [Tick if applicable]

I request that you issue a

A Project Information Memorandum (PIM) for the building work described in this application.

A Building Consent for the building work described in this application. The existing PIM No. is: [If applicable] .....

An Amendment to an existing Building Consent for the building work described in this application. Existing BC No.: .....

State the reference number if this application involves a National Multiple Use Approval: .....

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

The signature is that if the  Owner OR the  Agent on behalf of and with the approval of the Owner

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**5. BUILDING PRACTITIONERS INVOLVED IN THIS PROJECT** (E.g. Builder, Plumber, Drain Layer, Designer, Gas Fitter)

DESIGNER:  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

BUILDER:  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

PLUMBER:  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

DRAINLAYER:  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

GAS FITTER:  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

PROJECT ROLE: .....  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

PROJECT ROLE: .....  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

PROJECT ROLE: .....  
 Name: ..... Registration / Licence No.: .....  
 Address: .....  
 Telephone: ..... Fax: ..... Mobile: .....  
 Email: .....

**6. THE PROJECT** [If more than one project please list on a separate page]

DESCRIPTION OF BUILDING WORK: Provide sufficient information below to enable scope of work to be fully understood; or refer to an attached description

Choose the BUILDING TYPE and what BUILDING WORK you will be doing to it, e.g.  Dwelling  Addition of ...Bathroom ... OR if none of the categories fit, or you want to give additional information, choose  Other and specify the building type and what building work you plan to do:

**BUILDING**

TYPE(s):  Dwelling  Dwelling & attached garage  Dwelling & separate garage  Garage  Pool / spa  Farm building  Shed  
 Commercial premises  Other [Specify]: .....

**BUILDING**

WORK(s):  New construction  Demolition  Relocation  Alteration to .....  Addition of .....  
 Change of Use  Heater installation  Other [Specify]: .....

Current use of building: ..... [E.g. Home, implement shed, office]

Will the building work result in a change of use of the building?  Yes  No. If Yes, provide details of the new use of the building:

..... [E.g. Home to Hostel, implement shed to chemical storage, office to restaurant]

Intended life of the building if less than 50 years: ..... [Years]

List Building Consents previously issued for this project (if any): [List or attach list of who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

\$..... [State estimated value as defined in section 7 of the Building Act 2004]

**7. PROJECT INFORMATION MEMORANDUM** [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: [Tick the matters relevant to the project]

- Subdivision
- Alterations to land contours [e.g. digging out the site for a building platform]
- New or altered connections to public utilities [e.g. Council sewer, storm water or water mains]
- New or altered locations and/or external dimensions of buildings
- New or altered access for vehicles
- Building work over or adjacent to any road or public place
- Disposal of stormwater and wastewater [e.g. Are you altering domestic sewer or storm water drains]
- Building work over any existing drains or sewers or in close proximity to wells or water mains
- Is the site contaminated?
- Will the building be sited on sloping ground, or near to a bank, a stream or a coastal zone?
- Other matters known to the applicant that may require authorisations from the Territorial Authority: [Please state below or attach]

**8. BUILDING CONSENT**

The following plans and specifications are attached to this application: [Refer to applicant's checklist]

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

[If you're not sure which clauses are applicable, talk to the BCA or your architect]

<b>Building Code clause</b> <input checked="" type="checkbox"/> Tick relevant clause]	<b>Means of Compliance</b> [Refer to relevant compliance document(s) or detail of alternative solution in the plans and specifications]	<b>Waiver/modification required</b> [State nature of waiver or modification of Building Code required]
<input type="checkbox"/> B1 Structure		
<input type="checkbox"/> B2 Durability		
<input type="checkbox"/> C1 Outbreak of fire		
<input type="checkbox"/> C2 Means of escape		
<input type="checkbox"/> C3 Spread of fire		
<input type="checkbox"/> C4 Structural stability during fire		
<input type="checkbox"/> D1 Access routes		
<input type="checkbox"/> D2 Mechanical installations for access		
<input type="checkbox"/> E1 Surface water		
<input type="checkbox"/> E2 External moisture		
<input type="checkbox"/> E3 Internal moisture		
<input type="checkbox"/> F1 Hazardous agents on site		
<input type="checkbox"/> F2 Hazardous building materials		
<input type="checkbox"/> F3 Hazardous substances and processes		
<input type="checkbox"/> F4 Safety from falling		
<input type="checkbox"/> F5 Construction and demolition hazards		
<input type="checkbox"/> F6 Lighting for emergency		
<input type="checkbox"/> F7 Warning systems		
<input type="checkbox"/> F8 Signs		
<input type="checkbox"/> G1 Personal hygiene		
<input type="checkbox"/> G2 Laundering		
<input type="checkbox"/> G3 Food preparation and prevention of contamination		
<input type="checkbox"/> G4 Ventilation		
<input type="checkbox"/> G5 Interior environment		
<input type="checkbox"/> G6 Airborne and impact sound		
<input type="checkbox"/> G7 Natural light		
<input type="checkbox"/> G8 Artificial light		
<input type="checkbox"/> G9 Electricity		
<input type="checkbox"/> G10 Piped services		
<input type="checkbox"/> G11 Gas as an energy source		
<input type="checkbox"/> G12 Water supplies		
<input type="checkbox"/> G13 Foul water		
<input type="checkbox"/> G14 Industrial liquid waste		
<input type="checkbox"/> G15 Solid waste		
<input type="checkbox"/> H1 Energy efficiency		
<input type="checkbox"/> BCH Back country huts		
<input type="checkbox"/> SH Simple House		

**9. COMPLIANCE SCHEDULE** [Do not fill in this section if this is an application for a Project Information Memorandum only]

Specified systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the BCA or your architect.  There are no specified systems in the building **OR**  The specified systems for the building are as follows:

Systems that apply [✓Tick]	The following specified systems are being altered, added to, or removed in the course of the building work: [insert n/a if not applicable]	Altered [✓Tick]	Added [✓Tick]	Removed [✓Tick]
	1. Automatic systems for fire suppression (e.g. sprinkler systems)			
	2. 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)			
	3. Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)			
	4. Emergency lighting systems			
	5. Escape route pressurisation systems			
	6. Riser mains for use by fire services			
	7. Automatic back-flow preventers connected to a potable water supply			
	8. Lifts, escalators, travelators, or other systems for moving people or goods within buildings			
	9. Mechanical ventilation or air conditioning systems			
	10. Building maintenance units providing access to exterior and interior walls of buildings			
	11. Laboratory fume cupboards			
	12. Audio loops or other assistive listening systems			
	13. Smoke control systems			
	14. Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13			
	15. 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:			
	(a) Fire separations (as defined by the Building Code)			
	(b) Smoke separations			
	(c) Final exits			
	(d) Systems for communicating spoken information intended to facilitate evacuation			
	(e) Signs for communicating information intended to facilitate evacuation			
	16. Cable Cars			

**10. ATTACHMENTS**

The following documents are attached to this application: [Tick as applicable or put n/a if there are no attachments]

Plans and specifications  Project Information Memorandum

Development contribution notice  Certificate attached to Project Information Memorandum

Other information relevant to this application: [Please specify]:

.....

**11. CONFIDENTIALITY**

This is generally for reasons of building security in commercial or public buildings. 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.

Confidentiality required.....

.....

**12. COLLECTION OF CONSENTS FOR MATAMATA PIAKO 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:  Te Aroha  Matamata  Morrinsville

OFFICE USE ONLY

<b>FEES PAYABLE</b>	<b>AMOUNT (\$)</b>
PIM	
Building Consent - Application fee - Approval fee - Inspection fee - Mileage	
Code Compliance Certificate	
BRANZ levy	
DBH levy	
Photocopying	
Microfilm (A3 / A4) / Scanning	
Certificate of Title	
Street crossing administration	
Structural check	
Amendments to consent	
External consultant check 1	
External consultants check 2	
NZ Fire Service 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	
BCA accreditation	
Total fees (incl. GST)	
Deposit paid – Receipt No.: Date:	
Remainder fees due:	

<b>REFERRALS</b>	
<b>Structural consultant:</b>	
Name:	
Sent:	Returned:
<b>Structural consultant:</b>	
Name:	
Sent:	Returned:
<b>Other consultant:</b>	
Name:	
Sent:	Returned:
<b>Other consultant:</b>	
Name:	
Sent:	Returned:
<b>NZ Fire Service</b>	
Name:	
Sent:	Returned:
<b>Historic Places Trust (Notification)</b>	
Date advised:	

<b>ADDITIONAL NOTES AND / OR FEES</b>

<b>AUTHORISED BY</b>
Planning Officer:
Date:
Building Officer:
Date:
<b>AUTHORISED BY</b>
Engineer:
Date:
<b>CHECKED BY:</b>
Officer:
Date:
<b>ISSUED BY:</b>
Officer:
Date:
Receipt No.:
Receipt No.: