

## Form 8: Application for Certificate of Acceptance

Section 97, 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: .....<br>Legal description of land where building is located: Lot(s)..... DP/S.....<br>Building name: .....<br>Location of building within site / block number: .....<br>Number of Levels: ..... Level / Unit No.: ..... Total Floor Area..... (ha).....(m <sup>2</sup> )<br>Current, <u>lawfully established, use</u> : [Include no. of occupants per level and per use if more than 1. If use was changed by the building work this application relates to, state the previous use]: .....<br>Year first constructed: ..... | <b>OFFICE ONLY:</b><br>Date received: .....<br><br>Application No.: .....<br>Document / Parcel No.: .....<br>Valuation No.: ..... |
|---|---|

### 2. THE OWNER

Name of Owner / Company: .....  
 Contact person [If the Owner is NOT an individual]: .....  
 Mailing address: .....  
 Street address / registered office: .....  
 Phone Number: .....  
 Landline: .....  
 Mobile: .....  
 Daytime: .....  
 After hours: .....  
 Facsimile number: .....  
 Email address: .....  
 Website: .....

**THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED TO THIS APPLICATION:**

Record of Title                       Lease Agreement  
 Agreement for Sale and Purchase    Other document: .....

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

Name of Agent / Company: .....  
 Contact person [If the Agent is NOT an individual]: .....  
 Mailing address: .....  
 Street address / registered office: .....  
 Phone Number: .....  
 Landline: .....  
 Mobile: .....  
 Daytime: .....  
 After hours: .....  
 Facsimile number: .....  
 Email address: .....  
 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  
 Full name & contact details supplied  
 Owner    Agent

**INVOICE TO:**

### 4. APPLICATION AND DECLARATION

I request that you issue a Certificate of Acceptance for the building work described in this application

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. BUILDING WORK (This includes any plumbing and drainage work)

Description of the Building Work: .....

Date building work carried out: .....



The personnel who carried out the building work are as follows:

| Practitioners | Name | Address | Phone | License / Registration Number |
|---------------|------|---------|-------|-------------------------------|
| Builder       |      |         |       |                               |
| Plumber       |      |         |       |                               |
| Drain layer   |      |         |       |                               |
| Designer      |      |         |       |                               |
| Engineer      |      |         |       |                               |
| Electrician   |      |         |       |                               |
| Gas fitter    |      |         |       |                               |
| Other         |      |         |       |                               |
| Other         |      |         |       |                               |
| Other         |      |         |       |                               |
| Other         |      |         |       |                               |

Did the building work result in a [change of use](#) of the building?  Yes  No

If Yes, provide details of the new use (e.g. home to hostel): [include number of occupants per level and per use if more than 1]

.....

Intended life of the building if 50 years or less: (number of years).....years

List building consents previously issued for this project (if any): [i.e. if there has been separate consents for different stages of the project]

.....

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

Existing floor area: ..... m<sup>2</sup> New floor area added:..... m<sup>2</sup>

**THE FOLLOWING PLANS AND SPECIFICATIONS ARE ATTACHED TO THIS APPLICATION:**

Refer to documents indicated in Section 7  Other documents [Please specify]:

.....

All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the Building Consent Authority (Council)

**REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED** [Tick those reasons that are applicable]

1.  The owner, or the owner's predecessor in title, carried out building work for which a Building Consent was required, but a Building Consent was not obtained because: [Explain in detail] .....

.....

2.  A Building Consent could not practicably be obtained in advance because the building work had to be carried out urgently. Tick one of

the following 2 options:

- (a)  For the purpose of saving or protecting life or health or preventing serious damage to property as follows: *[Explain in detail]*  
 .....  
 .....  
 .....
- (b)  In order to ensure that a specified system was maintained in a safe condition or made safe as follows: *[Explain in detail]*  
 .....  
 .....  
 .....

3.  The Building Consent Authority that granted the Building Consent is unable or refuses to issue a Code Compliance Certificate in relation to the building work, and no other Building Consent Authority will agree to issue a Code Compliance Certificate for the building work:  
 Building Consent Authority Name: .....  
 Details of the Building Consent granted: .....  
 .....  
 .....

**6. COMPLIANCE SCHEDULE** [Tick those that are applicable]

- The specified systems for the building are as follows (Specified systems are defined in regulations): [Tick in the table below]  
 The following specified systems were altered, added to, or removed in the course of the building work: [Tick in the table below]  
 There are NO specified systems in the building.

| The following specified systems are existing / were altered, added to, or removed in the course of the building work: [Tick those that are applicable]                                | Existing<br>[✓ Tick] | New or Added<br>[✓ Tick] | Altered<br>[✓ Tick] | Removed<br>[✓ Tick] |
|---|----------------------|--------------------------|---------------------|---------------------|
| SS1 Automatic systems for fire suppression (e.g. sprinkler systems)   |                      |                          |                     |                     |
| SS2 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) |                      |                          |                     |                     |
| SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)   |                      |                          |                     |                     |
| SS3/1 Automatic doors   |                      |                          |                     |                     |
| SS3/2 Access controlled doors   |                      |                          |                     |                     |
| SS3/3 Interfaced fire or smoke doors or windows   |                      |                          |                     |                     |
| SS4 Emergency lighting systems  |                      |                          |                     |                     |
| SS5 Escape route pressurisation systems   |                      |                          |                     |                     |
| SS6 Riser mains for use by fire services  |                      |                          |                     |                     |
| SS7 Automatic back-flow preventers connected to a potable water supply  |                      |                          |                     |                     |
| SS8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings  |                      |                          |                     |                     |
| SS8/1 Passenger carrying lifts  |                      |                          |                     |                     |
| SS8/2 Service lifts   |                      |                          |                     |                     |
| SS8/3 Escalators and moving walks (travelators)   |                      |                          |                     |                     |
| SS9 Mechanical ventilation or air conditioning systems  |                      |                          |                     |                     |
| SS9/1 Mechanical ventilation  |                      |                          |                     |                     |
| SS9/2 Air conditioning systems  |                      |                          |                     |                     |
| SS10 Building maintenance units providing access to exterior and interior walls of buildings  |                      |                          |                     |                     |
| SS11 Laboratory fume cupboards  |                      |                          |                     |                     |
| SS12 Audio loops or other assistive listening systems   |                      |                          |                     |                     |
| SS12/1 Audio loops  |                      |                          |                     |                     |
| SS12/2 FM radio frequency systems and infrared beam transmission systems  |                      |                          |                     |                     |

[Continue on the next page if necessary]

|   | Existing<br>[✓ Tick] | New or<br>Added<br>[✓ Tick] | Altered<br>[✓ Tick] | Removed<br>[✓ Tick] |
|---|----------------------|-----------------------------|---------------------|---------------------|
| SS13 Smoke control systems  |                      |                             |                     |                     |
| SS13/1 Mechanical smoke control   |                      |                             |                     |                     |
| SS13/2 Natural smoke control  |                      |                             |                     |                     |
| SS13/3 Smoke curtains   |                      |                             |                     |                     |
| SS14 Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13   |                      |                             |                     |                     |
| SS14/1 Emergency power systems  |                      |                             |                     |                     |
| SS14/2 Signs in relation to any specified systems 1-13  |                      |                             |                     |                     |
| SS15 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: |                      |                             |                     |                     |
| SS15/1 Systems for communicating spoken information intended to facilitate evacuation   |                      |                             |                     |                     |
| SS15/2 Final exits  |                      |                             |                     |                     |
| SS15/3 Fire separations (as defined by the Building Code)   |                      |                             |                     |                     |
| SS15/4 Signs for communicating information intended to facilitate evacuation  |                      |                             |                     |                     |
| SS15/5 Smoke separations  |                      |                             |                     |                     |
| SS16 Cable Cars   |                      |                             |                     |                     |

## 7. ATTACHMENTS

The following are attached to this application:

- Project Information Memorandum (PIM)
- Plans and specifications
- Certificates from the personnel who carried out the building work
- Energy Work Certificate
- As-laid drainage plans (if applicable)

**If the application is incomplete, processing cannot begin and you will be asked to complete the application and re-submit it.**

| OFFICE USE ONLY<br>FEES PAYABLE:  | AMOUNT (\$) | COA Number:   |
|---|-------------|---|
| PIM   |             | <b>REFERRALS:</b>   |
| Building Consent - Application fee<br>- Approval fee<br>- Inspection fee<br>- Mileage |             | <b>Structural consultant:</b><br>Name:<br>Sent: Returned:     |
| Code Compliance Certificate   |             | <b>Structural consultant:</b><br>Name:<br>Sent: Returned:     |
| BRANZ levy  |             | <b>Other consultant:</b><br>Name:<br>Sent: Returned:          |
| MBIE levy   |             | <b>Other consultant:</b><br>Name:<br>Sent: Returned:          |
| Photocopying  |             | <b>Other consultant:</b><br>Name:<br>Sent: Returned:          |
| Microfilm (A3 / A4) / Scanning  |             | <b>Fire and Emergency NZ:</b><br>Name:<br>Sent: Returned:     |
| Record of Title   |             | <b>Historic Places Trust: (Notification)</b><br>Date advised: |
| Street crossing administration  |             | <b>ADDITIONAL NOTES AND / OR FEES:</b>                        |
| Structural check  |             |   |
| Amendments to consent   |             |   |
| External consultant 1   |             |   |
| External consultant 2   |             |   |
| Fire and Emergency NZ 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  |             | <b>AUTHORIZATIONS</b>   |
| CCTV survey stormwater  |             | Planning Officer:<br>Date:                                    |
| Cellar indemnity  |             | Building Officer:<br>Date:                                    |
| Council bonds   |             | Engineer:<br>Date:  |
| Compliance schedule   |             | <b>CHECKED BY:</b><br>Officer:<br>Date:                       |
| Development Contributions: Water.....<br>Stormwater.....Wastewater.....               |             | <b>ISSUED BY:</b><br>Officer:<br>Date:                        |
| Transport / Roading .....   |             | Receipt No.:  |
| Community infrastructure.....   |             | Receipt No.:  |
| BCA accreditation   |             | Receipt No.:  |
| Total fees (incl. GST)  |             |   |
| Deposit paid – Date:  |             |   |
| Remainder fees due:   |             |   |