

## Application for a Building Consent Exemption

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: .....<br>Legal description of land where building is located: Lot(s) ..... DP/S .....<br>Building name: .....<br>Location of building within site / block number: [include nearest street access] .....<br>.....<br>Number of levels: [above & below ground] ..... Level / Unit Number: .....<br>Floor Area: ..... (sq. m) <i>[Indicate area affected by the building work]</i><br>Current, lawfully established, use: <i>[add no. of occupants per level, and per use if more than 1]</i> .....<br>Year the building was first constructed: ..... | <b>OFFICE ONLY:</b><br>Date received: .....<br><br><br><br>Document / Parcel No.: .....<br><br>Valuation No.: ..... |
|--|---|

### 2. THE OWNER

|  |
|--|
| Name of Owner / Company: .....                     |
| Mailing address: .....<br>.....                    |
| Street address / registered office: .....<br>..... |
| Phone: Landline: .....                             |
| Mobile: .....                                      |
| Email: .....                                       |

### 3. AGENT

|  |
|--|
| Name of Agent / Company: .....                     |
| Mailing address: .....<br>.....                    |
| Street address / registered office: .....<br>..... |
| Phone: Landline: .....                             |
| Mobile: .....                                      |
| Email: .....                                       |

### 4. BUILDING WORK

|  |
|--|
| Description of building work: .....<br>..... |
|--|

### 5. DOCUMENTATION REQUIRED

| Supplied<br><input checked="" type="checkbox"/> | Not applicable<br><input checked="" type="checkbox"/> | <i>Please confirm that the following information has been Supplied. But if it is not applicable to the project, indicate that it is Not applicable. If the required information is not provided, we will not be able to process the application.</i> | OFFICE ONLY<br>Pass (P)<br>Fail (F)<br>Not applicable (NA) |
|---|---|--|--|
|   |   | Infrastructure project (e.g. turbines, bridges, under passes)  |  |
|   |   | Designs (site plan, foundation plan, floor plan, elevation plans)  |  |
|   |   | Third party certification, e.g. Producer statements (PS1, PS2)   |  |
|   |   | New building / Building alteration / Building addition   |  |
|   |   | <ul style="list-style-type: none"> <li>Designs (site plan, foundation plan, floor plan, elevation plans, drainage plan)</li> </ul>   |  |
|   |   | <ul style="list-style-type: none"> <li>Third party certification, e.g. Producer statements (PS1, PS2)</li> </ul>   |  |
|   |   | <ul style="list-style-type: none"> <li>Quality assurances system (if a commercial project)</li> </ul>  |  |
|   |   | <ul style="list-style-type: none"> <li>Risk profile (if a commercial project)</li> </ul>   |  |
|   |   | <i>If an amendment to an existing compliance schedule is required as a result of the building work:</i> <ul style="list-style-type: none"> <li>A description of all specified systems, and the performance standards for</li> </ul>                  |  |

|  |  |   |  |
|--|--|---|--|
|  |  | each of them, that are being—<br>(a) altered in the course of the building work:<br>(b) added to the building in the course of the building work:<br>(c) removed from the building in the course of the building work.  |  |
|  |  | <i>If a compliance schedule is required as a result of the building work:</i><br>• A description of all specified systems for the building and the performance standards for each of them.  |  |
|  |  | <i>Proof of competency to carry out work:</i>   |  |
|  |  | • Proof of having designed and constructed similar projects.  |  |
|  |  | <i>If the work is restricted building work:</i><br>• A Certificate of Design Work (ROW) —<br>(a) provided by the licensed building practitioner or practitioners who carried out or supervised that design work; and<br>(b) that identifies that design work; and<br>(c) that states —<br>(i) that the design work complies with the building code; or<br>(ii) whether waivers or modifications of the building code are required and,<br>if so, what those waivers or modifications are. |  |

## 6. PRACTITIONERS

| Building practitioner / Contractor<br><i>[Name of person who will be carrying out the work]</i> |  | Description of work to be undertaken<br>by the practitioner / contractor | License / registration<br>Number <i>[if known]</i> |
|---|--|--|--|
| Designer  |  |  |  |
| Engineer  |  |  |  |
| Contractor<br>/ Installer   |  |  |  |
| LBP   |  |  |  |
| Plumber   |  |  |  |
| Drain layer   |  |  |  |
|   |  |  |  |

*Attach additional sheet if required*

## 7. REQUEST

☐ I request that you exempt the described work from the requirement to obtain a building consent 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

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

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

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

## 8. DISCLAIMER

The owner acknowledges that

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule One of the Building Act 2004
- 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]

**FEE PAYABLE ON APPLICATION - refer to Council's fees and charges**

OFFICE USE ONLY: Decisions, reasons and Outcomes [tick those that apply]

- ☐ Application for exemption under Schedule One (Clause 2) of the Building Act 2004:
- ☐ The exemption of the described work is APPROVED. A building consent WILL NOT be needed for this project.  
Reason for decision.....  
.....  
.....
- ☐ The exemption of the described work is REFUSED. A building consent WILL be needed for this project.  
Reason for decision.....  
.....  
.....

Officer's Name: ..... Signature: ..... Date.....

|                                  |  |
|----------------------------------|--|
|                                  |  |
| Application fee                  |  |
| Processing fee                   |  |
|                                  |  |
|                                  |  |
|                                  |  |
|                                  |  |
|                                  |  |
|                                  |  |
| Total fees receipted (incl. GST) |  |

