

Application for Certificate of Acceptance

Form 8, Section 97, Building Act 2004

SECTION 1 – THE BUILDING (Project Location)

Street address/rapid number of building: *[for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]*

Legal description of land where building is located: *[state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent]*

Lot:	DP:	Sec no:
Val no:	ML no:	

Building Name: *[if applicable]*

Location of building within site/block number: *[include nearest street access]*

Number of levels: *[include ground level and any levels below ground]*

Level/unit number:

Area: *[total floor area; indicate area affected by the building work if less than the total area]*

Existing floor area:	New floor area:	Total floor area:
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Current, lawfully established, use: *[include number of occupants per level and per use if more than 1. If use was changed by the building work this application relates to, state previous use]*

Year first constructed: *[approximate date is acceptable e.g. c1920's or 1960-1970]*

SECTION 2 – THE OWNER (must be completed for all applications and all details must be the owners)

Name of owner:

Contact person:

Owners mailing address:

Post Code:

Street address/registered office:

Post Code:

Owners contact details:

Landline:	Mobile:
After hours:	Facsimile:
Email:	Website:

The following evidence of ownership is attached to this application: *[please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building]*

<input type="checkbox"/> Copy of certificate of title, no more than one month old	<input type="checkbox"/> Agreement for sale and purchase	<input type="checkbox"/> Lease
<input type="checkbox"/> Other :	<input type="checkbox"/> Council to obtain certificate of title	

Council use only:

Certificate of Acceptance Number:

Property ID:

SECTION 3 – AGENT [only required if application is being made on behalf of the owner]

Name of agent/designer/first point of contact:

Contact person name: *[include name if a company, trust or similar is agent]*

Agent's mailing address:

Post Code:

Street address/registered office:

Post Code:

Agent's contact details:

Landline:

Mobile:

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 Council – if agent or other, written authorisation from the owner is required]* Owner Agent Other: Full Name:

Address:

Phone Number(s):

Email:.....

SECTION 4 – APPLICATION

I request that you issue a certificate of acceptance for the building work described in this application.

SIGNED BY THE OWNER:

Signature: _____

Name: _____

Date: _____

OR**SIGNED BY THE AGENT:***[on behalf of, or with authority from, the owner]*

Signature: _____

Name: _____

Date: _____

SECTION 5 – THE BUILDING WORKDescription of the building work *[provide sufficient description of building work to enable scope of work to be fully understood]*

Date building work carried out:

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

Building work	Name	Contact Details (phone, address)	Registration Number

Did the building work result in a change of use of the building? Yes No

If yes, provide details of the new use:

Intended life of the building if less than 50 years: _____ years demolition indefinite

List building consents previously issued for this project (if any): *[list the consent number, date of issue and who issued it]*

Estimated value of the building work on which the building levy will be calculated (include goods and services tax): *[state estimated value as defined in section 7 of the Building Act 2004]* \$ _____

SECTION 6 – REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED *[complete applicable section]*

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]*

A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: *[select one of the following]*

(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]*

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: *[state details of name of building consent authority and building consent granted]*

SECTION 7 – COMPLIANCE SCHEDULE DETAILS

Specified systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the BCA or your designer. Please note: an Application for New or Amended Compliance Schedule form must be completed supplying type, location, performance standards, inspection, maintenance and reporting procedures for each new or amended system.

- The specified systems for the building are as follows: *[complete table below]*
- The following specified systems were altered, added to, or removed in the course of the building work: *[complete table below]*
- There are no specified systems in the building

No.	Specified Systems	Existing	New	No.	Specified Systems	Existing	New
SS1	Automatic systems for fire suppression	<input type="checkbox"/>	<input type="checkbox"/>	SS11	Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>
SS2	Automatic or manual emergency warning systems	<input type="checkbox"/>	<input type="checkbox"/>	SS12/1	Audio loops	<input type="checkbox"/>	<input type="checkbox"/>
SS3/1	Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	SS12/2	FM radio frequency systems and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>
SS3/2	Access controlled doors	<input type="checkbox"/>	<input type="checkbox"/>	SS13/1	Mechanical smoke control	<input type="checkbox"/>	<input type="checkbox"/>
SS3/3	Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	SS13/2	Natural smoke control	<input type="checkbox"/>	<input type="checkbox"/>
SS4	Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	SS13/3	Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>
SS5	Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	SS14/1	Emergency power systems	<input type="checkbox"/>	<input type="checkbox"/>
SS6	Riser mains	<input type="checkbox"/>	<input type="checkbox"/>	SS14/2	Signs relating to one or more specified systems 1-13	<input type="checkbox"/>	<input type="checkbox"/>
SS7	Automatic back-flow preventers	<input type="checkbox"/>	<input type="checkbox"/>	SS15/1	Systems for communicating spoken information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>
SS8/1	Passenger carrying lifts,	<input type="checkbox"/>	<input type="checkbox"/>	SS15/2	Final exits	<input type="checkbox"/>	<input type="checkbox"/>
SS8/2	Platform, low-speed and service lifts	<input type="checkbox"/>	<input type="checkbox"/>	SS15/3	Fire separations	<input type="checkbox"/>	<input type="checkbox"/>
SS8/3	Escalators and moving walks	<input type="checkbox"/>	<input type="checkbox"/>	SS15/4	Signs for communicating information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>
SS9	Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	SS15/5	Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>
SS10	Building maintenance units	<input type="checkbox"/>	<input type="checkbox"/>	SS16	Cable cars	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 8 – ATTACHMENTS

The following are attached to this application:

[All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority.]

- Project Information Memorandum
- Evidence of ownership
- Plans and Specifications - the following plans and specifications are attached to this application:
- Certificates from personnel who carried out the building work
- Energy work certificate

OFFICE USE ONLY - FEES, CHARGES, DEPOSITS

Application Receipt Number: _____ Date: _____ Final Receipt Number: _____ Date: _____	<table border="0" style="width: 100%;"> <tr> <td colspan="2">FEE</td> </tr> <tr> <td>Administration</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Plan Check</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BRANZ Levy</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Building Levy</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Building Accreditation</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Inspection(s)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Compliance Schedule</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Less Deposit Paid</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">TOTAL AMOUNT DUE</td> <td style="text-align: right;">\$</td> </tr> </table>	FEE		Administration	\$	Plan Check	\$	BRANZ Levy	\$	Building Levy	\$	Building Accreditation	\$	Inspection(s)	\$	Compliance Schedule	\$	Total	\$	Less Deposit Paid	\$	TOTAL AMOUNT DUE	\$
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