

## APPLICATION FOR A CERTIFICATE OF ACCEPTANCE (BAM 008)

**PROJECT NO:** \_\_\_\_\_

### APPLICATION

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

### THE BUILDING

|                                                  |                                                                                                   |                |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|
| Street Address: (or Rapid Number if applicable): | Number of levels:                                                                                 | Level/Unit No: |
| Legal Description :                              | Total Floor Area (all floors included):<br>Existing _____ m <sup>2</sup> Add _____ m <sup>2</sup> |                |
| Valuation Roll Number:                           | Current lawfully established use:                                                                 |                |
| Building Name if applicable:                     | Approximate year building was first constructed:                                                  |                |

### THE OWNER

### AGENT – APPLICANT

|                                                                                                                                                              |                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Owner's Name:                                                                                                                                                | Agent's Name:                                                                                                                                                                                                             |
| Contact Person:<br><small>(if owner is not an individual)</small>                                                                                            | Contact Person:                                                                                                                                                                                                           |
| Mailing Address:                                                                                                                                             | Mailing/Billing Address:                                                                                                                                                                                                  |
| Postcode:                                                                                                                                                    | Postcode:                                                                                                                                                                                                                 |
| Street Address/Registered Office:                                                                                                                            | Street Address/Registered Office:                                                                                                                                                                                         |
| Mobile Phone:                                                                                                                                                | Mobile Phone:                                                                                                                                                                                                             |
| Phone:                                                                                                                                                       | Phone:                                                                                                                                                                                                                    |
| Fax Number:                                                                                                                                                  | Fax Number:                                                                                                                                                                                                               |
| E-mail Address:                                                                                                                                              | E-mail Address:                                                                                                                                                                                                           |
| Evidence of ownership attached to this application:<br><input type="checkbox"/> Certificate of Title<br><input type="checkbox"/> Sale and Purchase Agreement | Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application / Building Work and will receive all correspondence including all invoices. |

### THE PROJECT

|                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Building Work:<br>_____<br>_____<br>Date work carried out: _____<br>Did the building undergo a change of use: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide details of the new use: _____<br>_____ | Intended life of the building:<br><input type="checkbox"/> Indefinite but not less than 50 years<br><input type="checkbox"/> or Specified as _____ years<br><br>List Building Consents previously issued for this building (if any): (ie, is this project being constructed in stages? Is this consent for a relocated or transportable building?)<br>_____<br>_____<br><br><b>Estimated Value</b> (inc GST) \$ _____<br><br>Associated Resource Consents: _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**A Certificate of Acceptance is required because:**

- Unauthorised work:** The owner, or owners 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):  
\_\_\_\_\_
  
- Urgent work:** A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: (complete one of the following)
  - for the purpose of saving or protecting life or health or preventing serious damage to property as follows: (explain in detail) \_\_\_\_\_
  
  - in order to ensure that a specified system was maintained in a safe condition or made safe as follows: (explain in detail) \_\_\_\_\_
  
- Building Certifier / Building Consent Authority work:** 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 Certifier / Building Consent Authority: \_\_\_\_\_

**REQUIRED ATTACHMENTS**

Complete and attach ONE of the following checklists, and provide ALL of the information, and plans requested on that checklist:

- Form Minor residential work                       Form Residential work                       Form Commercial/Industrial work
- Application Fee of \$ \_\_\_\_\_

**KEY PERSONNEL**

|                                        |                      |
|----------------------------------------|----------------------|
| Name of <b>Designer</b> :              | Phone Number:        |
| Mailing Address:                       | Registration Number: |
| E-mail Address:                        |                      |
| Name of <b>Engineer</b> :              | Phone Number:        |
| Mailing Address:                       | Registration Number: |
| E-mail Address:                        |                      |
| Name of <b>Builder</b> :               | Phone Number:        |
| Mailing Address:                       | Registration Number: |
| E-mail Address:                        |                      |
| Name of <b>Craftsman Plumber</b> :     | Phone Number:        |
| Mailing Address:                       | Registration Number: |
| E-mail Address:                        |                      |
| Name of <b>Registered Drainlayer</b> : | Phone Number:        |
| Mailing Address:                       | Registration Number: |
| E-mail Address:                        |                      |

|                                         |                      |
|-----------------------------------------|----------------------|
| Name of <b>Registered Electrician</b> : | Phone Number:        |
| Mailing Address:                        |                      |
|                                         | Registration Number: |
| E-mail Address:                         |                      |

| <b>SIGNATURE</b>                                                                                                                                                 |                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Signed by or for and on behalf of the Owner: _____                                                                                                               |                                |
| <input type="checkbox"/> Owner                                                                                                                                   | <input type="checkbox"/> Agent |
| Date:                                                                                                                                                            | _____                          |
| Note: If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Owner". |                                |

**Notes**

- An appointment must be made with a Building Consent officer to lodge this application. A minimum application fee plus relevant levies apply at that time.
- Certificate of Acceptance Fees: The charges incurred by the Council in processing this application are payable whether or not the application is approved.
- The application for a Certificate of Acceptance does not avoid the possibility of prosecution if the work was carried out illegally.