

APPLICATION	
Site Address: _____ _____ Street/Road Legal Description: _____ _____ (This could include all or any of the following – Lot, DP, Section, Block, or Township, etc) Valuation Roll Number: _____	Type of Building Work: _____ (eg. Domestic Dwelling) Project Information Memorandum No: _____ Building Consent No: _____ Building Consent Issued by: _____ _____ (Name of Building Consent Authority)

THE OWNER	AGENT – APPLICANT
Owner's Name:	Agent's Name:
Contact person: <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:
Code Compliance Certificate to be posted to: _____ _____	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.

KEY PERSONNEL		Certificate Attached
Name of Designer :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		
Name of Engineer :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		
Name of Builder :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		
Name of Craftsman Plumber :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		

Name of Registered Drainlayer :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		
Name of Registered Electrician :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		
Name of Registered Gasfitter :	Phone Number:	
Mailing Address:	Registration Number:	
E-mail Address:		

Add any additional people on another sheet.

SIGNATURE	
<input type="checkbox"/> I request that you issue a Code Compliance Certificate for this work under Section 95 of the Building Act 2004.	
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".	

Additional Information to Note

1. A final inspection must have been completed prior to this application being sought.
2. The Code Compliance Certificate will be based on the approved building consent documents, so any variations to the original approved plans are required to be documented & approved prior to the work being carried out.
3. A Code Compliance Certificate will not be issued until all of the information required on this form that is relevant to the job is provided to the Council. This includes all Names, Certificates from personnel who carried out the work, Registration Numbers, Producer Statements, or any other required documents.
4. Certificates that relate to energy work (Electrical & Gasfitters).
5. The specified systems are listed on the attached form are to be contained in the compliance schedule for the building. In the opinion of the personnel who installed them, they are capable of performing to the performance standards set out in the building consent.

Notes by applicant: (Other notes or comments which you as the applicant may wish to add)
