



APPLICATION FOR A CERTIFICATE OF ACCEPTANCE (FORM 8)

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): Existing _____ m ² Add _____ m ²	
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: <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: <input type="checkbox"/> Certificate of Title <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: _____ _____ Date work carried out: _____ Did the building undergo a change of use: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details of the new use: _____ _____	Intended life of the building: <input type="checkbox"/> Indefinite but not less than 50 years <input type="checkbox"/> or Specified as _____ years 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?) _____ _____ Estimated Value (inc GST) \$ _____ Associated Resource Consents: _____
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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 2 R Residential work Form 2 I Commercial/Industrial work
- Application Fee of \$ _____

KEY PERSONNEL

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:	

SIGNATURE	
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.