

**Application for Certificate of Acceptance  
(Form 8) Section 97, Building Act 2004**

 For Official use  
Project Number:

Date Received:

 Items marked \* are mandatory for all applications. **Complete this form in BLOCK CAPITALS using BLACK or BLUE ink**
**1. The Building**

Street address 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]*

Valuation roll number:

Lot: DP:

 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:

Floor Area\* :

*[total floor area—indicate area affected by the building work if less than the total area]*

 m<sup>2</sup>

Current, lawfully established, use\*:

Number of occupants:

Previous, lawfully established, use:

*[if changed by the building work this application relates to]*

Number of occupants:

Year first Constructed\*:

**2. The Owner** *[include preferred form of address, eg, Mr, Miss, Dr, if an individual]*

Owner's Name\*:

 Contact Person *(if owner is a company)*:

 Mailing/  
Billing Address\*:

 Street Address/  
Registered Office:

Phone Number:

Cell Phone:

Fax:

E-mail address:

Website:

The following evidence of ownership is attached:

Copy of the Certificate of Title,

Lease agreement,

Agreement of Sale and Purchase,

Other document showing full name of legal owner(s) of the building.

**3. The Agent** (only required if application is being made on behalf of the owner)

Agent's Name:  Contact Person (if agent is a company):

Mailing/Billing Address:  Street Address/Registered Office:

Phone Number:  Cell Phone:  Fax:

E-mail address:  Website:

Relationship to owner:

First point of contact for communications with the Council:

**4. The Application (Signatory)**

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

Signed by\*:

FULL NAME\*:

Date\*:

I am the\*: **Owner** **Agent** on behalf of, and with the authority of, the owner

Address the Certificate of Acceptance should be sent to\*:

**5a. The Building Work (Description & Key Personnel)**

Description of the building work\*  
(Use additional sheets if required)

Date building work carried out:

The personnel who carried out the building work are as follows:  
[list names, addresses, phone numbers, and (where relevant) registration numbers]

Name:	Address:	Phone Number	Registration Details

**5b. The Building Work (Intended Use, Estimated Value and other information)**

Will the building work result in a change of use of the building? \*

YES → Provide details of the new use:  
NO (refer NZBC A1 Classified Uses)



Intended life of the building\*

Indefinite but not less than 50 years, OR (if less than 50 years)

Specified as:  Years

List building consents (BC) previously issued for this project (if any):

BC Number:	Description:

Estimated value of the building work on which the building levy will be calculated\*

(including goods and services tax) [*state estimated value as defined in section 7 of the Building Act 2004*]

\$

only applies if an application for a certificate of acceptance is made under section 96(1)(a) of the Building Act 2004.

The following Plans and specifications are attached to this application:

(All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority.)

**6. Reasons why a Certificate of Acceptance is Required\*** *[Indicate one of the following]:*

- 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: *[indicate 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]*

**7. Compliance schedule**

Are there any specified systems associated with this building? \*

YES

NO, there are no specified systems associated with this project.  
[Go to section 8]



The following specified systems are being altered, added to, or removed in the course of the building work: [*specified systems are defined in regulations*].

	Existing	New	Modified	Removed	
SS1					Automatic systems for fire suppression (for example, sprinkler systems)
SS2					Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit & serves only that unit).
SS3/1					Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
SS3/2					Access Controlled Doors
SS3/3					Interfaced fire or smoke doors or windows
SS4					Emergency lighting systems
SS5					Escape route pressurisation systems
SS6					Riser mains for fire service use
SS7					Automatic back-flow preventers connected to a potable water supply
SS8/1					Passenger Carrying lifts
SS8/2					Service Lifts
SS8/3					Escalators and moving walks
SS9					Mechanical ventilation or air conditioning systems
SS10					Building maintenance units for providing access to the exterior and interior walls of buildings
SS11					Laboratory fume cupboards
SS12					Audio loops or other assistive listening systems
SS13/1					Mechanical Smoke Control
SS13/2					Natural Smoke Control
SS13/3					Smoke Curtains
SS14					Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses SS1 to SS13
SS14/1					Emergency Power Systems for a system or feature specified in any of the clauses SS1 to SS13
SS14/2					Signs relating to Specified Systems SS1 to SS13
SS15/1					Systems for communicating spoken information intended to facilitate evacuation
SS15/2					Final exit (as defined by A2 of the Building Code; and
SS15/3					Fire separations
SS15/4					Signs for communicating information intended to facilitate evacuation
SS15/5					Smoke separations
SS16					Cable Cars

Purpose Group:

Fire Hazard Category:

Max Occupant Load:

**8. Attachments**

The following documents are attached to this application:

Plans and specifications\* [*refer to list at section 5*]

Project information memorandum

Development contribution notice

Certificate attached to project information memorandum

Compliance Schedule

Evidence of ownership\* (*Certificate of Title - full copy, not more than 6 months old, plus any Consent Notices listed thereon – obtainable from Land Information New Zealand, Sale & Purchase Agreement accompanied by Certificate of Title in the name of the current owner, as above, if applicable.*)

Certificates from personnel who carried out the building work

Energy work certificate

Application Fee\*

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