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| **Application for Certificate of Acceptance** **(Form 8) Section 97, Building Act 2004**Items marked\* are mandatory for all applications. **Complete this form in BLOCK CAPITALS using BLACK or** **BLUE** **ink** | **For Official use** |
| Project Number: |
|  |
| Date Received: |
|  |
|  |
| **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*] |  | m2 |
|  |
| 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. |

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| **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/ |  | Street Address/  |  |
| Billing 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 |
|  |  |  |  |
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| **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:(refer NZBC A1 Classified Uses) |   |
|  |  |
|  | NO |
|  |  |
|  |
| 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  | BC Number: | Description: |
| issued for this project (if any): |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 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. |
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| 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.) |
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| **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 systemor 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:** |  |

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| **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 or Sale & Purchase Agreement*) |
|  |  |
|  | Certificates from personnel who carried out the building work |
|  |  |
|  | Energy work certificate |
|  |  |
|  | Application Fee\*  | **$** |  |
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| **For Official use only:** |
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