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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): | | |  | |  | | | |
|  | | |  | |  | | | |
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|  | | |  | |  | | | |
| 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.) | |
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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 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 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:** |
|  |