



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 Office Use Only

Project No:

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

Owner's name *:

Contact person: (if owner is a company)

Mailing/billing address *:

Street address/registered office:

Email address:

Website:

Telephone day:

Cell phone:

Required attachments

Evidence of ownership attached to this application:

Record of Title

Sales and Purchase Agreement

Lease Agreement

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: <i>(if agent is a company)</i>	
Mailing/billing address *:			
Street address or registered office:			
Email address:		Website:	
Telephone day:		Cell phone:	
Relationship to owner :		First point of contact for communications to Council:	

4 The Application (signatory)

I request that you issue a Certificate of Acceptance for the build 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 *:			

5 The Building Work – description and key personnel

Description of the building work *: (use additional sheets if required)

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Key Personnel who carried out the building work are as follows

Owner	Builder	Craftsman plumber	Registered drainlayer
Craftsman gasfitter	Designer	Registered electrician	Engineer

Name:			Registration number:
Mailing address:			
Email address:		Phone day:	
Name:			Registration number:
Mailing address:			
Email address:		Phone day:	
Name:			Registration number:
Mailing address:			
Email address:		Phone day:	
Name:			Registration number:
Mailing address:			
Email address:		Phone day:	
Name:			Registration number:
Mailing address:			
Email address:		Phone day:	
Name:			Registration number:
Mailing address:			
Email address:		Phone day:	

Add any additional people on separate sheet (e.g. Specified System Installers).

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

List building consent (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.

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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).

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 *(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)*

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7 Compliance Schedule

Are there any specified systems associated with the building?*

	Yes	There are no specified systems associated with this project (go to section 8)			
	No	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 suppressions (for example, sprinkler system)
SS2					Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for the fire that is entirely within a household unit and 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
					Proposed 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 * (Record of Title or Sale & Purchase Agreement)
	Certificates from personnel who carried out the building work
	Energy work certificate
	Application Fee * refer to this link KDC Fees & Charges