



Application for Project Information Memorandum and/or Building Consent (Form 2) Section 33 or section 45, Building Act 2004

Office use only		Date received	
Project No.			

1. Type of Application

I request that you issue a:

☐ Project Information Memorandum (PIM)	☐ Building Consent	☐ PIM and Building Consent
---	---	---

For the building work described in this application

Signature	Date		
	Day	Month	Year

2. The Building

Valuation number		Legal Description	Lot		DP	
------------------	--	-------------------	-----	--	----	--

(state legal description as at the date of application, and if the land is proposed to be subdivided, include detail of relevant lot numbers and subdivision consent)

Street Address	
<i>(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)</i>	

Legal description of land where building is located:	
<i>(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)</i>	

Building Name <i>(if applicable)</i>	
Location of building within site/block number <i>(include nearest street access)</i>	
Number of levels <i>(include ground level and any levels below ground)</i>	
Area <i>(total floor area: indicate area affected by the building work if less than the total area)</i>	
Current, lawfully established use <i>(include number of occupants per level and per use if more than 1)</i>	
Year first constructed:	

3. The Owner (include preferred form of address, e.g., Mr., Miss, Dr, if an individual)

Name of Owner <i>(include preferred form of address e.g. Mr., Miss, Dr, if an individual)</i>	
Contact Person: <i>(if the applicant is not an individual)</i>	
Mailing/Billing Address*	

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCA_QA_MT	F2 Application Waiver or Modification of the Building Code	1.0	QAM	Aug 26	1 of 7

Street Address/Registered Office:			
Phone Number:		Facsimile:	
Email address:			
Website: (if applicable)			
The following evidence of ownership is attached to this application: (copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)			

4. The Agent (only complete this section if the application is being made on behalf of the owner)

Name of Agent:			
Contact Person: (if the agent is not an individual)			
Mailing/Billing Address*			
Street Address/Registered Office			
Phone Number		Facsimile	
Email address			
Website			
Relationship to owner			
(state details of authorisation from the owner to make the application on the owner's behalf)			
First point of contact for communications with the council/building consent authority: (state full name, mailing address, phone number(s), email address(es). Contact details must be in New Zealand)			

5. The project

Description of the building work			
Will the building work result in a change of use of the building?	☐	Yes	☐ No
If yes, please provide details of the new use			

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCA_QA_MT	Form 2 Application for PIM or BC	1.0	MQA	August 2026	2 of 7

Intended life of the building if less than 50 years		years
---	--	-------

List building consents previously 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)

\$

6. Restricted Building Work

Will the building work include any restricted building work	☐	Yes	☐	No
---	--------------------------	-----	--------------------------	----

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work: *(if these details are unknown at the time of the application, they must be supplied before the building work begins).*

Name	Licensing Class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of the Building Act 2004)

7. Self-certifiable plumbing

Will the building work include any self-certifiable plumbing this is intended to be self-certified?	☐	Yes	☐	No
---	--------------------------	-----	--------------------------	----

If yes, provide the following details of the self-certification endorsed plumber(s) who will do, assist is doing, or supervise the self-certifiable plumbing: *(if these details are unknown at the time of the application, they must be supplied before the building work begins).*

Name	
Plumber, Gasfitters, and Drainlayers registration number	

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCA_QA_MT	Form 2 Application for PIM or BC	1.0	MQA	August 2026	3 of 7

If yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

Note: Continue on another page if necessary

8. Self-certifiable drainlaying

Will the building work include any self-certifiable drainlaying that is intended to be self-certified?

☐

Yes

☐

No

If yes, provide the following details of the self-certification endorsed drainlayer(s) who will do, assist in doing, or supervise the self-certifiable drainlaying (*if these details are unknown at the time of the application, they must be supplied before the building work begins*):

Name

Plumber, Gasfitters, and Drainlayers registration number

If yes, provide the following details about the self-certifiable plumbing that is intended to be self-certified:

Description of work	Explanation of how work is intended to be carried out

9. Project information memorandum (Only complete this section if the application is for a project information memorandum)

The following matters are involved in the project

☐	Subdivision
☐	Alterations to land contours
☐	New or altered connections to public utilities
☐	New or altered locations and/or external dimensions to buildings
☐	New or altered access for vehicles
☐	Building work over or adjacent to any road or public place
☐	Disposal of stormwater and wastewater
☐	Building work over any existing drains or sewers or in close proximity to wells or water mains

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCA_QA_MT	Form 2 Application for PIM or BC	1.0	MQA	August 2026	4 of 7

☐	Other matters know to the applicant that may require authorisation from the territorial authority (KDC) (<i>specify</i>)

10. Building Consent *(Only complete this section if the application is for a building consent)*

The following plans and specifications are attached to this application
<i>(Note: All plans and specifications must meet the minimum set out in the regulations or required by the building consent authority)</i>
The building work will comply with the building code as follows:

	Clause (tick relevant clause numbers of building code)	Means of compliance (refer to the relevant acceptable solution(s), verification method(s), or detail of alternative solution in the plans and specification; if not applicable, state n/a)	Waiver/modification required (state nature of waiver or modification of building code required; if not applicable, state n/a)
☐	B1 Structure		
☐	B2 Durability		
☐	C1 Objectives of clauses C2 to C6 (protection from fire)		
☐	C2 Prevention of fire occurring		
☐	C3 Fire affecting areas beyond the fire source		
☐	C4 Movement to place of safety		
☐	C5 Access and safety for firefighting operations		
☐	C6 Structural stability		
☐	D1 Access routes		
☐	D2 Mechanical installations for access		
☐	E1 Surface Water		
☐	E2 External moisture		
☐	E3 Internal moisture		
☐	F1 Hazardous agents on site		
☐	F2 Hazardous building materials		
☐	F3 Hazardous substances and processes		
☐	F4 Safety from falling		
☐	F5 Construction and demolition hazards		

Clause <i>(tick relevant clause numbers of building code)</i>		Means of compliance <i>(refer to the relevant acceptable solution(s), verification method(s), or detail of alternative solution in the plans and specification; if not applicable, state n/a)</i>	Waiver/modification required <i>(state nature of waiver or modification of building code required; if not applicable, state n/a)</i>
☐	F6 Visibility in escape routes		
☐	F7 Warning systems		
☐	F8 Signs		
☐	F9 Means of restricting access to residential pools		
☐	G1 Personal Hygiene		
☐	G2 Laundering		
☐	G3 Food preparation and prevention of contamination		
☐	G4 Ventilation		
☐	G5 Interior environment		
☐	G6 Airborne and impact sound		
☐	G7 Natural Light		
☐	G8 Artificial Light		
☐	G9 Electricity		
☐	G10 Piped Services		
☐	G11 Gas as an energy source		
☐	G12 Water Supplies		
☐	G13 Foul water		
☐	G14 Industrial liquid waste		
☐	G15 Solid waste		
☐	H1 Energy efficiency		

11. Compliance Schedule *(only complete this section if the application is for a building consent)*

Does the building have any specified system? *(specified systems are defined in regulations)*

☐

Yes

☐

No

If Yes, complete the following section(s);

The specified systems for the building are as follows:

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCA_QA_MT	Form 2 Application for PIM or BC	1.0	MQA	August 2026	6 of 7

The following specified systems are being altered, added to, or removed in the course of the building work

12. Attachments

The following documents are attached to this application:

☐	Plans and specifications (<i>list</i>)
☐	Alternative plans and specifications (<i>if the applicant wants to obtain pre-approval for possible product substitutions, list</i>)
☐	Current (CodeMark) product certificate(s)
☐	Alternative (CodeMark) product certificate(s) (<i>if the applicant wants to obtain pre-approval for possible product substitutions</i>)
☐	Current (BuiltReady) manufacturer's certificate(s)
☐	Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work
☐	Project Information Memorandum
☐	Development contribution notice
☐	Certificate attached to project information memorandum

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCA_QA_MT	Form 2 Application for PIM or BC	1.0	MQA	August 2026	7 of 7