



# Building Services



## **Record of exempt building work**

As per the fees and charges schedule, costs will be charged at the relevant officer’s hourly rate, plus any additional relevant fees / charges.

**You, as the owner, can place a record on your property file, of building work that you believe to be exempt by completing this form.**

**Exempt building work is not assessed or inspected by Palmerston North City Council. It is your responsibility to ensure that the work is exempt by seeking advice from a suitably competent person. Undertaking building work without a building consent that is not exempt is an offence.**

- I am the owner. I understand that it is my responsibility to obtain appropriate advice from a suitably competent person (third party) whether building work is exempt
- I am the agent acting on behalf of the owner of the below mentioned property. I understand that the building work in question is exempt under schedule 1 of the Building Act 2004

**Street address of building:** (for structures that do not have a street address, state the nearest street intersection and the distance and direction from the intersection)


### **Owner** [All contact details must be in New Zealand]

**Name of owner:**  
[eg, Mr, Mrs, Miss, Dr if an individual] \_\_\_\_\_

**Contact person:**  
[insert n/a if the applicant is an individual] \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

### **Description of building work and relevant records:**


**Please provide a detailed explanation of why you consider your building work is exempt from requiring a building consent (refer Building Act 2004):**


I am submitting this record of exempt building work following advice from an independent suitably qualified person and I understand and confirm that:

- Council does not accept any liability for the content or accuracy of the plans which represent the opinion of the third party;
- Council is not obliged to undertake any inspections to the property or to issue a code compliance certificate (CCC) as a result of this record;
- This record does not amount to Council giving any consent or approval that might otherwise be required under any other Act or regulation;
- This record and accompanying documents will be placed on the property file as a public record only.

Owner's Signature: _____  Print Name: _____	Date: _____
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