

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



The preferred way to complete this form is via Objective Build.

Only use this version if you don't have access to Objective Build (<https://build.objective.com/>). Submitting this form may incur an additional processing fee. This fee will vary depending on the relevant officer's hourly rate, plus any other applicable fees and charges.

A non-refundable COA lodgement fee is payable upon application or prior to processing. Once processing is complete, a final invoice will be issued covering all time spent on processing, any inspections required, and any other fees incurred.

Find out more on fees and charges: [pncc.govt.nz/feesandcharges](https://pncc.govt.nz/feesandcharges)

## 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 and where the building is located** / State the legal description as at the date of application. If the land is proposed to be subdivided, include details of the relevant lot number and subdivision consent

**Building name**

**Location of building within site / block number** / Include the nearest street access

**Number of levels** / Include the ground level and any levels below ground

**Level / unit number**

**Area** / Total floor area; indicate the area affected by the building work if it is less than the total area

**Current use [lawfully established]** / Include number of occupants per level and use if more than 1

**Year first constructed** / Approximate date is acceptable eg: 1920s or 1960-1970

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## THE OWNER

Name of owner / Include preferred form of address, for example Mr, Mrs, Miss, Dr if an individual

Contact person / write N/A if the applicant is an individual

Mailing address

Street address / registered office

Phone

Mobile

Email

Website

## ATTACHMENTS



**The following evidence of ownership is attached to this application**  
showing full name of the legal owner(s) of the building

Certificate of Title

Leased

Agreement for Sale and Purchase

Other documents / specify

## REQUEST A RECORD OF TITLE

I request Palmerston North City Council provide a record of title for me and understand this cost will be added to my final invoice

## INVOICE RECIPIENT

Name of person or company who will receive the invoices and pay the fees for this application

Postal address

Phone

Email

**I hereby certify that the information provided regarding billing recipient is true and correct.**

Signature of billing/invoice recipient

Date

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## THE AGENT / Only required if application is being made on behalf of the owner

Name of agent

Contact person / write N/A if the agent is an individual

Mailing address

Street address / registered office

Phone

Mobile

Email

Website

**Relationship to owner** / State the details of the 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], and email address[es]. Contact details must be in New Zealand

Full name

Mailing address

Phone

Email

## APPLICATION

**I request that you issue a certificate of acceptance for the building work described in this application**

Print name of applicant / person authorised to sign on behalf of applicant

Signature of the owner / agent on behalf  
of and with the authority of the owner

Date

## COUNCIL USE ONLY

COA number

Receipt number

Date received

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## BUILDING WORK

**Description of the building work** / Provide enough description of building work to enable the scope of work to be fully understood. Continue on a separate page if necessary, or refer to an attached document setting out the description.

### 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

Business / name

Address

Phone

Mobile

Email

Registration / qualification

Business / name

Address

Phone

Mobile

Email

Registration / qualification

Business / name

Address

Phone

Mobile

Email

Registration / qualification

Business / name

Address

Phone

Mobile

Email

Registration / qualification

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



**Did the building work result in a change of use of the building?** Refer to regulations in Section 115 of the Building Act 2004.

No

Yes

**If yes, what are the details of the previous use**

**What are the details of the new use**

**Intended life of the building if 50 years or less**

Years

**List building consents previously issued for this project** [if any] list who issued the consent, the date of the issue and the consent number

**Estimated value of the building work on which the building levy will be calculated**

[Complete if applicable, only applies if an application for a certificate of acceptance is made under section 96[1][a] of the Building Act 2004]

\$

Including gst

[State estimated value as defined in section 7 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.

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED [CHOOSE ONE ONLY]

Select a reason why a certificate of acceptance is required and provide details

<input type="checkbox"/>	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
<input type="checkbox"/>	A building consent could not practicably be obtained in advance because the building work had to be carried out urgently
<input type="checkbox"/>	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 of compliance certificate for the building work

### Detailed explanation

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## SITE ISSUES AND PROJECT INFORMATION

Site issue	Applicant to complete	Reference on drawings, specifications and/or comments	COUNCIL USE ONLY Verified
Are the finished floor, finished ground, street and associated datum levels shown on plans?			
Are the distances to boundaries shown on plans?			
Does the proposed work cover two or more allotments?			
What is the wind zone?			
What is the exposure zone?			
Are there public drains on the site?			
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination? If yes, provide details.			
Are the ground conditions specified?			

## PROJECT INFORMATION

Select box if the matter is part of the project	Comments
<input type="checkbox"/> Subdivision	
<input type="checkbox"/> Alterations to land contours	
<input type="checkbox"/> New or altered connection to public utilities	
<input type="checkbox"/> New or altered locations and/or external dimensions of building(s)	
<input type="checkbox"/> New or altered access for vehicles	
<input type="checkbox"/> Disposal of stormwater and wastewater	
<input type="checkbox"/> Building work over or adjacent to any road or public place	
<input type="checkbox"/> Building work over any existing drains or sewers or in close proximity to wells or water mains	
<input type="checkbox"/> Other matters known to the applicant that may require authorisation from the appropriate territorial authority [specify]	

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004

## YOUR CHECKLIST

### COMPLIANCE

All documentation, including plans, specifications, calculations and producer statements, used to show building consent compliance must be formally listed as attachments in the accompanying checklist.

### ATTACHMENTS - The following documents are attached to this application:



Project information memorandum

Plans and specifications

Certificates from personnel who carried out the building work

Energy work certificate

## THE BUILDING WORK WILL COMPLY WITH THE BUILDING CODE AS FOLLOWS

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

<b>B1</b> Structure	<b>F2</b> Hazardous building materials	<b>G7</b> Natural light
<b>B2</b> Durability	<b>F3</b> Hazardous substances and processes	<b>G8</b> Artificial light
<b>C1</b> Protection from fire	<b>F4</b> Safety from falling	<b>G9</b> Electricity
<b>C2</b> Prevention of fire occurring	<b>F5</b> Site safety	<b>G10</b> Piped services
<b>C3</b> Fire affecting areas beyond fire source	<b>F6</b> Visibility in escape routes	<b>G11</b> Gas as an energy source
<b>C4</b> Movement to place of safety	<b>F7</b> Warning systems	<b>G12</b> Water supplies
<b>C5</b> Access and safety for fire-fighting operations	<b>F8</b> Signs	<b>G13</b> Foul water
<b>C6</b> Structural stability	<b>F9</b> Means of restricting access to residential pools	<b>G14</b> Industrial liquid waste
<b>D1</b> Access routes	<b>G1</b> Personal hygiene	<b>G15</b> Solid waste
<b>D2</b> Mechanical installations	<b>G2</b> Laundering	<b>H1</b> Energy efficiency
<b>E1</b> Surface water	<b>G3</b> Food preparation and prevention of contamination	Back Country Huts
<b>E2</b> External moisture	<b>G4</b> Ventilation	<b>SH</b> Simple house
<b>E3</b> Internal moisture	<b>G5</b> Interior environment	
<b>F1</b> Hazardous agents on site	<b>G6</b> Airborne and impact sound	



# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## WAIVERS AND/OR MODIFICATIONS

Provide details of any waivers and/or modifications required for any sections of the New Zealand Building Code. Specify parts of the code; supporting documentation must be attached. If not applicable, write N/A.



We take your privacy seriously. To find out why Palmerston North City Council collects and stores your personal information, what we will use it for and with whom we can share it, see [pncc.govt.nz/privacy](https://pncc.govt.nz/privacy)

# COMMERCIAL BUILDINGS ONLY APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## COMPLIANCE SCHEDULE / INSPECTION, MAINTENANCE AND REPORTING PROCEDURES

**There are no specified systems in the building?**

[explain in detail - including name of building consent authority and building consent granted]

Please state the Building Warrant of Fitness number of the building

Risk group

Total occupancy numbers

Fire alarm type

The following specified systems were existing, altered, added to, or removed in the course of the building work					Complete this section if systems are new, altered or added only		
					Inspection performance standards	Maintenance performance standards	Reporting frequency
<b>SS1</b> Automatic systems for fire suppression [eg, sprinkler systems] [includes gas/flood systems]							
<b>SS2</b> Automatic or manual emergency warning systems for fire or other dangers							
<b>SS3</b> Electromagnetic or automatic doors or windows							
<b>SS3.1</b> Automatic doors							
<b>SS3.2</b> Access control doors							
<b>SS3.3</b> Interfaced fire or smoke doors or windows							
<b>SS4</b> Emergency lighting systems							
<b>SS5</b> Escape route pressurisation systems							
<b>SS6</b> Riser mains for use by fire services							
<b>SS7</b> Automatic backflow preventers connected to a potable water supply							
<b>SS8</b> Lifts, escalators, travelators or other systems for moving people or goods within buildings							
<b>SS8.1</b> Passenger-carrying lifts							
<b>SS8.2</b> Service lifts							
<b>SS8.3</b> Escalators and moving walkways							

# COMMERCIAL BUILDINGS ONLY APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004

The following specified systems were existing, altered, added to, or removed in the course of the building work	Existing	Altered	Added / New	Removed	Complete this section if systems are new, altered or added only		
					Inspection performance standards	Maintenance performance standards	Reporting frequency
<b>SS9</b> Mechanical ventilation or air conditioning systems							
<b>SS10</b> Building maintenance units [for providing access to the exterior and interior walls of a building]							
<b>SS11</b> Laboratory fume cupboards							
<b>SS12</b> Audio loops or other assistive listening system							
<b>SS12.1</b> Audio loops							
<b>SS12.2</b> FM radio frequency systems and infrared beam transmission systems							
<b>SS13</b> Smoke control systems							
<b>SS13.1</b> Mechanical smoke control							
<b>SS13.2</b> Natural smoke control							
<b>SS13.3</b> Smoke curtains							
<b>SS14</b> Emergency power systems for, or signs relating to, a specified system in 1 to 13 above							
<b>SS14.1</b> Emergency power systems							
<b>SS14.2</b> Signs for systems							
<b>SS15</b> Other fire safety systems or features							
<b>SS15.1</b> Systems for communicating spoken information intended to facilitate evacuation							
<b>SS15.2</b> Final exits							
<b>SS15.3</b> Fire separations							
<b>SS15.4</b> Signs for communicating information intended to facilitate evacuation							
<b>SS15.5</b> Smoke separations							
<b>SS15.6</b> Cable cars							

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

SECTION 97, BUILDING ACT 2004



## COUNCIL USE ONLY

### COMPLIANCE SCHEDULE / INSPECTION, MAINTENANCE AND REPORTING PROCEDURES

Checked by