

# RECORD OF EXEMPT BUILDING WORK

## OFFICE USE ONLY

Receipt number

**W00000994.0001.0100**

Use this form to place a record on your property file of building work that has been done that you believe is exempt from needing a building consent.

As per the fees and charges schedule, costs will be charged at the relevant officer's hourly rate, plus any additional relevant fees / charges. Find out more on fees and charges at [pncc.govt.nz/council/fees](http://pncc.govt.nz/council/fees)

Before you carry out any building work, we recommend that you review government guidance and/or contact a duty Council Building Officer to seek advice on your planned work. If you are a commercial building owner or are planning more complex projects, you will likely need to complete the Building Work Exemption Application Form and submit it to Council.

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. If ascertained the work was not exempt at the time undertaken, you may be required to undertake a Certificate of Acceptance to have the work approved.**

## APPLICANT

I am the owner. I understand that it is my responsibility to get appropriate advice from a suitably competent person (third party) about whether building work is exempt.

I am the agent acting on behalf of the owner of the property mentioned below. 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

Mailing address

Phone

Email

## AGENT / if acting on behalf of the owner

Name

Mailing address

Phone

Email

## INVOICE TO

Owner

Agent

# RECORD OF EXEMPT BUILDING WORK

## DESCRIPTION OF BUILDING WORK / Attach supporting records

Please provide a detailed explanation of why you consider your building work is exempt from requiring a building consent  
Refer Building Act 2004.

## ATTACHMENT



Please attach plans and product information to this application.

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.

## SIGN

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

Owner/ Agent signature

Date

If you are submitting this form as an agent, please provide a letter of authority signed by the owner advising that the owner agrees to you as the agent acting on their behalf.

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)