

Application for Certificate of Acceptance



Section 97, Building Act 2004

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 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 number and subdivision consent]

Building name:

Location of building within site/block number:

[Includes nearest street access]

Number of levels:

[Include ground level and any levels below ground]

Level/unit number:

Area:

[Total floor area; indicate area affected by the building work if less than the total area]

Current, lawfully established, use:

[Include number of occupants per level and use if more than 1. If use was changed by the building work this application relates to, state previous use.]

Year first constructed:

[Approximate date is acceptable eg: 1920s or 1960-1970]

The Owner:

Name of owner:

[include preferred form of address eg, Mr, Mrs, Miss, Dr if an individual]

Contact person:

[Insert n/a if the applicant is an individual]

Mailing address:

Street address/registered office:

Phone numbers

Landline:

Mobile:

Daytime:

After hours:

Facsimile:

Email address:

Website:

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

- Certificate of Title Agreement for Sale and Purchase Lease Other document

The Agent: [Only required if application is being made on behalf of the owner.]

Name of agent: _____

Contact person: _____

[insert n/a if the agent is an individual]

Mailing address: _____

Street address/registered office: _____

Phone numbers

Landline: _____

Mobile: _____

Daytime: _____

After hours: _____

Facsimile: _____

Email address: _____

Website: _____

Relationship to owner: _____

[State 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), facsimile number(s) and email address(es). Contact details must be in New Zealand]

Full Name: _____

Mailing Address: _____

Phone Number(s): _____

Facsimile Number(s): _____

Email Address: _____

Application

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

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 _____

Building Work

Description of the building work:

[Provide sufficient description of building work to enable 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: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Did the building work result in a change of use of the building? Yes No

If Yes, provide details of new use:

Intended life of the building if 50 years or less: _____ 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]

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.]

Reasons why a certificate of acceptance is required

The owner, or the owners predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: [explain in detail]

A building consent could not practicably be obtained in advance because the building work had to be carried out urgently:

Delete 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)

COMPLIANCE SCHEDULE (INSPECTION, MAINTENANCE AND REPORTING PROCEDURES)

There are no specified systems in the building? <input type="checkbox"/>		For Council use only <input type="checkbox"/> Checked
Please state the Building Warrant of Fitness No: of the building.		
Risk Group	Total occupancy numbers	
Fire alarm type		

The specified systems for the building are as follows: (specified systems are defined in regulations)

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
SS1) Automatic systems for fire suppression (eg, sprinkler systems)(Includes Gas/Flood systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS2) Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3) Electromagnetic or automatic doors or windows							
SS3.1 Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3.2 Access control doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3.3 Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS4) Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS5) Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS6) Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS7) Automatic backflow preventers connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8) Lifts, escalators, travelators or other systems for moving people or goods within buildings							
SS8.1 Passenger-carrying lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8.2 Service lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8.3 Escalators and moving walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS9) Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS10) Building maintenance units (for providing access to the exterior and interior walls of a building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS11) Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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
SS12) Audio loops or other assistive listening system							
SS12.1 Audio loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS12.2 FM radio frequency systems and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS13) Smoke control systems							
SS13.1 Mechanical smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS13.2 Natural smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS13.3 Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS14) Emergency power systems for, or signs relating to, a specified system in 1 to 13 above							
SS14.1 Emergency power systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS14.2 Signs for systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15) Other fire safety systems or features							
SS15.1 Systems for communicating spoken information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.2 Final exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.3 Fire separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.4 Signs for communicating information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.5 Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS16) Cable cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

SITE ISSUES AND PROJECT INFORMATION

Site issues	Applicant to complete	Reference on drawings, specifications and/or comments	Council use only
Are the finished floor, finished ground, street and associated datum levels shown on plans?			<input type="checkbox"/> Verified
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
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"/>
Building work over or adjacent to any road or public place	<input type="checkbox"/>
Disposal of stormwater and wastewater	<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 <i>[specify]</i>	<input type="checkbox"/>

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:

<input type="checkbox"/> Project information memorandum	<input type="checkbox"/> Plans and specifications
<input type="checkbox"/> Certificates from personnel who carried out the building work	<input type="checkbox"/> 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.

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

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, state n/a.

Privacy Information

The information you have provided on this form is required so that your certificate of acceptance application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whomsoever requests the information.

Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.