

Office Use Only

PID:

EXE No.:

Application for Exemption under Schedule 1, Part 1, s.2

1. Introduction

Council has the ability to apply discretionary exemptions for any building work under Schedule 1 Part 1 s.2 of the Building Act 2004. You will need to complete this form if you wish to apply for an exemption of this type. The purpose of this application is to give you the opportunity to undertake low risk building work at minimal cost. An appointment must be made with the Duty Building Technician to review your application prior to lodgement. The exemption fee is non-refundable if the application is declined.

On application, you undertake to carry out all work in a manner that addresses the purposes of the Building Act 2004. The work must comply with the requirements of the New Zealand Building Code and any other relevant legislation.

For further information about Exempt Building Work please refer to the Hastings District Council website www.hastingsdc.govt.nz or the [MBIE Guide](#) on this topic.

2. Owners of property where work to be undertaken (Must match Certificate of Title)

Name of Owner(s):

3.

Contact Person (must be an Owner)

Mailing Address:

Street Address:

Post Code:

Post Code:

Email:

Landline:

Mobile:

Preferred means of notification: Email or Mail

Owner's Letter of authority attached Yes No A letter of authority must be attached if application made by Agent

Agent Details

Name of Company/Business:

Contact Person:

Mailing Address:

Post Code:

Landline:

Email:

Mobile:

4. Contractor Details (Contractor can also be an agent – please fill out both sections)

LBP Name

LBP Name

Company

Company

Licence No.

Licence No.

Mailing Address:

Mailing Address:

Email

Email

Contact Ph. No.

Contact Ph. No.

Debtor: (the person responsible for paying the account)	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Agent
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5. Planning Check

Name of Planner:	Signature:
Application Accepted: Yes / No	Resource Consent Required: Yes / No

6. Building Project

Street Address of Building Work:
Valuation Number:
Project Description:

7. Farm Buildings, Tents or Marquees Owner Assessment

Farm Building Definition: for the purposes of this exemption, a farm building is a building used by the property owner to store or house implements or goods related directly to farming activities on the property.

Wherever the ☹ appears your project is not considered exempt building work and will be declined. It is important that the owner completes this portion correctly as the application fee is non-refundable if the application is declined.

If you would like to assess a project for an exemption under Schedule 1 Part 1 s.2 that is not listed below, please contact the Hastings District Council Duty Building Officer for assistance.

Farm Building

Is the building intended for farm use only?	Yes	No ☹
Is the building less than or equal to 150 sq metres?	Yes	No ☹
Is the construction type: timber pole, timber or steel framed or portal?	Yes	No ☹
Is the construction single storey?	Yes	No ☹
Will the building be situated in a rural zone as defined in the District Plan?	Yes	No ☹
Is the proposed building location greater than 10 metres from the boundary or any other buildings?	Yes	No ☹
Is the height of the building less than or equal to 10 metres?	Yes	No ☹
Is the building designed by a chartered professional engineer?	Yes	No ☹
Will there be plumbing in the building?	Yes ☹	No
Will the building be used for human habitation?	Yes ☹	No

Installation of Tents and Marquees over 100sqm – those under 100m² are exempt under Schedule 1

Will the tent/marquee be up for less than 1 month	Yes	No ☹
Has documentation showing compliance with structural design requirements been supplied?	Yes	No ☹
Has documentation showing compliance with fire safety requirements been supplied?	Yes	No ☹
Has documentation showing compliance with sanitary facility requirements been supplied?	Yes	No ☹
Complete Guide for Schedule 1 Exemptions for Marquees on the HDC website	Yes	No ☹

8. Attachments (required for all applications)

Please circle which attachments have been supplied to support the application.

Site plan – Floor plan, elevations and details, structural, drainage	Yes	No ☹
Certificate of Title	Yes	HDC to print
Building design	Yes	No ☹
Designer's certification (PS1)	Yes	No ☹

9. Owner(s) and Agent Declaration

I/We formally request Hastings District Council to accept this “application for exemption from a building consent”, for the work described in this document.

As the property owner(s)/agent, I/we acknowledge that:

Council will not issue a Building Consent, undertake inspections or issue a Code Compliance Certificate for the work described in this application.

Council will not accept any liability associated with construction techniques, materials or workmanship, or siting of the building in relation to property easements or network utility operators services.

I/We declare that the building work described in this application will be carried out in accordance with the requirements of the Building Act 2004 and the New Zealand Building Code and any other relevant legislation.

Owner's/Agent Name(s):	
Signature(s):	Date:

10. Exemption Fee

The exemption fee is not refundable if the application is declined. Please refer to the fees and charges page of the Hastings District Council website.

The exemption fee is payable upon lodgement of the application form.

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Processing Officer		
Category (circle)	Build Work	Marquee
	Farm Build	Plumb/Drain
Zone (circle)	Rural	Urban