

Application for Certificate of Acceptance

Section 97, Building Act 2004

SECTION 1	THE BUILDING [Project Location]
<p>Street address/rapid number of building: [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]</p> <p>_____</p> <p>_____</p>	<p>Legal description of land where building is located: [state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent]</p> <p>Lot: _____ DP: _____ Sec No: _____</p> <p>Blk No: _____ Val No: _____</p> <p>ML No: _____ Blk name & No: _____</p>
<p>Building name: [if applicable]</p> <p>_____</p>	<p>Location of building within site: [include nearest street access]</p> <p>_____</p>
<p>Number of levels: [include ground level and any levels below ground]</p> <p>_____</p>	<p>Level/Unit number: [if applicable]</p> <p>_____</p>
<p>Area:</p> <p>Existing floor area: _____</p> <p>New floor area: _____</p> <p>Total floor area: _____</p>	<p>Current, lawfully established, use: [include number of occupants per level and per use if more than one level]</p> <p>_____</p>
<p>Year first constructed: [approximate date is acceptable e.g.: c1920's or 1960-1970]</p> <p>_____</p>	

SECTION 2	OWNER [must be completed for all applications and all details must be the owners]
<p>Name of owner: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]</p> <p>_____</p>	
<p>Owner's mailing address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Street address/Registered office:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Owner's contact details:</p> <p>Landline: _____ Mobile: _____</p> <p>After hours: _____ Facsimile Number: _____</p> <p>Email: _____ Website: _____</p>	
<p>Evidence of ownership: [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]</p> <p> <input type="checkbox"/> Copy of certificate of title*, no more than one month old <input type="checkbox"/> Agreement for sale and purchase <input type="checkbox"/> Lease <input type="checkbox"/> Other _____ </p> <p>*Council will obtain certificate of title to confirm ownership (and any consent notices listed on the title)</p>	
<p>Council use only:</p> <p>Property ID: _____ Application No: _____</p> <p>Value of Work: _____ Fee Deposit: _____</p>	

SECTION 3		AGENT [only required if application is being made on behalf of the owner]	
Name of agent: [include the contact persons name if a company, trust of			
Agent's mailing address:	Street address/Registered		
Agent's contact details:			
Landline: _____	Mobile: _____		
After hours: _____	Facsimile Number: _____		
Email: _____	Website: _____		
Relationship to owner: [state details and provide written authorisation from the owner to make the application on the			

SECTION 4		DEBTOR	
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other			
Debtor Details:			
Name: _____			
Address: _____			
Phone: _____			

SECTION 5		APPLICATION	
I request that you issue a Certificate of Acceptance for the building work described in this			
Signature of owner/agent on behalf of _____			
Name: _____			
Date: _____			

SECTION 6		BUILDING WORK	
Description of the building _____			
Date building work carried _____			
Personnel who carried out building _____			
Did the building work result in Change of Use of the Building? Yes / No			
If Yes, provide details of the new _____			
Intended life of the building (if less than 50 _____			
List Building Consents previously issued for this project (if _____			
Estimated value of the building work on which Building Levy will be calculated: \$ _____ GST inc			

SECTION 7 REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED

The owner (or the owner's predecessor in Title) carried out building work for which a Building Consent was required, Building Consent was not obtained

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):

OR

(b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows (explain in detail)

OR

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.

SECTION 8 COMPLIANCE SCHEDULE

The specified systems for the building are as

The following specified systems were altered, added to, or removed in the course of the building work:

There are no specified systems in the building.

SECTION 9 ATTACHMENTS

The following are attached to this

- ? Proof of Ownership
- ? Owner authority to act as agent
- ? Building Condition Report
- ? Project Information Memorandum
- ? Plans and specifications
- ? Certificates from personnel who carried out the building work
- ? Energy work certificate

CERTIFICATE OF ACCEPTANCE

NOTICE TO OWNERS

The Building Act 2004 gives owners an opportunity to apply for a Certificate of Acceptance for the following reasons:

1. To cover building work carried out in urgency to avoid health and safety risks, under Section 41(c) or (cb) of the Building Act 2004. If work is carried out under urgency, then the owner must, as soon as practicable after completion of the building work, apply for a certificate of acceptance under section 96.
2. To cover any work carried out after December 1992 by the existing or previous owner(s) as named on titles, where a Building Consent should have been taken out.
3. Where a private Building Certifier, is unable to, or refuses to issue a Code Compliance Certificate for a Building Consent issued prior to 31 March 2005. This is limited to Certificate of Acceptance applications received prior to 31 March 2010, as noted in Section 96(1) of Building Act 2004.

NOTE: A Certificate of Acceptance cannot be applied for in place of a Building Consent.

Conditions for approving an application

1. All plans and specifications normally required for a Building Consent are to be supplied with the Certificate of Acceptance application. Submitted plans and specifications must be to a high standard. Insufficient or poor quality information may result in delays in processing your application.
2. A Certificate of Acceptance will only cover items that that Council can readily inspect to ensure compliance with the New Zealand Building Code. Council may exclude items that cannot be inspected by Council Officers.
3. All applications need to include the following:
 - Detailed plans and specifications
 - Design and/or supervision certificates
 - a) for trusses
 - b) engineering
 - c) electrical
 - d) plumbing
 - e) drainage
 - f) roofing and cladding installers
 - A current Certificate of Title
 - A report from a suitably qualified consultant (Building Consultant or Structural Engineer) on the applicable construction and compliance with the Building Code.
 - A letter from the present owner explaining why a Building Consent was not obtained (if applicable, ie not required for reason 3 above) prior to the construction applicable to this Certificate of Acceptance.
4. It will be required for specific design components of a project to include the design engineer's PS1 Certificate and the PS4 for the 'Construction Review' of those components.
5. If a PIM has previously been issued by Council for this project, you should include a copy with your application. If this is not available, then please arrange through our Customer Support Team to provide a copy.
6. Please be aware that an inspection(s) will likely be carried out for this application. The inspecting Building Officer may contact you directly to arrange a suitable time to visit during normal working hours or you will be asked to arrange an inspection time after your application has been processed by a Building Officer.
7. The fees that apply to a Certificate of Acceptance are:
 - a) A 'deposit' at the value listed in the current Fees and Charges Schedule. This only covers a portion of the total fee.
 - b) Processing costs by various departments and the 'Document Management' (DMS) levy.
 - c) Onsite 'Inspections'.
 - d) Levies for Building Research Association (BRANZ) and Department of Building and Housing (DBH).
 - e) Charges for any Government Levies or Council services, ie Utilities and Roding.
 - f) Fees, charges and levies that would have been payable had the owner or owner's predecessor in title applied for a Building Consent.
8. Applicants need to be aware that if a 'Notice to Fix' has required an application for a 'Certificate of Acceptance', then that does not negate the possibility of prosecution under Section 40 of the Building Act 2004.