

# Application for Certificate of Acceptance

Section 97, Building Act 2004

**The Building**

Street address of building \_\_\_\_\_

Legal description of land where building is located \_\_\_\_\_

Building name \_\_\_\_\_

Location of building within site/block number \_\_\_\_\_

Number of levels \_\_\_\_\_

Level/unit number \_\_\_\_\_

Area \_\_\_\_\_

Current, lawfully established, use \_\_\_\_\_

Year first constructed \_\_\_\_\_

**The Owner**

Name of owner \_\_\_\_\_

Contact person \_\_\_\_\_

Mailing address \_\_\_\_\_

Street address/registered office \_\_\_\_\_

Phone number: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Daytime \_\_\_\_\_ After-hours \_\_\_\_\_

Facsimile number \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

The following evidence of ownership is attached to this application

\_\_\_\_\_  
\_\_\_\_\_

**Agent**

Name of Agent \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing address \_\_\_\_\_

Street address/registered office \_\_\_\_\_

Phone number: Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Daytime \_\_\_\_\_ After-hours \_\_\_\_\_

Facsimile number \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

Relationship to owner \_\_\_\_\_

First point of contact for communications with the council/building consent authority

\_\_\_\_\_  
\_\_\_\_\_

### Application

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

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Office Use Only

### Building Work

Description of the building work \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date building work carried out \_\_\_\_\_

The personnel who carried out the building work are as follows \_\_\_\_\_

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

|| If Yes, provide 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) \_\_\_\_\_

Estimated value of the building work on which building levy will be calculated (including goods and services tax): \$ \_\_\_\_\_

The following plans and specifications are attached to this application

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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, but a building consent was not obtained because

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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 \_\_\_\_\_
- (b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows \_\_\_\_\_

**or**

- (c) 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

**Compliance Schedule** (if applicable)

- D The specified systems for the building are as follows
- D The following specified systems were altered, added to, or removed in the course of the building work
- D There are no specified systems in the building

**Attachments**

The following are attached to this application:

- D Project information memorandum
- D Plans and specifications
- D Certificates from personnel who carried out the building work
- D Energy work certificate