

**APPLICATION FOR CERTIFICATE
OF ACCEPTANCE**
Section 97, Building Act 2004

Certificate of Acceptance No: _____

Send Documents to: Owner Agent

THE BUILDING

Street Address: _____

For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection.

Legal Description: _____

State legal description as at the date of application and if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent.

Rapid No (rural properties): _____ Valuation Roll Number: _____

Building Name: _____ Year of Construction (approx): _____

Number of Levels: _____ Level/Unit Number: _____

Location of Building within site/block number: _____
Include nearest street address

Current, lawfully established use: _____
Include number of occupants per level and per use if more than one.

OWNER*	AGENT (if not owner)
Owner's Name: _____	Name: _____
Street Address/ Registered Office: _____	Postal Address: _____
Contact Person: _____	Relationship to Owner*: _____
Phone Number: _____	Phone Number: _____
Mobile Phone: _____	Mobile Phone: _____
Fax Number: _____	Fax Number: _____
Email Address: _____	Email Address: _____
Website: _____	Website: _____

*Attach evidence of ownership to this application: (copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building).

*Attach details of authorisation to lodge application on owners behalf.

APPLICATION

I request that a Certificate of Acceptance be issued for the building work described in this application.

Name: _____
Please Print

Signature: _____ Date: _____
Owner/Agent on behalf of and with the authority of the Owner

BUILDING WORK

Description of building works:

Provide sufficient description of building works to enable scope of work to be fully understood.

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> New dwelling | <input type="checkbox"/> Plumbing & drainage | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> New building | <input type="checkbox"/> Fire appliance | <input type="checkbox"/> Domestic outbuildings garages/carports etc |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Farm buildings | <input type="checkbox"/> Other swimming pools etc |

Date the building work was carried out: _____

List Building Consents previously issued for **THIS BUILDING**: _____

Intended life of the building:

- 50 years or specify _____

Total floor area of building works: _____ m²

Intended use:

- Residential Commercial Agricultural Educational Recreational

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

If YES, provide details of the new use:

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: (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 purposes 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: (state details of name or building consent authority and building consent granted)

Estimated value of building work:

\$

(Inclusive of GST)

FEE PAYABLE ON APPLICATION:

\$

CERTIFICATE OF ACCEPTANCE (complete in all cases)

The following documents are attached to this application:

- Evidence of Ownership (copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)
- Details of authorisation to lodge application on Owner's behalf (if applicable)
- Two copies of Plans and Specifications for the Project
- Project Information Memorandum (if applied for previously)
- Development Contribution Notice (if applicable)
- Building Certificates

BUILDING COMPONENTS

FLOOR <input type="checkbox"/> Concrete <input type="checkbox"/> Wood products <input type="checkbox"/> Other	ROOF <input type="checkbox"/> Steel <input type="checkbox"/> Concrete tiles <input type="checkbox"/> Steel tiles	FRAMING <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Other	INTERNAL LININGS <input type="checkbox"/> Plaster board <input type="checkbox"/> Fibrous plaster <input type="checkbox"/> Wood products <input type="checkbox"/> Other
CLADDING <input type="checkbox"/> Brick <input type="checkbox"/> Block <input type="checkbox"/> Cement Board <input type="checkbox"/> Plaster <input type="checkbox"/> Polystyrene System <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Other	ENERGY <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Solid fuel <input type="checkbox"/> Liquid fuel <input type="checkbox"/> Solar	COOKING <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Other	INSULATION <input type="checkbox"/> Fibreglass <input type="checkbox"/> Wool <input type="checkbox"/> Other

COMPLIANCE SCHEDULE

The building contains the following: (tick each applicable box and attach proposed inspection, maintenance and report procedures)

- Specified systems for the building are as attached (Form 2b)
- Specified systems altered, added to, or removed in the course of the building work are as attached (Form 2b)
- There are no specified items in the building.

IMPORTANT NOTES

1. *A Certificate of Acceptance can be used where work has been done without a building consent, or where a building consent authority that is not a territorial authority cannot issue a code compliance certificate.*
2. *A Certificate of Acceptance will provide some verification for a building owner that part or all of certain building work carried out complies with the Building Code.*
3. *A Certificate of Acceptance **cannot be issued** if:*
 - *building work was carried out prior to 1 July 1992*
 - *a building consent was ever obtained for the work concerned (except in the situation where a building certifier or building consent authority that is not a territorial authority is unable or refuses to issue a code compliance certificate)*
4. *If the building has systems that would require a compliance schedule, you **must** complete Form 2b.*
5. *If service connections were undertaken during the building works (eg water, drainage, street crossing), please also make application on the service connection form available from the Central Otago District Council.*

KEY PERSONNEL

Provide names, addresses, telephone numbers and relevant registration numbers if possible of the personnel who carried out the building work..

BUILDER:

Address:

Phone:

Cell:

Email:

Fax:

DESIGNER:

Address:

Phone:

Cell:

Email:

Fax:

BUILDING CERTIFIER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

DRAINLAYER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

PLUMBER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

GASFITTER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

ELECTRICIAN:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

ENGINEER:

Address:

Phone:

Cell:

Email:

Fax:

Reg No:

OTHER:

Address:

Phone:

Cell:

Email:

Fax:

FOR COUNCIL USE ONLY**COUNCIL FEES AND CHARGES (inclusive of GST)**

Building
BRANZ Levy
D.B.H. Levy
TOTAL *

	\$	C

* additional charges may be incurred over and above this amount in accordance with Council's current schedule of building control charges

Number: _____

Receipt: _____

Date: _____

Approved for Issue of Certificate of Acceptance

Building Control Officer: _____

Date: _____

Central Otago District Council
PO Box 122
ALEXANDRA

Email: codc@codc.govt.nz