

# Notification of Building Work – Owner Decided Exemptions



This form provides notification of building work to the Territorial Authority for inclusion on their records, where the **owner has decided**:

- The work meets all the requirements of the Building Code,
- And is exempt work under Building Act 2004 Schedule 1 clause \_\_\_\_\_ (owner to complete)

A notification fee is required to be paid at the time of notification.

<b>OWNER/APPLICANT</b> Attach evidence of ownership to this application. If not the owner, attach details of authorisation to lodge application on owners behalf.	
Name: _____	Signature: _____
Postal Address: _____	Date: _____
_____	Fax: _____
Phone Number: _____	Mobile Phone: _____
Email _____	_____

<b>BUILDING/LOCATION</b>	
Street Address: _____	_____
Legal Description: _____	_____
Year of Construction (approx): _____	Valuation Number: _____
Current, lawfully established use: _____	_____

<b>PROJECT</b>	
Description of building works for which an exemption is requested: Provide sufficient description of building works to enable scope of work to be fully understood.	
_____	
_____	
_____	Estimated value (incl GST): \$ _____
Person/s undertaking work: _____	

<b>ATTACHMENTS</b>	
<input type="checkbox"/> Copies of Plans and specifications	<input type="checkbox"/> Producer Statements
<input type="checkbox"/> Reference to determinations/expert opinions	<input type="checkbox"/> Photographs
<input type="checkbox"/> Other _____	

<b>DISCLAIMER</b>	
The Territorial Authority makes no representation that the works have been completed in accordance with the description given by the owner:	
<ul style="list-style-type: none"><li>• It <b>has not</b> inspected the proposed/completed work</li><li>• It <b>has not</b> checked the accuracy of the documents attached to this notification or approved in any way the decision/s made by the owner relating to this notification.</li><li>• It <b>has not</b> checked compliance with any other legislation – as this remains the responsibility of the owner</li></ul>	
This notification will simply be recorded on the property file held by the Territorial Authority, and will be available for inclusion in a Land Information Memorandum.	