

Application for Certificate of Acceptance (Form 8) Section 97, Building Act 2004

For Official use
Project Number:

Date Received:

Items marked * are mandatory for all applications. Complete this form in BLOCK CAPITALS using BLACK or BLUE ink

1. The Building

Street address of building*:

[for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

Legal description of land where building is located*:

[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]

Valuation roll number:

Lot:

DP:

Building Name:

(if applicable)

Location of building within

site/block number:

[include nearest street access]

Number of Levels:

Level/Unit Number:

Floor Area* :

m²

[include ground level and any levels below ground]

[total floor area—indicate area affected by the building work if less than the total area]

Current, lawfully established, use*:

Number of occupants:

Previous, lawfully established, use:

Number of occupants:

[If changed by the building work this application relates to]

Year first Constructed*:

2. The Owner

[include preferred form of address, eg, Mr, Miss, Dr, if an individual]

Owner's Name*:

Contact Person (if owner is a company):

Mailing/

Billing Address*:

Street Address/

Registered Office:

Phone Number:

Cell Phone:

Fax:

E-mail address:

Website:

The following evidence of ownership is attached:

- ☐ Copy of the Record of Title
- ☐ Lease agreement
- ☐ Agreement of Sale and Purchase
- ☐ Other document showing full name of legal owner(s) of the building

3. The Agent (only required if application is being made on behalf of the owner)

Agent's Name:	<input type="text"/>	Contact Person <small>(if agent is a company)</small> :	<input type="text"/>
Mailing/ Billing Address:	<input type="text"/>	Street Address/ Registered Office:	<input type="text"/>
Phone Number:	<input type="text"/>	Cell Phone:	<input type="text"/>
		Fax:	<input type="text"/>
E-mail address:	<input type="text"/>	Website:	<input type="text"/>
Relationship to owner:		<input type="text"/>	
First point of contact for communications with the Council:		<input type="text"/>	

4. The Application (Signatory)

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

Signed by*:

FULL NAME*:

Date*:

I am the*: ☐ **Owner** ☐ **Agent** on behalf of, and with the authority of, the owner

Address the Certificate of
Acceptance should be
sent to*:

5a. The Building Work (Description & Key Personnel)

Description of the building work*
(Use additional sheets if required)

Date building work carried out:

The personnel who carried out the building work are as follows:

[list names, addresses, phone numbers, and (where relevant) registration numbers]

Name:	Address:	Phone Number	Registration Details

5b. The Building Work (Intended Use, Estimated Value and other information)

Will the building work result in a change of use of the building? *

☐

YES



Provide details of the new use:
(refer NZBC A1 Classified Uses)

☐

NO



Intended life of the building*

☐

Indefinite but not less than 50 years, OR (if less than 50 years)

☐

Specified as: Years

List building consents (BC) previously issued for this project (if any):

BC Number:	Description:
<div></div>	<div></div>

Estimated value of the building work on which the building levy will be calculated*

(including goods and services tax) *[state estimated value as defined in section 7 of the Building Act 2004]*

\$

only applies if an application for a certificate of acceptance is made under section 96(1)(a) of the Building Act 2004.

The following Plans and specifications are attached to this application:

(All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority.)

6. REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED* *[Indicate one of the following]:*

- ☐ 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: *[indicate 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]*
- ☐ (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, and no other building consent authority will agree to issue a code compliance certificate for the building work: *[state details of name of building consent authority and building consent granted]*

7. Compliance schedule

Are there any specified systems associated with this building? *

☐ YES

☐ NO, there are no specified systems associated with this project.

[Go to section 8]

The following specified systems are being altered, added to, or removed in the course of the building work: *[specified systems are defined in regulations]*.

	Existing	New	Modified	Removed	
SS1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automatic systems for fire suppression (for example, sprinkler systems)
SS2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit & serves only that unit).
SS3/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
SS3/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Access Controlled Doors
SS3/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Interfaced fire or smoke doors or windows
SS4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency lighting systems
SS5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Escape route pressurisation systems
SS6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Riser mains for fire service use
SS7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Automatic back-flow preventers connected to a potable water supply
SS8/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Passenger Carrying lifts
SS8/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Service Lifts
SS8/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Escalators and moving walks
SS9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mechanical ventilation or air conditioning systems
SS10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Building maintenance units for providing access to the exterior and interior walls of buildings
SS11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Laboratory fume cupboards
SS12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audio loops or other assistive listening systems
SS13/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mechanical Smoke Control
SS13/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Natural Smoke Control
SS13/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smoke Curtains
SS14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses SS1 to SS13
SS14/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Emergency Power Systems for a system or feature specified in any of the clauses SS1 to SS13
SS14/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Signs relating to Specified Systems SS1 to SS13
SS15/1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Systems for communicating spoken information intended to facilitate evacuation
SS15/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Final exit (as defined by A2 of the Building Code; and
SS15/3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire separations
SS15/4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Signs for communicating information intended to facilitate evacuation
SS15/5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smoke separations
SS16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cable Cars

Purpose Group:

Fire Hazard Category:

Max Occupant Load:

8. Attachments

The following documents are attached to this application:

- ☐ Plans and specifications* [*refer to list at section 5*]
- ☐ Project information memorandum
- ☐ Development contribution notice
- ☐ Certificate attached to project information memorandum
- ☐ Compliance Schedule
- ☐ Evidence of ownership* (*Record of Title or Sale & Purchase Agreement*)
- ☐ Certificates from personnel who carried out the building work
- ☐ Energy work certificate
- ☐ Application Fee*

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