

# Request to file record of exempt building work carried out under Schedule 1 of the Building Act 2004



**Important note:** Please **do not** use this form for exempt building work under Schedule 1, Part 1, Clause 2 of the Building Act 2004. For a discretionary exemption application please use the AlphaOne online consent system.

The purpose of this form is to request to file documentation on the appropriate property file for building work carried out without building consent in accordance with Schedule 1 of the Building Act 2004.

Building owners are responsible for:

- Determining whether proposed building work is exempt from requiring a building consent
- Ensuring exempt work complies with the building code
- Ensuring Chartered Professional Engineers and Licensed Building Practitioners are engaged where required by the exempt provisions to carry out or supervise work.

<b>Owner's details</b>			
Owner name	Click here to enter text.		
Postal address		Postcode	
Email		Contact phone number	
<b>Property location &amp; details</b>			
Property address			
Legal description		Valuation number	
<b>Description of completed work (as shown on attached plans)</b>			
The Chartered Professional Engineer that carried out or reviewed the work is			
Name		CPEng number	
The Licensed Building Practitioner (LBP) that carried out or supervised the construction is			
Name		LBP number	
Please state which clause of Schedule 1 of the Building Act 2004 this work comes under		<input type="checkbox"/> Plan(s) attached	
<b>Declaration</b>			
I declare that I have determined that the above building work is exempt from the requirement to obtain building consent as set out in Schedule 1 of the Building Act 2004.			
Owner's name		Owner's signature	
Date			

Please email completed form and associated documentation to [building.technical@selwyn.govt.nz](mailto:building.technical@selwyn.govt.nz)