

Staged building project approval form

General information

- You are responsible for obtaining approval for all staged building work before you submit an application for the first building stage.
- A building control officer will carry out an initial review of your staging proposal (as detailed in the form below) and contact you to arrange a pre-application meeting.

Items marked * are mandatory for all applications

1. Applicant details *

Name:

Company:

Contact details:

Landline:

Mobile:

Email Address:

2. Owner details *

Name:

Company:

Contact details:

Landline:

Mobile:

Email Address:

3. Project details (please clearly identify the site) *

Address:

Description of building work:

4. Staging proposal

Where staging is accepted as necessary, the number of stages are to be kept to a minimum and the building work covered by each stage clearly defined.

Please provide us with your reason(s) for staging the project: *

Please enter the details of the proposal below: *

Stage	Extent of building work being included at each stage	Approximate value of building work	Approximate application date of each stage
1			
2			
3			
4			
5			

5. Consultants involved in building work

Consultant	Name	Company	Email address
Structure			
Fire			
Civil/hydraulic			
Mechanical/electrical			
Weathertightness			
Other			

6. Stakeholders involved in building work

Stakeholder	Name	Company	Email address
Owner			
Designer			
Project manager			
Building consent authority			
Other			

7. Stakeholders to attend pre construction meeting

Stakeholder	Name	Company	Email address
Owner			
Project manager			
Site construction manager			
Document control			
Building consent authority			
Other			