



Certificate of Acceptance

Certificate of Acceptance No.

Application fee

Note: Shaded areas for office use only

1. The building

1a. Site address	<input type="text"/> <input type="text"/>	
1b. Legal description	<input type="text"/> Lot	<input type="text"/> DP
1c. Council property no.	<input type="text"/>	
1d. Building name (If applicable)	<input type="text"/>	
1e. Current use	<input type="text"/>	
1f. Level/unit number	<input type="text"/>	
1g. Area	<input type="text"/>	
1h. Year building first constructed (Approx. month/year)	<input type="text"/>	

2. The owner

2a. Name	<input type="text"/>		
Postal address	<input type="text"/> <input type="text"/>		
Contact numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax
Email	<input type="text"/>		

3. Applicant's details (if not the owner)

3a. Name of agent	<input type="text"/>		
Postal address	<input type="text"/> <input type="text"/>		
Contact numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax
Email	<input type="text"/>		
Relationship to owner	<input type="text"/>		
First point of contact	<input type="radio"/> Property owner	<input type="radio"/> Agent	

4. The work

4a. Description of work	<input type="text"/> <input type="text"/> <input type="text"/>	
4b. Date work carried out	<input type="text"/>	
4c. Estimated value of building work including GST	<input type="text"/> \$	

5. Evidence of ownership

- 5a. Evidence of ownership attached
- Certificate of Title (copy) Sale and purchase agreement
- Lease agreement Other document showing full name of legal owner(s), such as a rate instalment notice

6. Applicant's declaration

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

/ /
Signature of Owner/Agent Date

Name (print clearly)

Note: An application for Certificate of Acceptance is only required for building consent applications made after 1 January 1993.

7. The project

7a. Will the building work result in a change of use of the building? Yes No

7b. If yes, please provide details of the new use

7c. Intended life of the building if less than 50 years

7d. Building Consent Numbers of those building consents previously issued for this project (staged project):

8. Building practitioners involved in this project (continue on another sheet of paper if needed)

Designer - extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Builder - extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Craftsman Plumber - extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Registered Drainlayer - extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Electrician - extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Other - extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Please turn over

9. Supporting documentation

The following plans and specifications are attached to this application:

- Two sets of plans drawn to a recognised metric scale; include two sets of specifications and other documentation
- Project Information Memorandum
- Copies of other authorisations
- Energy work certificate
- Certificates from personnel who carried out the work
- Certificates from personnel who supervised the work
- Other (provide details)

10. Compliance schedule

Please tick one of the appropriate boxes

- The specified systems and features for this building are as follows:

- The following specified systems and features are being altered, added to, or removed in the course of the building work:

- There are no specified features in this building

11. A Certificate of Acceptance is required because

Please tick one of the appropriate boxes

- Illegal work:** 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 of the following reason:

- Urgent work:** A building consent could not practicably be obtained in advance because the building work had to be carried out urgently because of the following reason:
 - for the purpose of saving or protecting life or health or preventing serious damage to property as follows: (please explain in detail)

 - in order to ensure that a specified system was maintained in a safe condition or made safe as follows: (please explain in detail)

- Building Certifier/Building Consent Authority work:** 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.
Building Certifier/Building Consent Authority

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Notes to applicant

- **Certificate of Acceptance Fees:** The charges incurred by the Council in processing this application are payable whether or not the application is approved.
- **The application for a Certificate of Acceptance** does not avoid the possibility of prosecution if the work was carried out illegally.
- **2 copies of all documentation required at time of application**

OFFICE USE ONLY

BCA

Date application received

Receiving Officer

Application Fee Receipt No.

Date of application Fee Rec.

Notes:

BIA/DBH levies for work completed between:

1 Jan 1993 and 31 Oct 1994 BIA \$1.00 / \$1000
 1 Nov 1994 and 30 Nov 1995 BIA \$0.80 / \$1000
 1 Dec 1995 and 29 April 2005 BIA \$0.65 / \$1000
 30 Apr 2005 to date DBH \$1.97 / \$1000
 Note applicable for all works over \$20,000

Fees (incl. GST)

CoA Application fee	Paid on application
Building Consent fee at time of construction	\$
PIM	\$
Building Levy (DBH) or (BIA)	\$
BRANZ Levy (\$1 per \$1000 > \$20,000)	\$
Stormwater Connection	\$
Vehicle Crossing	\$
Sewer Connection	\$
Water Connection	\$
Fordell Connection (Application charge)	\$
Development Contribution Levy	\$
NZFS Alternative Solution	\$
Resource Consent	\$
Relocation Bond	\$
CoA Issue fee balance	\$
Rural Rapid Number	\$
Other	\$
Total	\$

Processing

Unit	Checks				Inspections No.	Approved	
	Initials	Date	Initials	Date		Initials	Date
Administration							
Planning							
Fire Design (Referred to NZFS)							
Building							
Drainage (Infrastructure)							
Water (Infrastructure)							
Fordell Water Scheme (Infrastructure)							
Structural							
Plumbing/Drainage							
Roading							
Health							
Dangerous Goods							

Approved for issue of Certificate of Acceptance

Approving Officer

Date

Notes