



Form 8 APPLICATION FOR CERTIFICATE OF ACCEPTANCE

Section 97, Building Act 2004

1. THE BUILDING [if item is not applicable put N/A in the space]	OFFICE USE ONLY:
<p>Street address of building: _____</p> <p>_____</p> <p>[If no street address – details of nearest intersection] _____</p> <p>Legal description of land where building is located: Lot _____ DP _____</p> <p style="text-align: center;">Site area: _____ m² Sec _____ Block _____</p> <p>Building name: _____ Valuation No: _____</p> <p>Location of building within site/block number: [Include nearest street access] _____</p> <p>_____</p> <p>Number of levels: [Above & below ground] _____ Level/Unit No: _____</p> <p>Floor area: _____ (sq m) [Indicate area affected by the building work]</p> <p>Current, lawfully established, use: _____ Year First Constructed: _____</p> <p>[Add no. of occupants per level and per use if more than 1] _____</p>	<p>File No. _____</p> <p>Consent/PIM Number: _____</p> <p>Compliance Schedule No: _____</p> <p>Date received: _____</p> <p>Vetted</p> <p>Complete/Incomplete/Exempt</p> <p>Name _____</p> <p>Date _____</p> <p>Signature _____</p> <p>Restricted Building Work? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

2. OWNER	3. AGENT
<p>Name of Owner: _____ [include preferred form of address, eg, Mr, Miss, Dr, if an individual]</p> <p>*Contact person: _____</p> <p>Mailing address: _____</p> <p>_____</p> <p>Street address/registered office: _____</p> <p>_____</p> <p>Phone No: _____ Landline: _____</p> <p>Mobile: _____ Daytime: _____</p> <p>After hours: _____ Facsimile: _____</p> <p>Email: _____</p> <p>Website _____</p> <p>The following evidence of ownership is attached to this application: _____</p> <p>_____</p> <p>[copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building]</p>	<p>†Name of Agent: _____ [only required if application is being made on behalf of the owner]</p> <p>‡Contact person: _____</p> <p>Mailing address: _____</p> <p>_____</p> <p>Street address/registered office: _____</p> <p>_____</p> <p>Phone No: _____ Landline: _____</p> <p>Mobile: _____ Daytime: _____</p> <p>After hours: _____ Facsimile: _____</p> <p>Email: _____</p> <p>Website _____</p> <p>Relationship to owner: _____</p> <p>_____</p> <p>_____</p> <p>[State full name, mailing address, phone number(s), facsimile number(s) and email address(es)]</p>
<p>First point of contact for communications with the council/building consent authority: _____</p> <p>_____</p> <p>[State full name, mailing address, phone number(s), facsimile number(s) and email address(es)]</p>	

4. APPLICATION

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

Signature of: _____
[owner/agent on behalf of and with the authority of the owner]

Date: _____

Space for council use

5. BUILDING WORK

Description of the building work: _____

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]

Did the building work result in a change of use of the building? Yes / No (please circle)

If yes, provide details of the new use: _____

Intended life of the building if 50 years or less: _____ years

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

[list who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which building levy will be calculated (including GST): \$ _____

[state estimated value as defined in section 7 of the Building Act 2004]

** The following plans and specifications are attached to this application: _____

[list/describe/identify plans and specifications]

Reasons why a certificate of acceptance is required:

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: _____

A building consent could not practically be obtained in advance because the building work had to be carried out urgently:

[delete one of the following]

(a) for the purpose of saving or protecting life or health or preventing serious damage to property
as follows: _____

(b) in order to ensure that a specified system was maintained in a safe condition or made safe
as follows: _____

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]

6. COMPLIANCE SCHEDULE

The specified systems for the building are as follows: _____

[specific systems are defined in regulations]

The following specified systems were altered, added to, or removed in the course of the building work:

There are no specified systems in the building.

7. ATTACHMENTS

The following are attached to this application:

- Project information memorandum
- Plans and specifications
- Certificates from personal who carried out the building work
- Energy work certificate

* Delete if the applicant is an individual.

† Delete this section if the application is not being made on behalf of the owner

‡ Delete if the agent is an individual.

Delete item that is inapplicable

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

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

Project Information Memorandum \$ _____

Building Administration \$ _____

Technical Processing fee \$ _____

Inspection fee \$ _____

Certificate of Title \$ _____

Certificate of Acceptance \$ _____

Ministry of Business, Innovation & Employment Levy (MBIE) \$ _____

Industry Levy (BRANZ) \$ _____

LODGEMENT FEE \$ _____

Inspection fee \$ _____

Other \$ _____

TOTAL BALANCE PAYABLE \$ _____

Lodgement deposit \$ _____

Date paid _____

Receipt No. _____

Consent fee balance \$ _____

Date paid _____

Receipt No. _____

Granted by _____

Signature _____

Date _____

Issued by _____

Signature _____

Date _____