



## APPLICATION FOR EXTENSION OF TIME TO START OR COMPLETE BUILDING WORK

### THE BUILDING

Project [description of work]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street Address : \_\_\_\_\_

\_\_\_\_\_

Building Consent Number: \_\_\_\_\_ Consent Issue date: \_\_\_\_\_

### OWNER

Owner: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone [Daytime]: \_\_\_\_\_ [After Hours]: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICATION

I being the owner/or authorised agent request that an extension of time be granted to start building/complete building work covered by this building consent *[delete which does not apply]*

I understand I am liable for a charge for this application.

Name : \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please find attached my cheque/confirmation of payment attached  
*[delete which does not apply]*

**PROPOSED COMPLETION DATE & VALID REASON FOR EXTENSION APPLICATION**

Proposed Completion Date: \_\_\_\_\_

Reason for Extension request: \_\_\_\_\_  
\_\_\_\_\_

**STATUS**

Building work completed to date [description of work]: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building work to be completed [description of work] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNCIL USE ONLY**

Fee Paid \$ \_\_\_\_\_

Progress Inspection required? Yes  No

Approved Start Date: \_\_\_\_\_

Decision sent to applicant? Yes  No

Approved Completion Date: \_\_\_\_\_

Decision recorded in system? Yes  No

Decision recorded on Summary Card? Yes  No

Reason for Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved/Declined *[delete which does not apply]*

Processor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Application for Extension of Time to Start or Complete Building Work**

### **Please note**

You are about to apply for an extension of time to start or complete your building work, please ensure to:

1. Complete the form in full
2. Sign and date
3. Must give proposed completion date
4. Must provide reason for extension
5. A fee of \$50.00 to be paid
6. A letter advising of decision will be sent out after review