

Office Use only	
Date received:	
Receipt number:	
Amount:	

# Form 8

## Application for Certificate of Acceptance

Section 97, Building Act 2004

Site Address					
Valuation number:					
Address:					
Legal description:	LOT		DP		Other
Building name:					
Location of building within site/block:					
Number of levels:		Level:		Unit number:	
Currently, lawfully established use:					
Year first constructed:				Floor area:	

Owner			
Owner's name:			
Contact person:		Phone number:	
Email address:		Mobile number:	
Website:		Facsimile number:	
Street address/registered office:			
Mailing address: <i>(If different from the above)</i>			

Agent (if applicable)			
Name/Company:			
Contact person:		Phone number:	
Email address:		Mobile number:	
Website:		Facsimile number:	
Street address/registered office:			
Mailing address: <i>(If different from the above)</i>			
Relationship to owner:			

First point of contact:	
Invoice payable by	

Project Description			
Description of work:			
Date building work was carried out:		Estimated value of work (incl GST):	
Did the building work result in a change of use:	<b>Yes</b>	<b>No</b>	If yes, provide details of new use:
Intended life of the building:			
List building consents previously issued for this project (if any):			

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 practicably be obtained in advance because the building work had to be carried out urgently for the purpose of saving or protecting life or health or preventing serious damage to property as follows:
	A Building Consent could not practicably be obtained in advance because the building work had to be carried out urgently 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).

**The personnel who carried out the building work are as follows:**

<b>Name:</b>	<b>Address:</b>	<b>Contact number:</b>	<b>Registration number (If applicable)</b>

**Compliance Schedule**

	There are no specified systems in the building.
	The specified systems for the building are as follows: <i>(specified systems are defined in Regulations)</i>
	The following specified systems were altered, added to, or removed in the course of the building work: <i>(specify)</i>

**Attachments**

	<b>Evidence of ownership</b> – a copy of record of title with relevant consent notices, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building
	<b>Project information memorandum</b> – if previously obtained
	<b>Plans</b> – clearly identifying where the work has been carried out. This should include a site plan, floor plan and elevations.
	<b>Specifications</b> – manufacturer specifications for building materials used.
	<b>Supporting Documents</b> - certificates from personnel who carried out the building work, energy work certificate, as built drainage plans, building condition report and any other relevant documentation.

**Fees and Charges**

By submitting this application, the applicant agrees to pay all reasonable costs associated with this application as outlined on our Building Assurance fees and charges listed on our website. If any steps, including the use of debt collectors and/or lawyers, are needed to recover unpaid processing costs, the applicant agrees to pay all collection costs.

**Declaration**

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

Name:

Date:

Signature: