



# ASHBURTON DISTRICT COUNCIL

5 Baring Square West, Ashburton, New Zealand  
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

(BAM 050)

## Application for Building Consent MINOR WORKS

FOR OFFICE USE ONLY	
Project No:	_____
Date Received:	_____

The Building	Property ID
Street Address: _____ _____ _____	Legal Description: Lot _____ DP: _____ Other: _____

The Owner (as defined by Building Act)	Agent – First Point of Contact
Person ID [ _____ ]	(Must be authorized by the Owner to make this application)
Full Name(s): _____ _____	Name: _____
Contact Person: _____	Company: _____
Street Address/Registered Office: _____ _____	Mailing Address: _____
Phone: Landline _____ Mobile: _____	Street Address/Registered Office: _____ _____
Fax: _____	Phone: Landline _____ Mobile _____
	Fax: _____

I request that you issue a Project Information Memorandum and Building Consent for the building work described in this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of: \_\_\_\_\_ Owner/Agent (on behalf of & with the consent of the  
 (write name) owner) (delete one)

The Project	
<b>Description of Work</b> (please tick and give details) <input type="checkbox"/> Swimming Pool and Fence <input type="checkbox"/> Plumbing/Drainage <input type="checkbox"/> Demolition <input type="checkbox"/> Minor Internal Alterations <input type="checkbox"/> Non-habitable Accessory Buildings (Pole Shed) etc <input type="checkbox"/> Habitable Accessory building (no plumbing) <input type="checkbox"/> Standard Garage <input type="checkbox"/> Detailed Description (use): _____ _____ _____	<b>Have you provided the following?</b> (where relevant) <input type="checkbox"/> Site Plan <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Plumbing/drainage details <input type="checkbox"/> Cross sections <input type="checkbox"/> Full Floor Plan <input type="checkbox"/> Elevations <input type="checkbox"/> Location of smoke detectors in house is required <input type="checkbox"/> With project marked <input type="checkbox"/> 3 copies of plans <input type="checkbox"/> Application fee of \$ _____ (GST inclusive) <small>Additional fees are payable if complex processing or additional inspections are required</small>
Intended Life if less than 50 years: _____ Estimated Value of proposed work (inclusive of GST)  \$ _____	<b>Associated Resource / Subdivision Consents</b> Number RMA: _____ <b>Floor Area</b> Total existing floor area: _____ Additional Floor area: _____

For Council Use Only	
Date Received: _____	Receipt No: _____
Fee: _____	Drainage Plan: Yes <input type="checkbox"/> No <input type="checkbox"/>
Receiving Officer: _____	

## Contacts

Designer/Architect	Structural Engineer
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
Registration/qualification	Registration/qualification

Engineer (identify practice college)	Plumber
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
Registration/qualification	Registration/qualification

Builder:	Drain layer:
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
Registration/qualification	Registration/qualification

Head Contractor/Site Manager:	Other:
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
Registration/qualification	Registration/qualification

Attachments
The following documents are attached to this application if required/necessary: (tick boxes as applicable)
<input type="checkbox"/> Plans and specifications (list)
<input type="checkbox"/> Project information memorandum
<input type="checkbox"/> Development contribution notice
<input type="checkbox"/> Certificate attached to project information memorandum

Privacy Information
<p><i>The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whomsoever requests the information.</i></p> <p><i>Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.</i></p>