

Please return this form to: [building@adc.govt.nz](mailto:building@adc.govt.nz) or Ashburton District Council, PO Box 94, Ashburton 7740

Section 97, Building Act 2004

<b>Application</b>		
Certificate of Acceptance Number:		
<b>Building Information</b>		
Street Address (or Rapid Number):		
Building Name (if any):		
Location of building within site/block number:		
Number of Levels:	Level/Unit Number:	
Legal Description:	Valuation Number:	
When was this building first constructed?		
Currently lawfully established use (include number of occupants per level and per use if more than 1):		
Total Floor Area (all floors)	Existing(m2):	Additional/Altered(m2):
<b>Owner Information</b>		
Owner's Name:		
Postal Address:		
Physical Address:		
Contact Person (if owner is not an individual):		
Daytime Phone Number:	Mobile Number:	
Email Address:	After Hours Number:	
<b>Agent Information (only required if application is being made on behalf of the owner)</b>		
Agent's Name		
Postal Address:		
Physical Address:		
Contact Person (if agent is not an individual):		
Daytime Phone Number:	Mobile Number:	
Email Address:	After Hours Number:	

<b>Building Work</b>	
Description of building work:	
Date building work was carried out:	
Did the building work result in a change of use of the building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>yes</b> , please provide details of the new use:	
Intended life of the building if 50 years or less, _____ years	
List of Building Consents previously issued for this project (if any):	
Associated Resource Consents:	
Estimated value of the building work (inc GST):	
<b>Required Attachments</b>	
Tick the documents you have attached with this application.	
<input type="checkbox"/>	Evidence of ownership related to this application (Certificate of Title (less than 6 months old), Sale and Purchase Agreement, Lease, Current Rates Demand)
<input type="checkbox"/>	<b>EITHER</b> Form BAM 002-R Residential work with all information and plans requested
<input type="checkbox"/>	<b>OR</b> Form BAM 002-I Commercial/Industrial work with all information and plans requested
<b>Reasons why a certificate of acceptance is required</b>	
Tick as applicable:	
<input type="checkbox"/>	Unauthorised work: The owner, or owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because (explain in detail):
<input type="checkbox"/>	Urgent work: A building consent could not practicably be obtained in advance because the building work had to be carried out urgently <ul style="list-style-type: none"> <li>- For the purpose of saving or protecting life or health or preventing serious damage to property as follows (explain in detail):</li> </ul>

- In order to ensure that a specified system was maintained in a safe condition or made safe as follows (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:

Building Consent Number:

### Key Personnel/Licensed Building Practitioners Details

<b>Name of Builder:</b>	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
<b>Name of Craftsman Plumber:</b>	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
<b>Name of Registered Drainlayer:</b>	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
<b>Name of Craftsman Gasfitter:</b>	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
<b>Name of Designer:</b>	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
<b>Name of Engineer:</b>	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:

**Notes by Applicant** (please include any comments you wish to add)

**Method of Payment**

Cash  Direct Credit  Eftpos   
Credit Card

Note: For direct credit, please make payment to account number 03-1592-0521970-00 include name of applicant and the Certificate of Acceptance Number (if known). If you don't know the Certificate of Acceptance number, please enter letters COA in the reference field. This will enable us to match your payment and prevent delays in processing your request.

**Declaration**

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

Signed by or for and on behalf of the Owner. Note: If acting 'for and on behalf' of the Owner, please read the following declaration before signing "I hereby declare that I am authorised to act as Agent of the Owner".

**Signature:**

**Date:**

**Please print your name:**

**Owner**  **Agent**

**Privacy Information:** 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 whosoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

**Notes:** An appointment must be made with a Building Consent officer to lodge this application. A minimum application fee plus relevant levies apply at that time. 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.