

# Certificate of Acceptance

SECTION 97, BUILDING ACT 2004



**Apply Online:** Preferred Option

ashburtondc.govt.nz  
 building@adc.govt.nz

**Drop off or Post to:**

2 Baring Square East  
Ashburton 7700

**Version:** 9

**Date:** May 2023

**Code:** BAM008

**Form:** 8

## The Building

**Site address:**

*(Street / Road / Township)*

Legal description of the land where the building is located:

**Lot:**

**DP:**

**Valuation number:**

**Building name:**

*(if applicable)*

**Number of levels:**

*(include ground level & any below ground)*

**Level/unit number:**

**Area:** *(floor total in m<sup>2</sup>)*

**Current lawfully established use:**

*(e.g. Dwelling)*

**Year building first constructed:**

*(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920's)*

**Location of project:**

*(site access description  
to provide directions  
for inspections etc.)*

## The Owner

**Name of owner:**

**Contact Person:**

*(if different from owner)*

**Mailing address:**

**Street address /  
registered office:**

**Contact details:**

**Landline:**

**Mobile:**

**Daytime no:**

**After hours no:**

**Fax:**

**Website:**

**Email address:**

The following evidence of ownership is attached to this application:

**Copy of Certificate of Title** *(Current within 6 months of issue date, including deposited plan)* **OR**

**Council to provide** *(additional cost)*

**Signed copy of Sale and Purchase Agreement**

**Copy of Lease Agreement & Owner's Written Permission**

**Other document showing full name of legal owner(s) of building** *(e.g. current Rates Invoice)*

## The Agent

Company Name:

Contact Person:

Mailing address:

Street address /  
registered office:

Contact details:

Landline:

Mobile:

Daytime no:

After hours no:

Fax:

Website:

Email address:

Please send all invoices to:

Owner

Agent

## Building Work

Description of building work:

Date building work was carried out:

Did the building work result in a change of use of the building?

Yes

No

If yes, 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 (please provide project reference numbers):

Estimated value of amended work (including GST):

*Rounded to the nearest \$1000.00*



## Reasons why a certificate of acceptance is required

**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):



**Urgent work:** 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 (explain in detail):

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:

## Required Attachments

Building Consent Number:

Evidence of ownership related to this application (Certificate of Title (less than 6 months old), Sale and Purchase Agreement, Lease, Current Rates Demand)

**EITHER** Form BAM 002-R Residential work with all information and plans requested

**OR** Form BAM 002-1 Commercial/Industrial work with all information and plans requested



## Key Personnel / Licensed Building Practitioners Details

### BUILDER

Name of Builder:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### CRAFTSMAN PLUMBER

Name of Craftsman  
Plumber:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### REGISTERED DRAINLAYER

Name of Registered  
Drainlayer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### CRAFTSMAN GASFITTER

Name of Craftsman  
Gasfitter:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### DESIGNER

Name of Designer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### ENGINEER

Name of Engineer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:



## Applicant Notes (Other notes or comments which the applicant may wish to add)

## The 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 Building Consent Number (if known). If you don't know the Building Consent number, please enter letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your request.*

## Declaration

If acting “for and on behalf”, I hereby declare that I am authorised to act as Agent of the Owner.

Signed:

Date:

Name:

I am the

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.*

### OFFICE USE ONLY

Amount paid: \$

Date:

Officer:

Deposit paid on application

Total to be paid when consent issued

Date payment processed:

Receipt:

Officer:

Details/Notes:

Further info required?

Yes **OR**

No

Details/Notes:

Date of acceptance:

Officer:



## Important Information:

All the relevant information on this form is required to be provided under the Building Act 2004 and/or Resource Management Act 1991 for the Ashburton District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The information contained in this application may be made available to other units of the Council. Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

### Terms of Trade

I/We understand that:

Building Consents shall be paid for when the consent is collected or if the consent is not collected within three months after the date of consent being granted, the work done to date portion i.e. admin and processing costs of the account will be due and payable. The balance of the invoice will be payable when the consent is collected.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

### Building Consent (BC)

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the correct information is received.

Once the Building Consent has been granted, you will receive notification, which will include an invoice for the fees payable. Once the fees are paid in full, your Building Consent will be issued. Work must not start until the Building Consent is issued, and any Resource Consent requirements have been resolved. A Building Consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the Building Consent or any further period that the Building Consent Authority may allow.

### Inspections

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 307 7700 at least 48 hours in advance of requiring an inspection to ensure that this can be arranged. The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk. All inspections including re-inspections are subjected to a separate charge, even if carried out on the same day.

### Code Compliance Certificate

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, Council is required to decide whether or not a Code Compliance Certificate can be issued. If your project will not be completed within two years you will need to apply for a time extension\*.

*\*Fees apply*

### Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under Sections 33 and 45 and if authorised, the application for a Code Compliance Certificate under Section 92 of the Building Act 2004. They will receive all correspondence and must be authorised by the Owner. All amendments require new authorisation.

### Advisory Notes for Solid Fuel Heaters

- Environment Canterbury rules relating to solid fuel heaters require that only ultra-low emission wood burners or pellet fires currently listed on the Environment Canterbury website be installed on any property smaller than 2 hectares.
- Any enquiries re solid fuel heaters and their emissions should be referred to: Environment Canterbury - Free Phone 0800 32 4636 - [www.ecan.govt.nz](http://www.ecan.govt.nz)
- Wet backs connected to Hot Water Cylinders and Heat Tempering Valves MUST BE Installed by Craftsman Plumber. Council cannot assist with installation instructions.

**Disclaimer** - Advisory notes are issued on a no-liability basis. They are to assist customers to meet compliance.

