

## Lodging a Certificate of Acceptance Application

### What is a Certificate of Acceptance?

The Building Act 2004 allows for any person to apply for a "Certificate of Acceptance" for any building work that has been completed without a building consent. This however is only applicable to work carried out after the inception of the Building Act 1991 (1 July 1992).

A "**Certificate of Acceptance**" must be applied for on the appropriate form which can be picked up from the Buller District Council or downloaded from [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz).

For any work completed without a building consent and prior to 1 July 1992 there is no process available through Council for acceptance or qualification of this work. Where such building work is the subject of a condition for a building report in a sale and purchase agreement, then you will need to obtain the services of a qualified person from the private sector.

If you build without a Building Consent, Council can issue you with an infringement notice with a fine of \$750.00, or take legal action where you may be liable for a fine of up to \$200,000. You may also have trouble selling the building or obtaining insurance. If the building is damaged or destroyed because of a fault occurring in the unauthorised work, an insurance company could legally refuse to pay out.

Council is bound by the Building Act 2004 and has a role to ensure the health and safety of the public, with regard to buildings, is always maintained.

### How to Apply

- In order to apply for a Certificate of Acceptance, the completed application form must be lodged along with any appropriate plans and specifications. The applicant will need to **make an appointment with a building inspector** in order to lodge the application. A Certificate of Acceptance will be accepted only for the building work that the Buller District Council is willing to assess.

- If the application is accepted, a lodgement fee will be calculated as a **deposit only**. This fee is calculated on what the work would have cost if a building consent had been issued for the work carried out including any levies. This requirement is mandatory and the Council cannot exercise any discretion. This fee is not refundable and **not** part of any fees that will be charged for the assessment of the application and/or building work.

### Inspection / Assessment

- An inspection will be carried out to assess what the Buller District Council will accept as work compliant to the building code. If there is work outside of the building code, or work that cannot be assessed, then the owner may need to engage the services of a chartered professional engineer.
- Building work that has been identified as needing upgrading in order for the work to be compliant will need to be carried out with a building consent.
- as **Fees / Costs**

There are two charges incurred for a Certificate of Acceptance; a **lodgement fee** (paid at the time we accept the application) and a **processing fee**.

**Note: Council will not advise the applicant/agent of the outcome of this process until any applicable fees have been paid.**

The Buller District Council may still initiate legal action against the owner and or the person carrying out the work.

NOTE: The applicant must make an appointment with a building inspector in order to lodge an application for Certificate of Acceptance.

**Appointments Only by Arrangement**  
**Westport office: 788-9111**  
**Reefton office: 732-8821**

**Fines for building without consent can be up to \$200,000**



P O Box 21, Westport  
 Phone: (03) 788 9112  
 Fax: (03) 788 8041

P O Box 75, Reefton  
 Phone: (03) 732 8821  
 Fax: (03) 732 8822

www.bullerdc.govt.nz

**PROJECT NO:**

**DATE RECEIVED:**

# CERTIFICATE OF ACCEPTANCE APPLICATION BAM 008

This form may be used at any Mainland Building Consent Authority

## APPLICATION

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

## THE BUILDING

Street Address: (Include Postal Code and/or Rapid Number if Applicable):	Number of Levels:	Level/Unit No:
	Valuation Roll No.:	Approx Year Building was First Constructed:
Legal Description:  Lot No.: _____ D.P. No. _____	Total Floor Area (all floors included):  Existing _____ m <sup>2</sup> Add _____ m <sup>2</sup>	
Current Lawfully Established Use:		
Building Name if Applicable:		

## THE PROJECT

Description of Building Work: _____ _____ _____ Did the Building undergo a change of use? <input type="checkbox"/> Yes <input type="checkbox"/> No  If "Yes", provide details of the new intended use:	Intended life of the building: <input type="checkbox"/> Indefinite but not less than 50 years <input type="checkbox"/> or Specified as _____ years List Building Consents previously issued for this building (if any): (ie, is this project being constructed in stages? Is this consent for a relocated or transportable building?) _____ <b>Estimated Value</b> (inc GST) \$ _____ Associated Resource Consents: _____
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## THE OWNER

## AGENT – APPLICANT

Owners Name:	Agents Name:
Contact person: <small>(if owner is not an individual)</small>	Contact person:
Mailing Address:	Mailing/Billing Address:
Street Address/Registered Office	Street Address/Registered Office
E-mail address:	E-mail address:
Phone Numbers:	Phone numbers:
Daytime:	Mobile:
After hours:	Fax:
Evidence of ownership attached to this application: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Sale and Purchase Agreement <input type="checkbox"/> Other	The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application / Building Work and will receive all correspondence including all invoices.

## A Certificate of Acceptance is required because:

**Unauthorised work:** The owner, or owners predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: (explain detail):

\_\_\_\_\_  
\_\_\_\_\_

**Urgent work:** A building consent could not practicably be obtained in advance because the building work Had to be carried out urgently: (complete one of the following)

- 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: \_\_\_\_\_

### REQUIRED ATTACHMENTS

Complete and attach **ONE** of the following checklists, and provide **ALL** of the information, and plans requested on that checklist:

Form BAM 002-R Residential Work

Form BAM 002-1 Commercial/Industrial Work

### KEY PERSONNEL

**Name of Designer:**

Mailing Address:

E-mail Address:

Phone Number:

Registration Number:

**Name of Engineer:**

Mailing Address:

E-mail Address:

Phone Number:

Registration Number:

**Name of Builder:**

Mailing Address:

E-mail Address:

Phone Number:

Registration Number:

<b>Name of Craftsman Plumber:</b> Mailing Address: E-mail Address:	Phone Number:  Registration Number:
<b>Name of Registered Drainlayer:</b> Mailing Address: E-mail Address:	Phone Number:  Registration Number:
<b>Name of Registered Electrician:</b> Mailing Address: E-mail Address:	Phone Number:  Registration Number:

**REQUIRED INFORMATION / ATTACHMENTS**

- 2 COPIES of any plans required
  - 2 COPIES Manufacturer's specifications if required
- One copy of these will be retained on Council's files and one will be returned to the owner.**

**SIGNATURE**

- |                                |   |  |
|--------------------------------|---|--|
| <input type="checkbox"/> Owner |   | <input type="checkbox"/> We require our plans and/or specifications to remain confidential |
| <input type="checkbox"/> Agent | _____                                       | _____  |
|                                | Signed by or for and on behalf of the Owner | Date   |

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

**Notes by applicant:** (Other notes or comments which you as the applicant may wish to add)

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**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.**

**Notes**

- Certificate of Acceptance Fees: 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.

# INTERNAL OFFICE USE ONLY – Processing Costs

Application to also be assessed by:

Planning (RMA)		Liquor Licensing (SOL)		Food Hygiene (FHR)		Fire Service	
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Processing Costs – including counter time:

Date	Action Taken	Processing Officer	Time	Cost
<b>Total Processing Charges</b>				

**Issue Certificate of Acceptance**     Yes     No    Signature: \_\_\_\_\_

### RECEIVING INFORMATION

Building Inspector (Lodgement)	
Receiving Officer	
Date application accepted	

### ISSUING INFORMATION

Issuing Officer	
Date Issued	

### LODGEMENT FEE (DEPOSIT)

To be paid at time of lodging application. Calculated on what the cost would have been if consent had been issued for work carried out.

Administration Fee		
Processing Fee		
Inspections (Number) _____		
Code Compliance Certificate		
<b>SUBTOTAL</b>		
BCA Levy		
DBH Levy (If applicable)		
BRANZ Levy (If applicable)		
<b>TOTAL</b>		
Invoice No.		
Date:		
Receipt No.		
Date:		

### ACCEPTANCE FEE

To be paid at time of issuing Certificate of Acceptance. Processing, inspections carried out, levies etc

Administration Fee		
Processing Fee		
Inspections (Number) _____		
<b>SUBTOTAL</b>		
<b>TOTAL</b>		
Invoice No.		
Date:		
Receipt No.		
Date:		