



P O Box 21, Westport  
Phone: (03) 788 9111  
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:**

## FORM 8: CERTIFICATE OF ACCEPTANCE APPLICATION

Section 97 Building Act 2004

### 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 of land where building is located:	Total Floor Area (all floors included):	
Lot No.: _____ D.P. No. _____	Existing _____ m <sup>2</sup> Add _____ m <sup>2</sup>	
Current Lawfully Established Use: <i>[Include number of occupants per level and per use if more than 1. If use was changed by the building work, state previous use.]</i>		
Building Name if Applicable:		

### The Owner

### The Agent - Applicant

Owners Name:		Agents Name: {Only required if application is being made on behalf of the owner}	
Contact person: (if owner is not an individual)		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:	Daytime:	Mobile:
After hours:	Fax:	After hrs:	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.	

### The Application and Signature

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

- Owner  
 Agent

\_\_\_\_\_  
Signature of owner or agent on behalf of and  
with the authority of the owner

\_\_\_\_\_  
Date

Note: If acting "or and on behalf", please state details of authorisation from owner to make the application on the owner's behalf.

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

## The Building Work

Description of Building Work: _____ _____ _____ Date building work carried out: _____ Did the building work result in 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 personnel who carried out the building work are as follows: [List names, addresses, phone numbers and (where relevant) registration numbers]**

<b>Name:</b> Mailing Address: E-mail Address:	Phone Number: <hr/> Registration Number:
<b>Name:</b> Mailing Address: E-mail Address:	Phone Number: <hr/> Registration Number:
<b>Name:</b> Mailing Address: E-mail Address:	Phone Number: <hr/> Registration Number:

**Reasons why a Certificate of Acceptance is required:**

**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) \_\_\_\_\_

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*):

\_\_\_\_\_

\_\_\_\_\_

## COMPLIANCE SCHEDULE [Specified systems as defined in regulations]

The specified systems for the building are as follows:

The following specified systems were altered, added to, or removed in the course of the building work:

There are no specified systems in the building.

### The following are attached to this application:

- Project Information Memorandum
- Plans and specifications (must meet minimum requirements as set out in the Regulations)
- Certificates from personnel carrying out the work
- Energy Works Certificate
- Copy of existing Compliance Schedule

**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. An acceptance fee will also be charged when processing is complete.**

#### 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.

### LODGEMENT FEE

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		
BCA Levy		
DBH Levy (If applicable)		
BRANZ Levy (If applicable)		
<b>TOTAL</b>		

### RECEIVING

#### INFORMATION

Building Inspector (Lodgement)

Date application accepted

Receipt /Date: