

# CERTIFICATE OF ACCEPTANCE APPLICATION (FORM 8)

(Section 97 Building Act 2004)  
BAM 008 | V.2.1 2022

<b>THE BUILDING</b>	Site/Location Address:		Number of Levels:	Level/Unit No.
	Valuation Number:		Approximate year building was constructed:	
	Legal Description:		Total Floor Area:	
	Lot No:	D.P No.	Existing:	Add:
	Current Lawfully Established Use:			
	Building Name (if applicable):			

<b>OWNER</b>	Owners Name:	<b>AGENT - APPLICANT</b>	Agents Name (only required if application is being made on behalf of owner):
	Contact Person (if owner is not an individual):		Contact Person:
	Postal Address:		Postal Address:
	Email:		Email:
	Phone:		Phone:
	Evidence of Ownership: Certificate of title                      Lease Agreement Sale and Purchase Agreement        Other		The agent will be the first point of contact for communications with Council/Building Consent Authority regarding this application and will receive all correspondence including invoices.

## BUILDING WORK

Description of Building Work:	Intended life of the building: Indefinite but not less than 50 Years Or specified as                      Years
Date building work carried out:	List any building consents previously issued for this building (if any)
Did the building work result in a change of use?  Yes    No	
If Yes, please provide details of new intended use:	Estimated Value: \$
	Associated Resource Consents:

## PERSONNEL WHO CARRIED OUT BUILDING WORK

Name:	Phone Number:
Postal Address:	Registration Number:
Email:	
Name:	Phone Number:
Postal Address:	Registration Number:
Email:	
Name:	Phone Number:
Postal Address:	Registration Number:
Email:	

## 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:

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

For purpose of saving or protecting life or health or preventing serious damage to property as follows:

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

The building consent authority 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 the name of the building consent authority and building consent granted.)

## SIGNATURE

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

Print Name:

Owner

Signature

Date

Agent

## 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 during 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 any relevant levies applies at the time of application. 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 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.

### Certificate of Acceptance Customer Information

The Building Act 2004 allows for any person to apply for a "Certificate of Acceptance" for any building work carried out on or after 1 July 1992 that has been completed without a building consent. To apply for a Certificate of Acceptance, the completed application form must be lodged along with any appropriate plans and specifications and the applicant will need to make an appointment with a building inspector 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 lodgment 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 by law and 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. 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 that does not comply with 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 remediation for the work to be compliant will need to be carried out with a building consent.

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