

THE APPLICANT	Site/Location Address:	Building Consent Number:
	If ownership has changed since the application was made, new evidence of ownership must be provided.	
	Applicant Name:	Contact Person:
	Mailing Address:	
	Contact Phone Number:	
WORK/EXTENSION	Has building work commenced?	
	Reason why extension of time is required:	
SIGNATURE		
I request an extension of time to complete the building work on the consent noted above. I understand there is a fee payable for processing this application		
Print Name:		
Signature _____		Date _____
INTERNAL OFFICE USE		
Date Received:	Fee Paid:	Invoice Created:
Extension Granted: Yes No	New Expiry Date:	
If No; State reason, why:		
Approving Officer:	Signature:	
Position:	Approval Date:	
Time Extension Letter Sent through AlphaOne	Update Status in MagiQ	