



Form 8 APPLICATION FOR CERTIFICATE OF ACCEPTANCE

Section 97, Building Act 2004

1. THE BUILDING [if item is not applicable put N/A in the space]	OFFICE USE ONLY:
Street address of building: _____ _____	File No. _____
[If no street address – details of nearest intersection] _____	Consent/PIM Number: _____
Legal description of land where building is located: Lot _____ DP _____	Compliance Schedule No: _____
Site area: _____ m ² Sec _____ Block _____	Date received: _____
Building name: _____ Valuation No: _____	Vetted
Location of building within site/block number: [Include nearest street access] _____	Complete/Incomplete/Exempt
Number of levels: [Above & below ground] _____ Level/Unit No: _____	Name _____
Floor area: _____ (sq m) [Indicate area affected by the building work]	Date _____
Current, lawfully established, use: _____ Year First Constructed: _____	Signature _____
[Add no. of occupants per level and per use if more than 1] _____	Restricted Building Work? Yes <input type="checkbox"/> No <input type="checkbox"/>

2. OWNER	3. AGENT
Name of Owner: _____ [include preferred form of address, eg, Mr, Miss, Dr, if an individual]	†Name of Agent: _____ [only required if application is being made on behalf of the owner]
*Contact person: _____	‡Contact person: _____
Mailing address: _____ _____	Mailing address: _____ _____
Street address/registered office: _____ _____	Street address/registered office: _____ _____
Phone No: _____ Landline: _____	Phone No: _____ Landline: _____
Mobile: _____ Daytime: _____	Mobile: _____ Daytime: _____
After hours: _____ Facsimile: _____	After hours: _____ Facsimile: _____
Email: _____	Email: _____
Website _____	Website _____
The following evidence of ownership is attached to this application: _____ _____	Relationship to owner: _____ _____
[copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building]	[State full name, mailing address, phone number(s), facsimile number(s) and email address(es)]
First point of contact for communications with the council/building consent authority: _____ _____	
[State full name, mailing address, phone number(s), facsimile number(s) and email address(es)]	

4. APPLICATION

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

Signature of: _____
[owner/agent on behalf of and with the authority of the owner]

Date: _____

5. BUILDING WORK

Description of the building work: _____

Date building work carried out: _____

The personnel who carried out the building work are as follows: _____

[list names, addresses, phone numbers, and (where relevant) registration numbers]

Did the building work result in a change of use of the building? Yes / No (please circle)

If yes, provide details of the new use: _____

Intended life of the building if 50 years or less: _____ years

List building consents previously issued for this project (if any): _____

[list who issued the consent, the date of issue and the consent number]

Estimated value of the building work on which building levy will be calculated (including GST): \$ _____

[state estimated value as defined in section 7 of the Building Act 2004]

** The following plans and specifications are attached to this application: _____

[list/describe/identify plans and specifications]

Reasons why a certificate of acceptance is required:

The owner, or the owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: _____

A building consent could not practically be obtained in advance because the building work had to be carried out urgently:

[delete one of the following]

(a) for the purpose of saving or protecting life or health or preventing serious damage to property
as follows: _____

(b) in order to ensure that a specified system was maintained in a safe condition or made safe
as follows: _____

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]

6. COMPLIANCE SCHEDULE

The specified systems for the building are as follows: _____

[specific systems are defined in regulations]

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.

7. ATTACHMENTS

The following are attached to this application:

- Project information memorandum
- Plans and specifications
- Certificates from personal who carried out the building work
- Energy work certificate
- Asbestos assessment/report

* Delete if the applicant is an individual.

† Delete this section if the application is not being made on behalf of the owner

‡ Delete if the agent is an individual.

Delete item that is inapplicable

Delete if inapplicable, only applies if an application for a certificate of acceptance is made under section 96(1)(a) of the Building Act 2004.

** All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority.

Building Admin/Circulation	\$ _____	Granted by _____
Technical Processing fee	\$ _____	Signature _____
Fixed cost Inspection fee	\$ _____	Date _____
Certificate of Acceptance	\$ _____	
Project exceeds \$300,000.00 (Additional charge required)	\$ _____	Issued by _____
LODGEMENT FEE	\$ _____	
Estimated inspection fee	\$ _____	Signature _____
Site Inspection fee	\$ _____	Date _____
Industry Levy (MBIE)	\$ _____	
Industry Levy (BRANZ)	\$ _____	
Other	\$ _____	
TOTAL BALANCE PAYABLE	\$ _____	
Lodgement deposit	\$ _____	
Date paid	_____	
Receipt No.	_____	
Consent fee balance	\$ _____	
Date paid	_____	
Receipt No.	_____	