

ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

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 ☐ No ☐
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

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.

Granted by _____

Signature _____

Date _____

Issued by _____

Signature _____

Date _____

COA Fee Paid \$ _____

Date paid _____

Receipt No. _____