ROTORUA LAKES COUNCIL
Te Kaunihera o ngā Roto o Rotorua

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ASSESSMENT OF EXEMPT BUILDING WORK (MUST BE LODGED AND ACCEPTED BY COUNCIL PRIOR TO COMMENCEMENT OF BUILDING WORK)

1st SCHEDULE OF NZ BUILDING ACT 2004

1. THE BUILDING

Street address of building: _____

Legal description of land where building is located: Lot _____ DP _____

Building name: _____ Valuation No: _____

Location of building within site/block number: [Include nearest street access] _____

2. OWNER

Name of Owner: _____

Contact person: _____

Mailing address: _____

_____

Street address/registered office: _____

_____

Phone No: Landline: _____

Mobile: _____ Daytime: _____

After hours: _____ Facsimile: _____

Email: _____

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent: _____

Contact person: _____

Mailing address: _____

_____

Street address/registered office: _____

_____

Phone No: Landline: _____

Mobile: _____ Daytime: _____

After hours: _____ Facsimile: _____

Email: _____

4. FIRST POINT OF CONTACT

FIRST POINT OF CONTACT for communications with the Council / Building Consent Authority: ☐ Owner ☐ Agent

Owner's signature is required when authorising agent to act on owner's behalf or alternately provide authorisation letter.

I, _____ as the owner of the above property, authorise _____ to act as my agent.

Signature _____ Date _____

5. NOTIFICATION

I acknowledge that ALL building work must comply with the New Zealand Building Code, the Resource Management Act, and the Rotorua District Council District Plan. I also understand that Council will have no liability as the building work is exempt and will not be checked for compliance or inspected by Council.

I request that this assessment record be placed onto the associated property file.

Signature of: _____ Name: _____

Date: _____

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6. DESCRIPTION OF BUILDING WORK

Description of the building work: (**Must include item number from 1st Schedule being relied on for each piece of work e.g. item 10)**

Date work proposed to be undertaken: _____

Personnel who will carry out the building work: *[list names, addresses, phone numbers, and registration numbers]*

The following plans and / or elevations are attached to this notification to exempt building work: ***[NB: Construction details not to be supplied unless the proposal relates to an" Item2 exemption" . Do include site, floor plans and elevations where appropriate]***

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