ROTORUA LAKES COUNCIL
Te Kaunihera o ngā Roto o Rotorua

Civic Centre
1061 Haupapa Street
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Rotorua Mail Centre, Rotorua 3046
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File No: P_____

RFS No: _____

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: _____

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]*

_____

_____

_____

OFFICE USE ONLY – USE WHEN NOT COMPLETING EBW 01 FORM

Rotorua Lakes Council has assessed this building work to be exempt from requiring a Building Consent under the 1st Schedule New Zealand Building Act 2004; Item/(s) _____

Notes by Building Officer/ Processor (Reasons for decision)

_____

_____

Notes (Text that will appear in OZONE, Geyserview and on LIM's)

_____

_____

_____

OFFICE USE ONLY - APPROVAL

LODGEMENT: $ _____   DATE PAID: _____   RECEIPT No: _____

APPROVED/DECLINED BY: _____   SIGNATURE: _____   DATE: _____

☐ Notification been forwarded to any other relevant departments within Council   ☐ YES / NO ☐

☐ Exemption letter generated   ☐ YES / NO ☐

☐ All information sent to be placed on to the property file   ☐ YES / NO ☐