

APPLICATION FOR CERTIFICATE OF ACCEPTANCE

Under Section 97, Building Act 2004

If you need help in filling out this form please contact our Customer Services staff on (03) 353-9007 or toll free 0800 EC INFO (0800 324 636). They will be able to provide some general assistance or refer you to an officer who can help you with your application.

FOR OFFICE USE ONLY

Application
number:

Charges paid:

Receipt number:

DETAILS OF THE BUILDING (DAM) (including Appurtenant

Street address of Building (dam) is located:

[For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection.]

Legal description of land where building (dam) is located: Lot No. _____ DP No. _____

Name of Building (Dam): _____

Location of building and/or dam within site/block number: _____

No. of levels: _____ Level unit number: _____ Area: _____

Current, lawfully established, use: _____

Year first constructed: _____

OWNER AND AGENT DETAILS

1. Name and of Owner:

Surname: _____ First names (in full): _____ Mr/Mrs/Ms/
Miss/Dr/Prof.

Surname: _____ First names (in full): _____ Mr/Mrs/Ms/
Miss/Dr/Prof.

OR _____

Registered Company name and number: _____

Mailing address: _____

Street address/registered office: _____

Phone number: _____ Landline: _____ Mobile: _____

Facsimile number: _____ Daytime: _____ After hours: _____

Email address: _____ Website: _____

Contact person: _____

The following evidence of ownership is attached to this application: [Tick relevant box]

☐ Certificate of Title ☐ Sale and Purchase Agreement ☐ Lease ☐ Other

☐ Tick here if you are an ECan staff member, an ECan Councillor, or a family member of either.

2. Name of Agent: [Only required if application is being made on behalf of the owner.]

Name of agent: _____

Mailing address: _____

Street address/registered office : _____

Phone number: _____

Landline: _____

Mobile: _____

Facsimile number: _____

Daytime: _____

After hours: _____

Email address: _____

Website: _____

Relationship to Owner: [State details of the authorisation from the owner to make the application on the owner's behalf.]
_____**First point of contact for communications with the council:** [state full name, mailing address, phone numbers, email address]
_____**BUILDING WORK****Description of building work:** _____**Date building work was carried out:** _____**The personnel who carried out the building work are as follows:****Key personnel:**

Designer(s): _____

Phone no: _____

Registration no: _____

Builder(s): _____

Phone no: _____

Registration no: _____

Registered Drainlayer(s): _____

Phone no: _____

Registration no: _____

Registered Plumber(s): _____

Phone no: _____

Registration no: _____

Other: _____

Phone no: _____

Registration no: _____

Did the building work result in a change of use of the building dam? Yes/No

If yes, provide details of the new use: _____

Intended life of building (dam) if 50 years or less: _____ years**List building consent 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 the building (dam) which building levy will be calculated** (including goods and services tax):

\$ _____

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

Reasons why a certificate of acceptance is required: [tick appropriate circle]

- ☐ 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: *[explain in detail]*
- _____
- _____
- _____
- ☐ A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: *[delete one of the following]*
- ☐ For the purpose of saving or protecting life or health or preventing serious damage to property as follows: *[explain in detail]*
- _____
- _____
- _____
- ☐ In order to ensure that a specified system was maintained in a safe condition or made safe as follows: *[explain in detail]*
- _____
- _____
- _____
- ☐ The building consent authority that granted the building consent is unable or refuses to issue a code of compliance certificate in relation to the building work, and no other building consent authority will agree to issue a code of compliance certificate for the building work. *[state details of name of building consent authority and building consent granted]*
- _____
- _____
- _____

COMPLIANCE SCHEDULE

The specified systems for the building (dam) are as follows: *[specified 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 (dam).

ATTACHMENTS

The following documents are attached to this application:

- ☐ Project information memorandum
- ☐ Plans and specification
- ☐ Certificates from personnel who carried out the building work
- ☐ Energy work certificate

ADDITIONAL INFORMATION – DAM DETAILS

Size of dam: Volume Capacity (m³) _____ Depth of dam (m) _____
Name of dam: (if applicable) _____

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

Full name of person signing – please print

Council use: