



Private Bag 1005, Rangiora 8254 | Ph (03) 313 6136, (03) 327 6834 | Fax (03) 313 4432 | www.waimakariri.govt.nz

**THE BUILDING**

*(refer to your Rates Account for details)*

1. Site Address: \_\_\_\_\_

*(Street /Road /Township)*

Rapid Number: \_\_\_\_\_

*(Applies to Rural Properties Only)*

2. Legal description:

LOT: \_\_\_\_\_ DP/RS: \_\_\_\_\_

Valuation Roll Number: \_\_\_\_\_

**Note: Only complete items here that are applicable to your project.**

3. Building Name: \_\_\_\_\_

*(eg: where buildings have Official Names)*

4. Location of Building within Site: \_\_\_\_\_

*(Only applicable to multi-development sites)*

5. Number of Levels: \_\_\_\_\_ 6. Level/Unit No: \_\_\_\_\_

7. Floor Area – Existing: \_\_\_\_\_ New: \_\_\_\_\_ Total: \_\_\_\_\_

8. Current Lawfully Established Use: *(eg: Use on any previous consent for the existing building)*

9. Year Building First Constructed: \_\_\_\_\_

*(Only applicable to existing buildings, approx. date is acceptable, e.g. 1920s or 1960-1970)*

**THE APPLICANT / OWNER**

10. Owner's Name: \_\_\_\_\_

*(Company or organisational name)*

11. Contact Person: \_\_\_\_\_

*(If Owner is not an Individual)*

12. Mailing Address: \_\_\_\_\_

13. Street Address / Registered Office: \_\_\_\_\_

14. Phone Numbers: Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After Hours: \_\_\_\_\_

15. Fax: \_\_\_\_\_

16. Email: \_\_\_\_\_

17. Website: \_\_\_\_\_

18. The following evidence of ownership is attached to this application, eg:

- Certificate of Title and / or
- Sale and Purchase Agreement

**AGENT / CONTACT**

*Contact Details **MUST** be in New Zealand)*

19. Name of Agent: \_\_\_\_\_

20. Contact Person: \_\_\_\_\_

21. Mailing/Billing Address: \_\_\_\_\_

22. Street Address / Registered Office: \_\_\_\_\_

23. Phone Numbers: Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After Hours: \_\_\_\_\_

24. Fax: \_\_\_\_\_

25. Email: \_\_\_\_\_

26. Website: \_\_\_\_\_

27.  Authorisation from Agent Attached.

*(Authorisation from the owner confirming authority)*

28. **Note: The "Agent/Contact" will be the first point of contact for communications with the Council / Building Consent Authority regarding this Application / Building Work and will receive all correspondence including all invoices.**

**APPLICATION**

29. I request that you issue a Code Compliance Certificate for this work under section 95 of the Building Act 2004.

The Code Compliance Certificate should be sent to: \_\_\_\_\_

*(Unless advised otherwise the Code Compliance Certificate will be sent to the Agent/Applicant)*

*For Office Use Only*

# PEOPLE INVOLVED IN THIS PROJECT

30. All building work to be carried out under the this Building Consent was completed on: \_\_\_\_\_

31. **The Licensed Building Practitioners who carried out the building work are as follows:**

<b>BUILDER</b>			
Name:		Reg. N <sup>o</sup> :	
-----			
Address:	-----		
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
-----	-----	-----	-----

<b>DESIGNER(S)</b>			
Name:		Reg. N <sup>o</sup> :	
-----			
Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
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<b>REGISTERED DRAINLAYER</b>			
Name:		Reg. N <sup>o</sup> :	
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Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
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<b>CRAFTSMAN PLUMBER</b>			
Name:		Reg. N <sup>o</sup> :	
-----			
Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
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<b>CRAFTSMAN GASFITTER</b>			
Name:		Reg. N <sup>o</sup> :	
-----			
Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
-----	-----	-----	-----

<b>REGISTERED ELECTRICIAN</b>			
Name:		Reg. N <sup>o</sup> :	
-----			
Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
-----	-----	-----	-----

<b>STRUCTURAL ENGINEER</b>			
Name:		Reg. N <sup>o</sup> :	
-----			
Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
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<b>OTHER CONTRACTOR – TYPE:</b> _____			
Name:		Reg. N <sup>o</sup> :	
-----			
Address: -----			
Phone N <sup>o</sup> :	Fax N <sup>o</sup> :	Email:	
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**Please photocopy and attach additional pages as required to provide a complete list of ALL sub-trades involved in the project**

## SPECIFIED SYSTEMS

32. The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the Building Consent: List Specified Systems – use additional pages if required:


## ATTACHMENTS

33. The following documents are attached to this application:

- Certificates from the people who carried out the work.

You are required to supply certificates from ALL the trades involved in your project. Such certificates should include the following information:

- ⇒ Name, address, and contact phone numbers
- ⇒ Registration number (where applicable)
- ⇒ Building consent number
- ⇒ Project site address, and scope of work
- ⇒ Name of the tradesperson who carried out the work
- ⇒ A statement confirming which NZ Building Code Clauses that the work complies with and compliance with the Approved Building Consent Documents including any variations.
- ⇒ The Certificate must be signed and dated by the tradesperson responsible for the work

- Certificates that relate to the energy work (Electrical and Gasfitter).

- Evidence that specified systems are capable of performing to the performance standards set out in the Building Consent (Installers certification).

## APPLICATION INFORMATION

A Code Compliance Certificate will be issued within 20 working days from application, provided all the information required has been supplied. The Code Compliance Certificate will be based on the approved building consent documents, so any variations to the original approved plans are required to be documented and approved prior to the work being carried out. All inspections listed in the Building Consent documentation must have been carried out to the Building Consent Authorities satisfaction including a final inspection.

In the event that no application for Code Compliance is made within **2 years** after the granting of the Building Consent, the Building Consent Authority is obliged to issue a "Notice to Fix" for any outstanding work.

### Notice to Fix

If a Notice to Fix is issued, it will state the building work that must be carried out and will set a timeframe in which this work must be completed. Once the work listed has been completed a further inspection should be booked by phoning

***Prime Building Compliance on (03) 311 8240 or 0800 724 2378***

### Fees

Please note: All work for the issue of a Code Compliance Certificate and Compliance Schedule will be invoiced and must be paid in full before the Code Compliance Certificate will be issued.

## NOTES BY APPLICANT

*Other notes or comments which you as the applicant may wish to add, eg Resource Consents*

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*All the relevant information on this form is required to be provided under the Building Act and Resource Management Act for the Environmental Services Unit to process your application. Under these Acts this information has to be made available to members of the public. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council that can be readily retrieved. You can also request that the Council correct any personal information it holds about you.*

## APPLICANT'S SIGNATURE

Signed by or for and on behalf of the Applicant \_\_\_\_\_

Owner  or Agent Date: \_\_\_\_\_

Note: if acting "for and on behalf", please read the following declaration before signing:- "I hereby declare that I am authorised to act as Agent of the Applicant".