

BUILDING UNIT

Section 52 Request for Lapse of Building Consent

Under The Building Act 2004, Section 52

Please submit the Request for Lapse of Building Consent by emailing to: **buildinginfo@wmk.govt.nz**

BC No.: _____

1. The Building

Site address: *(Street/Road/Township)*

Legal description of the land where the building is located:

Lot:

DP:

Other:

2. The Owner - all details must be the legal owner's

Full legal name(s) of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr, if an individual)*

Contact person: *(not required if the owner is an individual. Must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

PLEASE NOTE - *If the ownership has changed since the application was made, new evidence of ownership will need to be provided (i.e. Record of Title).*

3. Applicant - only required when the applicant is not the owner or the agent e.g. leasee/tenant

PLEASE NOTE - *Authorisation is required from the owner of the property.*

Full name(s) of applicant: *(e.g. leasee/tenant)*

Contact person: *(not required if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

4. Agent – only required when the application is being made on behalf of the owner

PLEASE NOTE - Authorisation is required from the owner of the property.

Full name(s) of agent:

Contact person: *(not required if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

PLEASE NOTE - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work

5. Lapse request

I request that you lapse my Building Consent in regard to the above property, as it is not my intention to proceed with the building work. I agree to pay any fee associated to the lapsing of my consent.

Any refund of fees to go to:

Full name:

Bank Account:

Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed.

Full name:

Date:

I am the: Owner Applicant on behalf of, and with the authority of the owner
 Agent on behalf of, and with the authority of the owner

Office use only

Further information required? Yes No

Date/time received:

Officer:

Date/time vetted/accepted:

Officer:

Important information

The owner (or applicant or agent with the authority of the owner) of a property may request for an issued building consent to be lapsed prior to the 12 month timeframe if building work has not started, as per Section 52 of the *Building Act 2004*.

There will be an associated fee to lapse the consent prior to the 12 month time frame. A refund may also apply for unused fees. Council will respond to this request with a confirmation including details of any refund or fees to be paid.

All the relevant information on this form is required to be provided under the *Building Act 2004* and/or *Resource Management Act 1991* for the Building Unit to process your application. Under these Acts this information has to be made available to members of the public if requested. 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 which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.