

BUILDING UNIT

Application for Project Information Memorandum for Non-consented Small Stand-alone Dwelling

Section 33, Building Act 2004

1. Building

Street address of site:

Proposed location of building within site:

Total floor area:

2. The Owner

Name: *(include preferred form of address, e.g. Mr, Miss, Ms, Mrs, Dr, if an individual)*

Contact person: *(omit if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(select one)*

Phone number:

Landline

Mobile:

Daytime:

After hours:

Fax:

Email:

Website *(omit if owner does not have an internet site):*

The following evidence of ownership is attached to this application:

Copy of Record of Title OR Council to provide *(additional charge of \$15)*

(Current within one month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, Council will provide this [additional charge of \$15 applies]).

Signed copy of Sales and Purchase agreement *(If Record of Title is not issued).*

3. Agent

Omit all details under this heading if the owner is not represented by an agent.

Name:

Contact person: *(omit if the agent is an individual)*

Mailing address:

Street address/Registered office: *(select one)*

Phone number:

Landline

Mobile:

Daytime:

After hours:

Fax:

Email:

Website *(omit if agent does not have an internet site)*:

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

First point of contact for communications with territorial authority: *(specify full name, mailing address, phone number(s) and email address(es))*‡

‡Points of contact must be in New Zealand

4. Application

I request that you issue a project information memorandum for the non-consented small stand-alone dwelling described in this application.

Name:

Date:

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

Signature:

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

Office use only

Further information required? Yes No

Date/time received:

Officer:

Date/time vetted/accepted:

Officer:

Office use only

Amount paid: \$

Date:

Officer:

Fee paid on application

Deposit invoice sent

Date payment processed:

Receipt:

Officer:

All PIM application related invoices/refunds to be billed and sent to:

Owner Agent Or other (If other, please complete below)

Company name: (if applicable)

Contact person:

Mailing address:

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

PLEASE NOTE - Any refunds are to the receipted name unless written authorisation has been received from the receipted person or company.

Terms of trade

I/We understand that:

PIMS shall be paid for when the PIM is collected/uploaded or if the PIM is not collected/uploaded within three months after the date of PIM being granted, the work done to date portion i.e. administration and processing costs of the account will be due and payable. The balance of the invoice will be payable when the PIM is collected/uploaded.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

5. Project

Description of proposed building work*:

**Include information about known natural hazards and how they are accounted for in designs and plans, and information about how the dwelling meets the requirements of a small stand-alone dwelling set out in clause 1 of Schedule 1A of the Building Act 2004, that is, that the dwelling has the following characteristics:*

- *is stand-alone*
- *is new*
- *has a floor area of 70 m² or less*
- *has a single storey.*

Previously issued building consents or project information memoranda (if any): (list)

Estimated value of building work: \$

(specify estimated value as defined in section 7(1) of the Building Act 2004)

Name of builder (if known):

6. Project information memorandum

The following matters are involved in the proposed project: (select those matters that apply)

Alterations to land contours

New or altered connections to public utilities

New or altered access for vehicles

Disposal of stormwater

Disposal of wastewater

Building work over any existing drains or sewers, or in close proximity to wells or water mains

Other matters known to applicant that may require authorisations from the territorial authority (specify):

7. Attachments

Attach the documents specified below.

The following documents are attached to this application:

Preliminary design plans for the proposed building work (which must include site plans, elevations, and basic sections and may also include floor plans)

*Product certificates

*Omit if not applicable