

**BUILDING UNIT**

# Request for Withdrawal of Building Consent Application

Please submit the Request for Withdrawal of Building Consent Application 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

Name 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.

Name 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.

Name 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. Withdrawal Request

I request that you withdraw my application for a 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 work to date costs associated with the PIM/ Building Consent application.

Any refund of fees to go to:

Name:

Bank Account:

I wish to receive my submitted documentation in the following format:

**PLEASE NOTE** - If USB or hard copy, please confirm if you wish to pick it up from the Council or have it posted.

Electronically via Sharefile Transfer Portal (You must be set up and registered for this option)

USB: post OR pick-up

Hard Copy: post OR pick-up

#### Application authorisation

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

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 withdraw an application for a building consent at any time prior to the consent being granted. If building work has not started within 12 months of issuing of the consent, the consent is lapsed as per Section 52 of the *Building Act 2004*.

Depending on the timing of the request, there may be either a refund or a charge for work to date. 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.