

## BUILDING UNIT

# Form 8 Application for Certificate of Acceptance

Under The Building Act 2004, Section 97

Please submit the Application for Certificate of Acceptance by emailing to: **buildinginfo@wmk.govt.nz**

C/A No: \_\_\_\_\_

## 1. The Building

Street address (street/road/township): *(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 the land where the building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Lot:                      DP:                      Valuation Number:                      Resource Consent:

Building name: *(if applicable)*

Location of building within site/block number: *(include nearest street access)*

Number of levels:                      Unit/Level No.:

Area: *(total floor area; indicate area affected by the building work if less than the total area)*

Existing:                      New:                      Total:

Current lawfully established use: *(include number of occupants per level and per use if more than 1)*

Year building first constructed:                      *(Approximate date is acceptable, eg 1920's)*

## 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:

The following evidence of ownership is attached to this application:

Copy of Record of Title      OR      Council to provide *(additional charge applies - see below)*

***(The Record of Title has to be current within 1 month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, the Council will provide this [additional charge applies - refer to Council Fees and Charges Schedule [waimakariri.govt.nz/services/fees-and-charges](http://waimakariri.govt.nz/services/fees-and-charges)])***

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

### 3. 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 regarding this application/building work.*

### 4. Application

I request that you issue a Certificate of Acceptance for the building work described in this application.

The Certificate of Acceptance should be sent to:      Owner      Agent

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

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

Hard copy:    (post)      OR      (pick-up)      OR      Email

All consent 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:

Certificates of Acceptance (COA) shall be paid for when the COA is collected/uploaded or if the COA is not collected/uploaded within three months after the date of consent being granted, the work done to date portion i.e. admin, processing and inspection costs of the account will be due and payable. The balance of the invoice will be payable when the COA is collected/uploaded. Where an application is withdrawn or refused all costs associated with the application must be paid.

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.

## Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 97 of the Building Act 2004.

Full name:

Date:

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

## 5. Building Work

Description of work: *(i.e. dwelling, alteration/addition)*

Date building work carried out:

### Restricted building work

Did the building work include any restricted building work?            Yes            No

If Yes, provide the following details of all Licensed Building Practitioners who were involved in carrying out or supervising the restricted building work.

Licence class	Name	Licensed building practitioner number <i>(or registration number if treated as being licensed under section 291 of the Building Act 2004)</i>
Foundations		
Carpentry		
Exterior Plasterer		
Bricklayer		
Blocklayer		
Rofer		

The personnel who carried out the building work are as follows:

**Builder**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Designer(s)**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Certifying drainlayer**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Certifying plumber**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Certifying gasfitter**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Registered electrician**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Structural engineer**

Full name:

Reg. No.:

Address:

Phone No.:

Email:

**Other**

Full name:

Reg. No.:

Address:

Phone No.:

Email:



## 6. Building Code compliance

The building work complies with the Building Code as follows:

<b>Clause</b> <i>(Which of the following clauses were involved in the work?)</i>	<b>Means of compliance</b> <i>(Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications)</i>
B1 Structure	
B2 Durability	
C1-C6 Protection from fire	
D1 Access routes	
D2 Mechanical installations for access	
E1 Surface water	
E2 External moisture	
E3 Internal moisture	
F1 Hazardous agents on site	
F2 Hazardous building materials	
F3 Hazardous substances and processes	
F4 Safety from falling	
F5 Construction and demolition hazards	
F6 Visibility in escape routes	
F7 Warning systems	
F8 Signs	
F9 Means of restricting access to residential pools	
G1 Personal hygiene	
G2 Laundering	
G3 Food preparation and prevention of contamination	
G4 Ventilation	
G5 Interior environment	
G6 Airborne and impact sound	
G7 Natural light	
G8 Artificial light	
G9 Electricity	
G10 Piped services	
G11 Gas as an energy source	
G12 Water supplies	
G13 Foul water	
G14 Industrial liquid waste	
G15 Solid waste	
H1 Energy efficiency	

## 7. Compliance schedule

There are no specified systems in the building

The specified systems for the building are as follows: *(specified systems are defined in regulations)*

	The following Specified System(s) were altered, added to, or removed in the course of the building work	Altered	Added	Removed
1	Automatic systems for fire suppression (for example, sprinkler systems)			
2	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)			
3.1	Automatic doors			
3.2	Access controlled doors			
3.3	Interfaced fire or smoke doors or windows			
4	Emergency lighting systems			
5	Escape route pressurisation systems			
6	Riser mains for fire service use			
7	Automatic back-flow preventers connected to a potable water supply			
8.1	Passenger-carrying lifts			
8.2	Service lifts including dumb waiters			
8.3	Escalators and moving walks			
9	Mechanical ventilation or air conditioning systems			
9a	Cooling tower as part of an air conditioning system			
9b	Cooling tower as part of a processing plant [not a Specified System however required for information only]			
10	Building maintenance units for providing access to the exterior and interior walls of buildings			
11	Laboratory fume cupboards			
12	Audio loops or other assistive listening systems			
13.1	Mechanical smoke control			
13.2	Natural smoke control			
13.3	Smoke curtains			
14.1	Emergency power systems			
14.2	Signs			
15.1	Systems for communicating spoken information intended to facilitate evacuation			
15.2	Final exit [as defined by A2 of the Building Code]			
15.3	Fire separations			
15.4	Signs for communicating information intended to facilitate evacuation			
15.5	Smoke separations			
16	Cable Car (including to individual dwellings)			

## 8. Attachments

The following are attached to this application:

Project information memorandum

Plans and specifications: *(all plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the Council)*

Certificates from personnel who carried out the building work

Energy work certificate

Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work

Completed relevant application checklist(s) - refer to Appendix

**Please continue on the Appendix as follows for further information requested by the Waimakariri District Council.**

# Appendix - further information requested by the Waimakariri District Council

## National Environment Standard (NES)

This section relates to the [National Environmental Standard for Assessing & Managing Contaminants in Soil to Protect Human Health \(NES\)](#).

The NES includes regulations controlling **soil disturbance, change of use, subdivision, and removal/replacement of fuel storage systems** on properties which have been used either now or in the past for a hazardous activity or industry (known as HAIL) that may have resulted in contamination of the soil. The table below determines whether the NES applies to your proposal.

Yes No

Is the application site listed on Environment Canterbury's Listed Land Use Register (LLUR)? [llur.ecan.govt.nz](http://llur.ecan.govt.nz) If **YES**, please include a copy of the LLUR statement with your application.

If the site is not listed on the LLUR, is an activity described on the Hazardous Substances and Industries List (HAIL) currently being undertaken on the piece of land to which this application relates, or is it more likely than not to have ever been undertaken on the land?

The HAIL list is available to view at [Hazardous Activities and Industries List \(HAIL\)](#)

Type of HAIL activity:

**If the answer to either of the above questions is YES, then the NES will apply, depending on the type of activity. Please identify whether the application involves the activities below.**

**PLEASE NOTE** - *If the answer to both of the previous questions is No, you do not need to answer the remaining questions in this section.*

Yes No

Has the property been recently subdivided?

Will the proposed activity involve the disturbance of more than 25m<sup>3</sup> of soil (per 500m<sup>2</sup> of disturbed area)? Volume of soil disturbed:

Will the proposed activity involve the removal of more than 5m<sup>3</sup> of soil (per 500m<sup>2</sup> of disturbed area) from the site? Volume of soil removal:

Does the application involve changing the use of the land to one which, because the land has been subject to a HAIL activity, is reasonably likely to harm human health? (e.g. orchard to a residence)

Does the application involve replacing or removing fuel storage systems or parts of it?

**If the answer to any of the above activity questions is also YES, then the NES will apply and you will need to establish whether the proposed activity complies with the NES.**

- Changing the land use will require resource consent if the permitted activity requirements of the NES are not complied with. These include provision of a Preliminary Site Investigation carried out by a suitably qualified and experienced practitioner.
- Soil disturbance or removal exceeding the specified volumes require resource consent.
- Removal or replacement of a fuel storage system will require consent if the permitted activity requirements of the NES are not complied with.

**Does the proposed activity require resource consent under the NES?**

If **YES**, a resource consent is required and with the application an assessment under the NES must be provided. A Detailed Site Investigation may be required.

## Checklist

The following documents are attached to this application:

Site plans (**One copy** to scale, clean and unstamped usually 1:100 or 1:50, electronic preferred or if hard-copy minimum size A3)

Must include:

- North orientation arrow
- Distance from all boundaries
- Show all other buildings on property (size if possible)
- Distance from any hazards (ie water race/open drains)

Floor plans (**One copy** to scale, usually 1:100 or 1:50, electronic preferred or if hard-copy minimum size A3)

Photographs of building work

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)
- 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
- 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 submitted documents (Installers certification)

Record of Title (current within one month of being issued)

## Bookmarks

**PLEASE NOTE** - Our current software does not enable us to maintain bookmarks within the consent documents during processing and granting.

## 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:

## Important information

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 Waimakariri District Council to assess 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.

## Application information

Under certain circumstances a Territorial Authority may, on application, issue a Certificate of Acceptance for work already done. This does not apply to building work carried out prior to 1 July 1992.

A Territorial Authority may issue a Certificate of Acceptance only if it is satisfied, to the best of its knowledge and belief and on reasonable grounds, that, insofar as it could ascertain, the building work complies with the Building Code.

The above does not relieve a person from the requirement to obtain a Building Consent for building work (excluding building work described under *Schedule 1 of the Building Act 2004*).

A Certificate of Acceptance will be issued within 20 working days from application, provided all the information required has been supplied. The Certificate of Acceptance will be based on the supplied documents. All work listed in the Certificate of Acceptance documentation must have been carried out to the satisfaction of the Building Consent Authority. This will be determined through inspections.

## Compliance check

Where applicable a Compliance Check is undertaken to ensure your building work complies with the District Plan.

## Levies payable

Under the *Building Act 2004 s53, s55 s402* Council are authorised to collect levies for the MBIE (*Building Levy Order 2005*) and BRANZ (*Building Research Levy Act 1969*). Levies are only payable on building works where the construction value exceeds a prescribed amount.

[Building Act 2004](#)

[Building Levy Order 2005](#)

[Building Research Levy Act 1969](#)

## Fees

The application for a Certificate of Acceptance must be accompanied by the fees as described in *Section 97 of the Building Act 2004*. Any additional work to process the Certificate of Acceptance will be invoiced in the same way as for a Building Consent Application i.e. levies, inspections, administration etc. and needs to be paid in full before the Certificate of Acceptance can be issued, refer to [building services fees and charges](#).

## Inspections

During the processing, inspections might be necessary to assess the work that has been undertaken. All inspections are subject to a separate charge.

## Resource consent

Your application will be assessed by the Planning Unit of the Council to determine whether your project complies with the relevant District Plan requirements.

If it is determined that the completed building work is in breach of the District Plan, you may need to apply for a Resource Consent. This will be a separate process additional to this application for Certificate of Acceptance. It is recommended that you phone the Planning Unit on 0800 965 468 to discuss the process.

## Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under *Sections 97 and 99 of the Building Act 2004*. They will receive all correspondence and must be authorised by the Owner.