



PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT APPLICATION (BAM 002)

Section 33 or section 45, Building Act 2004



(Only complete items within the shaded panels that are applicable to your project)

FOR OFFICE USE

Project No.: _____ **Date Received:** _____

This form is to be accompanied by the relevant office cover sheet.

APPLICATION

I request that you issue a:

Project Information Memorandum only(PIM)
 Building Consent only (for existing PIM No : _____ attach copy)
 Building Consent (including Project Information Memorandum).

THE BUILDING

Street Address: (Include Postal Code and/or Rapid Number if Applicable): 	Number of Levels: 	Level/Unit No:
	Valuation Roll No.:	Approx Year Building was First Constructed:

Legal Description: Lot No.: _____ D.P. No. _____	Total Floor Area (all floors included): Existing _____m ² Add _____m ²
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Current Lawfully Established Use:

Building Name if Applicable:

THE PROJECT

Description of Building Work: _____ (eg. dwelling, commercial, farm shed, garage etc.) Will the building work result in a <input type="checkbox"/> Yes <input type="checkbox"/> No change of use of the building? <i>(Refer to Building (Specified Systems, Change of Use, and Earthquake-prone Buildings) Regulations 2005 if in doubt)</i> If "Yes", provide details of the new intended use. _____	Intended life of the building: <input type="checkbox"/> Indefinite but not less than 50 years or <input type="checkbox"/> Specified as _____ years List Building Consents previously issued for this building (if any): (ie. is this project being constructed in stages? Is this consent for a relocated or transportable building?) _____ Estimated Value (incl. GST) \$ _____ (ie. the estimated aggregate of the values of all goods and services.)
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THE OWNER

AGENT – APPLICANT

Owner's Name:	Agent's Name:
Contact Person:	Contact Person:
Mailing Address:	Mailing/Billing Address:
Street Address / Registered Office: (Include Postal Code and/or Rapid Number if Applicable)	Street Address / Registered Office: (Include Postal Code and/or Rapid Number if Applicable)
E-mail Address:	E-mail Address:
Contact Numbers: Daytime: _____ Mobile: _____ After Hours: _____ Fax: _____	Contact Numbers: Daytime: _____ Mobile: _____ After Hours: _____ Fax: _____

Evidence of ownership attached to this application: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Sale and Purchase Agreement (If Title not in applicant's name)	Note – The Agent 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.
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REQUIRED ATTACHMENTS

Complete and attach **ONE** of the following checklists, and provide **ALL** of the information, and plans requested on that checklist:

Form BAM 002-R
Residential work

Form BAM 002-I
Commercial/Industrial work

Application Fee (Deposit)

Application Fee of \$ _____ (refer to cover sheet for appropriate fees)

KEY PERSONNEL

Name of Builder:	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Craftsman Plumber:	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Registered Drainlayer:	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Designer:	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	
Name of Engineer:	Phone Number:
Mailing Address:	Registration Number:
E-mail Address:	

NOTES BY APPLICANT (Other notes or comments which you as the applicant may wish to add)

SIGNATURE

Signed by or for and on behalf of the Owner: _____
 Owner 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 Owner and am aware of all responsibility including the implications associated with producer statements."

For Office Use

Receipt Number: _____ Pim Fee: _____
 Fees Paid: _____ Sewerage Contribution or Fee: _____
 Date Received: _____ Water Contribution or Fee: _____

PO Box 6, Kaikoura Phone 319 5026 Fax 319 5308 Website www.kaikoura.govt.nz

APPLICATION INFORMATION

Building Consent processing time is stopped whenever further information is required and starts again when the information is received.

Once the Building consent has been processed it will be sent to you by post unless you inform Council that you wish to collect it.

Work must not start until all fees relating to the Building Consent are paid, the Building Consent is issued, and any Resource Consent requirements have been dealt with (e.g. amended plans have been provided to comply with the Resource Management Plan), or a Resource Consent has been granted.

INSPECTIONS

During the process of construction, inspection will be necessary to confirm all work complies with your approved Building Consent documentation. Please ring the Council on 319 5026 well in advance of requiring an inspection to ensure that a time can be arranged.

The inspections required will be set out in the Building Consent documentation issued by the Building Consent Authority. The first inspection must be carried out within 12 months of the Building Consent being issued. Failure to have a prescribed inspection carried out and to be provided with confirmation that work has been approved may put the issue of the Code Compliance Certificate for the work at risk.

CODE COMPLIANCE CERTIFICATE

A building consent is not completed until it has been issued with a Code Compliance Certificate. The Owner is required to complete a separate application form to apply for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the building consent. Council is required to decide whether or not a Code compliance Certificate can be issued.

PRIVACY ACT

Pursuant to the Privacy Act 1991 the following information is brought to your attention.

This document collects personal information about you and is collected pursuant to Section 33 and/or Section 45 of the Building Act 2004. Pursuant to Section 217 of the Building Act 2004, the information contained in the document is being collected and held by Kaikoura District Council. You do have the right of access to and correction of this information subject to the provisions of the Privacy Act 1993.

Pursuant to Section 217 of the Building Act 2004 the building owner may request the plans and specifications to be marked confidential for the purposes of security. Such a request must be in writing and addressed to: Senior Building Control Officer, P O Box 6, Kaikoura.

ATTACHMENTS – Office Use Only

The following documents are required before Council can accept your application :-

- Current Certificate of Title (not required for minor internal alterations)
- Evidence of ownership of property (if Title not in applicants name i.e. Sales & Purchase Agreement)
- Written authorization from owner for Agency acting on their behalf

Plans and Specifications for the Project (Eg: Site plan, floor plan, Elevations (include daylight angles, construction details, drainage, cross sections) as follows:-

- Two copies of all plans and specifications, plus an extra copy of site plan, floor plans and elevations
- Schedule of New Zealand Building Code Compliance
- Site Plan including North Point and site levels.
- Floor Plans
- Smoke alarms – If appropriate are these indicated on floor plan
- Elevations
- Drainage Plans
- Roof Truss – If appropriate are these included with application
- Specification
- List detailing specified systems, inspection and performance standards for compliance schedule (commercial applications only)
- Producer Statement - if part of this application check inclusion.(Not a technical check of author competency or content)
- Are all sections of the application form completed particularly the section detailing the building i.e. year constructed and lawfully intend use etc.

**A '✓' – Means that item has been provided, checked for completeness and application is acceptable for lodgement
If box is "blank" or N/A inserted – Means that this item is not relevant for the particular submission.**

Received by KDC: _____ Date:- _____