



## Application for Exemption of Building Work

Project no:  
(Office use only)

Date received:

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### THE BUILDING

Street address of building:

Legal description of land where building is located:

Building name:

Location of building within site/block number:

Level/Number:

Current lawfully established, use:

Year building first constructed.

### THE OWNER

Name of owner: Mr, Mrs, Miss, Ms

Contact person:

Mailing address:

Street address:

Phone numbers: Daytime:

Mobile:

After hours:

Website:

E-mail:

### THE AGENT

Name of agent: Mr, Mrs, Miss, Ms

Contact person:

Mailing address:

Street address:

Phone numbers: Daytime:

Mobile:

After hours:

Website:

E-mail:

Relationship with owner:

First point of contact for communications with the council:

## Building Act 2004 – Schedule 1, exemption (2)

### Project details

Provide a description of the work to be considered for exemption.

Brief project description - if your application is for a temporary structure, include critical dates.

Estimated value of work:

Is this application earthquake related?  Yes  No

Application comments: (For example, related application numbers, or notes to processing staff)

### Exemption details

All fields in this section must be completed (or separate quality assurance documents covering all aspects provided with the application) otherwise your application will be not accepted.

This should consider the complexity of the work, the risks and consequences of it not complying, and any quality assurance that can be offered. Refer to our exemptions web page for further guidance, and in particular the guidance examples on how to complete this application

### Detailed description of work

Describe the proposed work in detail; specify work not to be covered by exemption; for earthquake repairs, specify damage to the building.

## Grounds for exemption

There are two grounds on which the Council can decide to exempt building work from requiring building consents. Please nominate which of these that you believe applies to this project (both options may be selected if necessary).

The completed work is likely to comply with the building code if it is carried out in accordance with your proposal;

AND/OR

If the completed work were not to comply with the building code, it would unlikely endanger any people or building provided it is carried out in accordance with your proposal.

## Means of compliance

Specify the standards, acceptable solutions, or MBIE guidance documents that may apply.

## Design responsibilities

- Who is carrying out the design work?
- What qualifications and proven record of compliance do they have in carrying out work of this complexity?

Notes: - Comprehensive details of all designers and consultants involved in the project along with relevant experience in similar works must be provided.

## Construction responsibilities

- Who is carrying out the building work?

- What qualifications and proven record of compliance do they have in carrying out work of this complexity?

Notes: - Comprehensive details of all contractors involved in the project along with relevant experience in similar works must be provided.

### **Quality assurance**

- Outline everything you are offering to satisfy council that the requirements of Schedule 1, 2(a) and/or (b) of the Building Act 2004 will be met.

Notes: - Summarise the QA system to be used to ensure compliance e.g. inspection schedules and completion documents. Document can be attached.

### **Supporting documents**

Include all relevant drawings (plan, elevations, typical sections), supporting documents, specifications, photos, and critical member sizes and critical construction details, if any.

If an engineer is involved, provide the engineer's calculations and sketches, including a producer statement – design

## **Exempt Building Work.**

The Building Act 2004 exempts certain building work from requiring a building consent. (Section 41 and 42a) The exemptions are listed in Schedule 1 of the Building Act 2004. More information about this can be accessed at [www.dbh.govt.nz/bc-no-consent](http://www.dbh.govt.nz/bc-no-consent).

It is the owner's responsibility ultimately to determine whether any proposed work is exempt from requiring a building consent.

All building work, and this includes work exempted from the requirement to obtain a building consent, must still comply with the Building Act 2004 and comply fully with the building code. The proposed work may also need to comply with other relevant legislation, regulations or by-laws.

Kaikoura District Council advises the owner to obtain advice, if they are not able to clearly determine that the work is exempt work, from appropriately qualified persons. Some examples of appropriate persons include; the Building Consent Authority, an Architect or Engineer, Certifying Plumber or Registered Electrician. Other appropriate people may also be able to advise you.

The owner may lodge a decision for exempt work on the property file at Kaikoura District Council. To do this we require a completed, "Application for exemption of building work", form. The reason for the work being exempt must be clearly described. You may attach supporting information with the application, such as plans and specifications.

Kaikoura District Council does not examine the validity of the content of information and does not take liability for its content. The building work will not be considered exempt from the requirements of a building consent unless Kaikoura District Council notifies this in writing. Council may require more clarity in some instances regarding the exemption. Council will notify you in writing whether it is accepted as exempt or otherwise.

Kaikoura District Council will charge a fee for lodging the application and information on the property file.

Applications may also be made for exemption by the Territorial Authority (Kaikoura District Council) under Schedule 1(k) Building Act 2004. In considering Schedule 1(k) we may have more requirements for information, in order for us to be reasonably satisfied that (k) is appropriate and can be applied specifically to the application. Application for exemption under schedule 1(k) will be charged at \$209 per hour.

**Please note; undertaking work that is not exempt without first obtaining a building consent is an offence under Section 40 Building Act 2004.**