



APPLICATION FOR A CERTIFICATE OF ACCEPTANCE (BAM 008) COMMERCIAL (FORM 8)

FOR OFFICE USE

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

APPLICATION

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

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 OWNER

AGENT – APPLICANT

Owner's Name:	Agent's Name:
Contact Person: (if owner is not an individual)	Contact Person: (if owner is not an individual)
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:

- Certificate of Title
 Sale and Purchase Agreement

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.

THE PROJECT

<p>Description of Building Work: _____ _____</p> <p>Did the building undergo a change of use: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details of the new use: _____ _____</p>	<p>Intended life of the building: <input type="checkbox"/> Indefinite but not less than 50 years <input type="checkbox"/> Or Specified as _____ years</p> <p>List Building Consents previously issued for this building (if any): (ie. is this project constructed in stages? Is this consent for a relocated or transportable building?) _____ _____</p> <p>Estimated Value (inc. GST) \$ _____</p> <p>Associated Resource Consents: _____</p>
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A certificate of Acceptance is required because:

- Unauthorised work:** The owner, or owners predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: (explain detail):

- Urgent work:** A building consent could not practicably be obtained in advance because the building work Had to be carried out urgently: (complete one of the following)
 - for the purpose of saving or protecting life or health or preventing serious damage to property as follows:
(explain in detail) _____

 - in order to ensure that a specified system was maintained in a safe condition or made safe as follows:
(explain in detail) _____

- Building Certifier/Building Consent Authority Work:** The building consent authority that granted the building consent is unable or refuses to issue a code compliance certificate in relation to the building work, and no other building consent authority will agree to issue a code compliance certificate for the building work:
Building Certifier/Building Consent Authority: _____

REQUIRED ATTACHMENTS

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

- Application Fee of \$ _____



COMMERCIAL OR INDUSTRIAL PIM / BUILDING CONSENT APPLICATION CHECKLIST (BAM 002-I)



NB. The following is required on application in sufficient detail to show compliance with all aspects of the District Plan and the New Zealand Building Code. Please complete this Checklist in FULL. Additional information may be requested during processing of the application.	Supplied	N/A	Council
PIM			
Application form COMPLETED & signed			
Application fee \$ _____ GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE)			
Certificate of Title: Recent search copy less than 6 months old, plus a sale & purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.			
Copies of drawings			
Site Plan – showing: <ul style="list-style-type: none"> - All new & existing buildings, swimming pools - Any heritage buildings / trees or archaeological site information known - Legal & notional boundaries (existing & proposed), easements, waterways, shared access ways / other areas with building setbacks dimensioned - Building & site areas (including floor areas (m²) for all floors) - Vehicle access, crossing location, manoeuvre, and parking area - Street trees, poles, sumps, manholes, traffic islands outside the property - Any hard-standing (sealed or concrete) areas with proposed drainage - Landscaped areas required by District Plan indicated - Any significant trees on the site - All activities on a site indicated - Proposed & existing site & floor levels - Existing & proposed contours, drive gradients and building heights (for hill or sloping sites) - Intentions for the disposal of stormwater & sewer - Storage location and capacity of Hazardous Substances (ie LPG, diesel, home heating oil etc) 			
Outline Floor plans (for all floors)			
Outline Elevations			
Outline Cross Sections - (if required) to show recession plane / daylight plane & height compliance			
Hazardous Substances - storage location and capacity (ie, LPG, diesel, home heating oil etc)			
Health Licensing - surface finishes, sinks, dishwashers, food storage			
Liquor Licensing - wash basins, sinks, glass washing machine			

Evacuation Scheme Assessment (required for PIM):	Yes	No	Building Sprinkled?		Council Use
			Yes	No	2 x Yes = Yes
Can 100 or more people gather for different purposes or activities?					
Are there facilities for more than 10 employees?					
Is accommodation provided for more than 5 people?					
Are hazardous substances stored?					
Are early childhood facilities provided?					
Is specialised care for people with disabilities provided?					
Is specialised nursing, medical, or geriatric care provided?					
Are people in lawful detention?					
Can 100 or more people gather in a common venue?					
Council Use Only - Evacuation Scheme required?					

Fire Service Assessment:	Yes	No	Council Use
Is this a fitout of an existing building?			
Is a change of use involved?			Minor alts?
Are alternative solutions, or any application for a modification or waiver to the Building Code for means of escape from fire & fire fighting used (Clauses C1-C4, D1, F6 or F8)			
Council Use Only - Send copy to Fire Service?			

BUILDING CONSENT (in addition to the above)			
	Supplied	N/A	Council
Project Information Memorandum (if already issued) plus all attached forms			
Foundation Plans (timber or concrete slab) including all details			
Drainage Plans - full design details including both Sewer & Stormwater and any disposal methods			
Detailed Floor Plans - fully dimensioned and notated, including location of Smoke Alarms			
Detailed Elevations - including door & windows showing opening sashes			
Cross Sections - to show all relevant construction, especially through difficult areas of the building and changes in building form			
Timber Treatment - the species, grading & treatment of all timber specific to the project is to be specified on the drawings , ideally on the cross section			
Framing Details - including floor joist layout plans if applicable			
Construction Details - with all materials, fixings etc noted			
Weathertightness Details - including a risk assessment matrix for all walls & all flashings			
Internal Waterproofing Details - including all wet areas & surface finishes			
Plumbing Details - including layout plan / schematics & water supply details			
Specifications - relevant to the project, general and specific.			
Bracing Design - calculations, schedule and layout plans			
Roof Truss Design - including layout plan, fixings and specific design for lintels where required			
Ground Conditions report - this will be a report to show why the ground is "good ground" using Section 3 of NZS 3604:2011, by a suitably qualified & experienced Cpeng engineer			
Design Features Report – for the structure			
Engineers Details & Producer Statement – For specific design. Must include B1 and B2 (e.g. steel beams)			
Sediment Control Management Plan (if required by site location)			
Access and Facilities for people with disabilities – for a new building all details of compliance are required, for an existing building a report is required to determine what can be reasonably upgraded to comply			
Fire Report (2 copies) – a fire design statement is required to show compliance with the "C" clauses of the Building Code, and the drawings must reflect the detail in the report			

KEY PERSONNEL

Name of Builder:	License Class (If applicable)
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No	
Name of Craftsman Plumber:	License Class (If applicable)
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No:	
Name of Registered Drainlayer:	License Class (If applicable)
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No:	
Name of Designer:	License Class (If applicable)
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No	
Name of Engineer:	License Class (If applicable)
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No:	

SIGNATURE

Signed by the Owner / 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".

Notes

- Certificate of Acceptance Fees: The charges incurred by the Council in processing this application are payable whether or not the application is approved.
- The application for a Certificate of Acceptance does not avoid the possibility of prosecution if the work was carried out illegally.