

## GUIDE TO COMPLETING THE NOTICE OF OWNER-BUILDER FORM



A Notice of Owner-Builder should be used during the construction process when the Owner-Builder starts or stops using the Owner-Builder Exemption.

### How to Apply

An application form is available from the Council's offices or website. To help you complete your application, these guidance notes are available on the Council's website.

Once you have completed your application you may:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council in person; or
- email your application form and supporting documents to the Council's Building Consent team.

### Notes to completing the form

This form can be completed by hand or electronically.

If completing the writeable pdf:

- fill out the form, including signatures and save the application to your computer.
- Email the application form to the Council, or print off and post or deliver it to the Council.

If completing by hand:

- please use black ink throughout and write clearly in BLOCK CAPITALS only.
- to correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

The following guidance notes provide information covering every section of the form. In addition, the form itself includes prompts to help you fill out each section.

Please make sure that all plans are provided in landscape format and are either A1, A2, A3 or A4 in size. They must be shown in black on white paper; and must be to the correct scale.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

**Help and advice:** if you have any questions or just need advice, please call the Council for assistance.

## Contents of the application form

The Notice of Owner-Builder form contains four sections. These are briefly described below:

**1 – Who issued the building consent?** This section requires the building consent number and the name of the building consent authority who issued the building consent.

**2 – Who owns the building?** This section requests information about the owner of the building.

**3 – Declaration** This section requires you to declare whether you intend to start or stop using the Owner-Builder exemption. Your application will not be valid if you have not signed the application form in this section.

**4 – Have you attached all required documents?** This section provides a checklist of the attachments you will need to submit with your application.

## Advice on filling out the form

Additional detail on completing each section of the form is shown in the following pages.

### 1 – Who issued the building consent?

#### 1. Who issued the building consent? *Complete both fields*

Please include the building consent number, and the name of the building consent authority who issued the building consent.

Building consent number:	
Issued by: (name of building consent authority)	

### 2 – Who owns the building?

#### 2. Who owns the building? *Complete all fields, using N/A if*

This is the person, people, company or organisation shown as the owner on the proof of ownership document OR another person, people, company or organisation who is entitled to charge rent for the property.

Please include your preferred form of title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or similar.

Owner name:	
Owner mailing address:	
Owner email address:	
Owner contact number:	
Are you using an Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please complete the following</i>
What is the relationship to the Owner?	
What authority has been granted to act:	
Who is the first point of contact for further correspondence?	<input type="checkbox"/> Agent
Agent name:	
Agent email:	
Agent contact number:	
Agent mailing address:	

Please describe the relationship to the owner. For example:

- architect engaged by owner / tenant
- project manager
- builder / plumber / drainlayer

Please state details of authorisation from the owner to give the notification on the owner's behalf.

### 3 – Declaration

#### 3. Declaration *Complete this statement*

Please complete your personal details – name, where you live and occupation

I, \_\_\_\_\_ (name), of \_\_\_\_\_  
 \_\_\_\_\_ (abode) and \_\_\_\_\_ (occupation), give  
 notice under section 87A of the Building Act 2004 that: *(tick which one of the following statement applies)*

I intend to carry out restricted building work under the owner-builder exemption, but did not include a statutory declaration to that effect with my application for a building consent.

Or

There has been a change in the owner-builder carrying out the restricted building work under the owner-builder exemption, and attached details of that effect.

Please select the statement that applies

Or

I have ceased to carry out some or all of the restricted building work under the owner-builder exemption.

Insert the date from which the relevant statement applies.

Date change is effective from: \_\_\_\_\_

If the notice affects some but not all of the restricted building work identified, please attach details on a separate page.

If only some of the restricted building work is affected by this application, please outline what the affected work is on a separate page.

### 4 – Attachments

#### 4. Have you attached all required documents? *Tick as appropriate*

The Statutory Declaration is used to show that the owner-builder criteria are met.

The following documents are attached to this application:

Statutory Declaration as to Owner-Builder

If you are unsure about what information to include in your application, a guidance document is available ([click here](#)).

If the notice affects some, but not all of the restricted building work identified in the application for the building consent, please include a separate page detailing which works will be undertaken by the owner-builder.