

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE (Form 8)

Section 97 Building Act 2004.

## COUNCIL USE ONLY

COA Number

Receipt Number

Amount Paid

### 1. What building work has been completed?

- Residential
  Multi-residential
  Commercial/Industrial
  Other

### 2. Where is the building work? *Complete all fields, enter N/A where not applicable*

What is the street address? <i>(For structures that do not have a street address, state the nearest street intersection &amp; the distance and direction from that intersection)</i>			
Legal description:	LOT:		DP:
Building name:			
Location of building within site/block including near street access:			
Level/unit number:			
Total number of floor levels:		Levels below ground:	
Total floor area: <i>(indicate area affected by the building work if less than the total area)</i>		$m^2$	
Current, lawfully established use: <i>If use was changed by the building work, state previous use</i>			
Number of occupants: <i>(Number of occupants per level and per use if more than one)</i>			
Year first constructed:			

### 3. Who owns the building or land? *Complete all fields*

Owner name:				Title:			
Owner email address:							
Owner contact numbers:	Cell:			Other Ph:			
Owner mailing address:							
Indicate which of the following Proof of Ownership documents is attached to your application. Your document <b>must</b> be less than <b>3</b> months old.							
<input type="checkbox"/>	Copy of Record of Title	<input type="checkbox"/>	Copy of Lease Agreement	<input type="checkbox"/>	Agreement for Sale & Purchase	<input type="checkbox"/>	Other document showing full name of legal owner
Are you using an Agent?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<i>If Yes, please also complete the following</i>	
Who is the first point of contact for further correspondence?				<input type="checkbox"/>	Agent	<input type="checkbox"/>	Owner
Who is the first point of contact for invoicing?				<input type="checkbox"/>	Agent	<input type="checkbox"/>	Owner
Payee name for invoice:							
Name of contact at Agent:				Title:			
Agent email:							
Agent contact numbers:	Cell:			Other Ph:			
Agent mailing address:							
Relationship to owner:							

### 4. Who carried out the building work? *Complete all fields per line, or select N/A where not applicable. If you have additional roles to add, please use the table in Appendix A.*

	Role
<i>Trade:</i>	
Name:	
Address:	
Contact number:	
Email:	
Licensing class:	
Registration number:	<i>LBP:</i>
<i>Trade:</i>	
Name:	
Address:	
Contact number:	
Email:	
Licensing class:	
Registration number:	<i>LBP:</i>

5. What are the details of the building work? *Complete all fields, or enter N/A if not applicable*

Provide a full description of the building work:			
Date the building work commenced:			
Date the building work was completed: <i>(Provide estimates if unsure of exact dates )</i>			
Did the building work result in a change of use of the building:	Yes	No	
<i>If you are unsure if a change of use has occurred, please refer to the guidance provided by the Ministry of Business, Innovation and Employment: <a href="http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/">http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/</a></i>			
If Yes, please provide details:			
What is the intended life of the building?	50+ years	<input type="checkbox"/> Limited Life	
If Limited Life, please indicate the intended life of the building	Years		
List building consents previously issued for this project (if any):			
Consent number:	Description:		
Estimated value of the building work on which building levy will be calculated (including GST): <i>(Estimated value as defined in section 7 of the Building Act 2004)</i>	\$		
Have you discussed this project with Council prior to applying?	Yes	No	
Reference number (if applicable)			

## 6. Why is a certificate of acceptance required?

The owner, or the owner's predecessor in title, carried out the building work for which a building consent was required, but a building consent was not obtained. Please provide detailed explanation:

A building consent could not practically be obtained in advance because the building work had to be carried out urgently. If so identify reason below:

For the purpose of saving or protecting life or health or preventing serious damage to property as follows. Please provide detailed explanation:

In order to ensure that a specified system was maintained in a safe condition or made safe. Please provide detailed explanation:

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. Please provide the following details:

The building consent authority that granted the building consent:

The building consent number:

Date building consent issued:

Reason building consent authority will not issue a code compliance certificate:

7. What specified systems are in your building? *Complete all fields*

Did your building work involve any Specified Systems (SS)?		Yes		No
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<b>Residential</b> <i>please complete the following</i>	<input type="checkbox"/> N/A
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*If Yes, please complete Specified System 16 (Cable Car) below*

SS16 Does your building work involve a cable car?		Yes		No	<i>If Yes, please provide detail below</i>
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SS Cable cars	Existing	Removed	Altered	Added / New	Complete this section if the cable car is being altered or added		
					Performance Standards	Inspection & Maintenance Procedures	Reporting Frequency
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

*Provide any other details*

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<b>Commercial</b> <i>please complete the following and Appendix B (Specified Systems)</i>	<input type="checkbox"/> N/A
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If applicable, what is the existing compliance schedule number?	
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Risk Group:	
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Total occupancy numbers:	
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## 8. Have you attached all required documents?

You are required to provide all the necessary documents to support your application. This includes, but is not limited to:

- *Proof of Ownership*
- *Project Information Memorandum*
- *Plans, specifications and other supporting information*
- *Certificates from personnel who carried out the work*
- *Energy work certificate*

Please check your application and ensure all the supporting information is attached otherwise your application will be returned **unprocessed**.

When you are satisfied your application is complete, please complete section 10 and send to your local Building Consent Authority.

### Privacy Information

The information you have provided on this form is required so that your application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

## 9. Your application fees

Your council will charge fees for your application. These will include statutory levies payable to BRANZ and the Ministry of Business, Innovation & Employment.

A full fee schedule can be found on the Council's website. Please consult this before submitting your application.

## 10. Have you signed the application?

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

All of the information contained in this application is, to the best of my knowledge, true and correct.

*Name and signature of the owner / agent on behalf of and with the authority of the owner*

I understand that this application may only be made with the owner's approval. Please tick to indicate your agreement.

Owner / Agent Name:	
Owner / Agent Signature: <i>(Enter your name and tick the acknowledgement box if you do not have a digital signature)</i>	
Date:	

## Appendix A List of those involved in the build

	Role
<i>Trade</i>	
Name:	
Address:	
Contact number:	
Email:	
Class:	
Registration number:	
<i>Trade</i>	
Name:	
Address:	
Contact number:	
Email:	
Class:	
Registration number:	
<i>Trade</i>	
Name:	
Address:	
Contact number:	
Email:	
Class:	
Registration number:	
<i>Trade</i>	
Name:	
Address:	
Contact number:	
Email:	
Class:	
Registration number:	
<i>Trade</i>	
Name:	
Address:	
Contact number:	
Email:	
Class:	
Registration number:	

## Appendix B List of specified systems (Commercial / Industrial Building Consent Applications)

The specified systems for the building are as follows:

*Tick all applicable and outline the performance standards and reporting frequency*

The following specified systems are existing, being altered, added to, or removed in the course of the building work		Existing	Altered	Added/New	Removed	Complete this section if systems are new, altered or added only		
						Performance standards	Inspection & maintenance procedures	Reporting frequency
SS1	Automatic systems for fire suppression (e.g. sprinkler systems)(includes Gas/Flood Systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS2	Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3	Electromagnetic or automatic doors or windows							
	S3.1 Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS3.2 Access control doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS3.3 Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS4	Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS5	Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS6	Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS7	Automatic backflow preventers connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8	Lifts, escalators, travellers or other systems for moving people or goods within buildings							
	SS8.1 Passenger-carrying lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS8.2 Service lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS8.3 Escalators and moving walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS9	Mechanical ventilation or air conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS10	Building maintenance units (for providing access to the exterior and interior walls of a building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS11	Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS12	Audio Loops or other assistive listening system							
	SS12.1 Audio loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS12.2 FM radio frequency systems and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



The following specified systems are existing, being altered, added to, or removed in the course of the building work		Existing	Altered	Added/New	Removed	Complete this section if systems are new, altered or added only		
						Performance standards	Inspection & maintenance procedures	Reporting frequency
SS13	Smoke control systems							
	SS13.1 Mechanical smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS13.2 Natural smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS13.3 Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS14	Emergency power systems for, or signs relating to, a specified system in 1-13 above							
	SS14.1 Emergency power systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS14.2 Signs for systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15	Other fire safety systems or features							
	SS15.1 Systems for communicating spoken information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS15.2 Final exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS15.3 Fire separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS15.4 Signs for communicating information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	SS15.5 Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS16	Cable cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			