GUIDE TO COMPLETING THE CERTIFICATE OF ACCEPTANCE APPLICATION FORM



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When to use the certificate of acceptance application

A certificate of acceptance can be applied for work that was done after July 1992 without a building consent and:

- was urgent, necessary to protect lives or property and there was no time to get a consent (see section 42 of the Building Act 2004)
- an owner (or previous owner) should have got consent but didn't (under either the 1991 or 2004 Building Acts)
- an accredited building consent authority (not a territorial or regional authority) granted consent but is unable or refuses to issue a code compliance certificate
- was started or consented before 31 March 2005 and affects public premises.

A Council may issue the certificate if it is satisfied that the work complies with the current building code. The certificate can be qualified to only cover the work that was able to be inspected; as such, it is not the same as a Code Compliance Certificate.

The use of certificate of application is outlined in the Building Act 2004 (Part 2 sections 96-99).

How to Apply

Applying using the Simpli forms

You'll find copies of the certificate of acceptance forms in a few locations:

- on the Simpli website, <u>here</u>
- on your council website
- at your local council office

Completing the application forms

The forms can be completed electronically using the writeable pdf or printed and completed by hand.

If completing electronically using the writeable pdf:

• fill out the form, including signatures and save the application to your computer.

If printing to complete 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.

Before submitting the application

Pre-application meeting

Some councils require applicants to book a pre-application meeting before submitting the Certificate of Acceptance application. Please check with the Council to see it a pre-application meeting is required.

Certificate of Acceptance checklist

Many councils require applicants to complete checklists which must be submitted with the application. Please check the Council website for required checklists.



Submitting the application:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council
- some Councils may allow your application and supporting documentation to be emailed or
 uploaded to their system please check with your local Council's Building Consent team.
 Note: there may be restrictions on sizes of document and the types that can be sent.

Please make sure that any 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

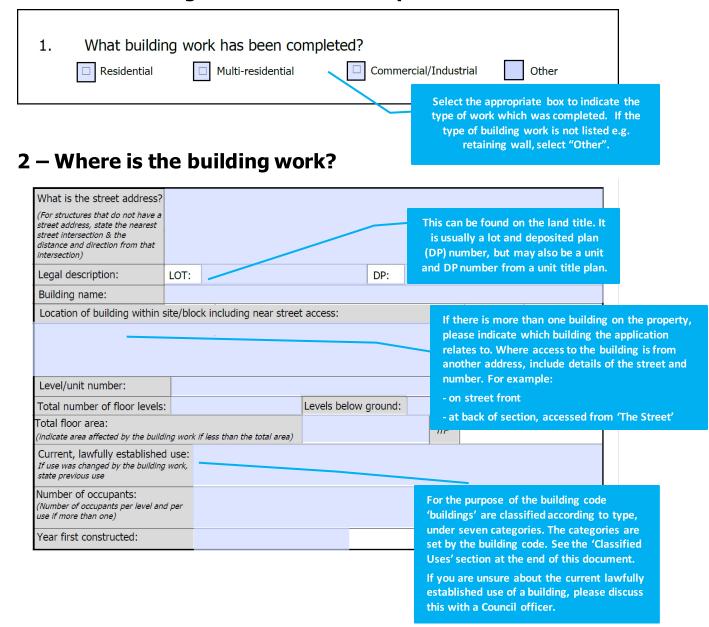
If you have any questions or just need advice, please call the Council for assistance.



Advice on filling out the form

The following guidance notes provide information covering every section of the form.

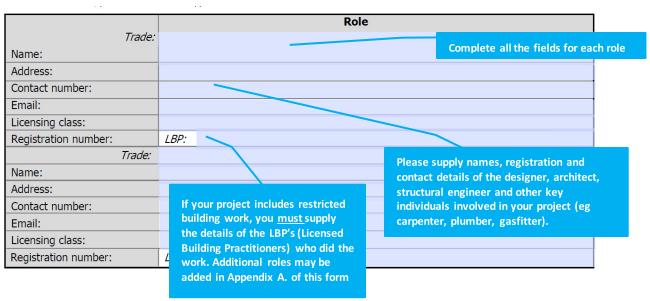
1 - What building work has been completed?



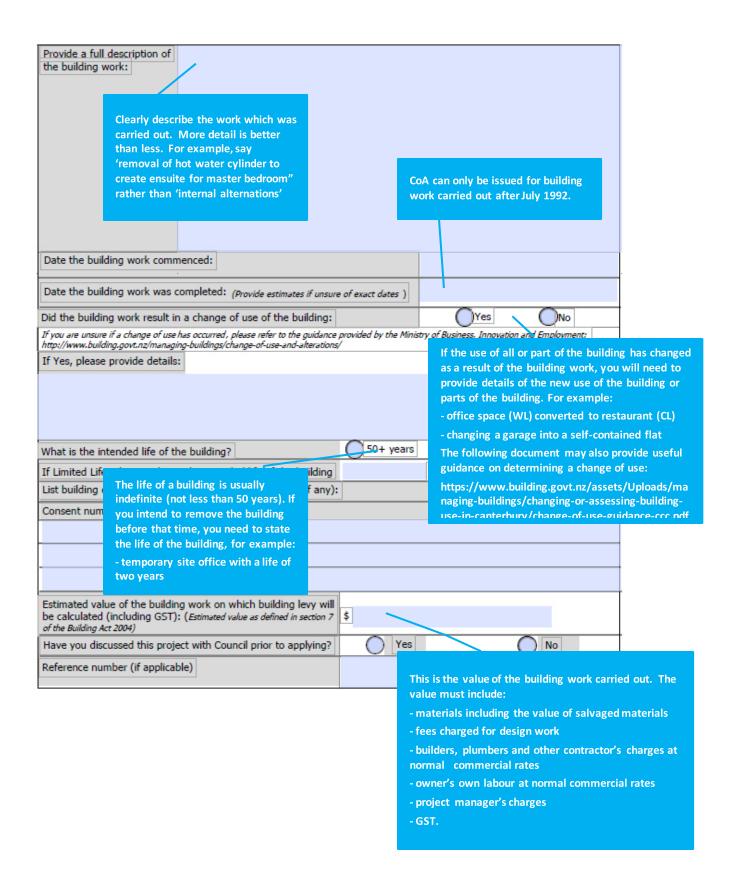
3 - Who owns the building or land?

Owner name:		Title:				
Owner email address:		This is the person, people, company or organisation shown as				
Owner contact numbers:	Cell:	the owner on the proof of ownership document OR another				
Owner mailing address:		person, people, company or organisation who is entitled to charge rent for the property.				
Indicate which of the followi less than 3 months old.	ing Proof of Ownership docur	Please include your preferred title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or				
Copy of Record of	Copy of Lease	similar.				
Title	Agreement	Sale & Purchase Tuli name or legal owner				
Are you using an Agent?	Yes N	o If Yes, please also complete the following				
Who is the first point of cort	tact for further corresponden	ce? Agent Owner				
Who is the first point of con	act for invoicing?	Agent Owner				
Payee name for invoice:		The most common 'proof of ownership' is a copy of the land				
Name of contact at Agent:		title (this may also be called computer register, Record of Title,				
Agent email:		or property title). These can be obtained from Land Information				
Agent contact numbers:	Cell:	New Zealand (LINZ) – phone 0800 665 463 or go online to				
Agent mailing address:		linz.govt.nz.				
		There is a strong preference across councils for the Record of				
Relationship to owner:		Title to be supplied as the Proof of Ownership document.				
		If a Record of Title is supplied for a Trust, it is important to provide evidence of approval from a shareholder in the Trust.				
-1		The 'proof of ownership' must be less than three months old.				
This is required if t		For a commercial building, a copy of the lease may serve as				
being made on beh	ian of the owner.	sufficient 'proof of ownership'				

4 - Who carried out the building work?



5 – What are the details of the building work?



6 – Why is a certificate of acceptance required?

	owner, or the owner's predecessor in title, carried out the building work for which a building consent required, but a building consent was not obtained. Please provide detailed explanation:
	uilding consent could not practically be obtained in advance because the building work had to be ied out urgently. If so identify reason below:
	For the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation of the purpose of saving or protecting life follows. Please provide detailed explanation or protecting life follows. Please protecting life follows are protecting life follows. Please protecting life follows are protecting life follows. Please prot
	In order to ensure that a specified system was maintained in a safe condition or made safe. Please provide detailed explanation:
to is	building consent authority that granted the building consent is unable or refuses to issue a code pliance certificate in relation to the building work, and no other building consent authority will agree sue a code compliance certificate for the building work. Please provide the following details: building consent authority that granted the building consent:
The	building consent number:
Date	building consent issued:
Reas	on buliding consent authority will not issue a code compliance certificate:

7. - What specified systems are in your building?

7.	What sp	ecifie	d sy	sten	ns a	are in your	buildir	ng? <i>Complete all fie</i>	lds			
Di	d your building w	ork invo	lve an	y Spe	ecifie	d Systems (SS))?			Yes No		
D.	esidential <i>please</i>	a comple	to the	a falla	uuina					N/A		
	Yes, please comp						helow			4/5	\dashv	
						CONTRACTOR .			f Yes. nlea	se provide detail	\dashv	
SS16 Does your building work involve a cable car? SS Cable cars								Yes No If Yes, please provide detail below				
SS	Existing Existing Altered Altered		P >		Complete this:	section if	the cable car is beir	ng altered	or added			
		Removed	Altered	Adde	New	Performance S	itandards	Inspection & Mair Procedures	ntenance	Reporting Frequency		
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Pro	ovide any other detail	5	\									
								Provide details	of the s	ystems installed, a	altered, added to or	
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								Specified syste	ms are s	pecialised feature	es (such as	
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	ommercial pleas										ed person (licensed	
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8. – Have you attached all required documents?

10. 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
- Enerav work certificate

Please check your application and ensure all the supporting infor returned unprocessed.

When you are satisfied your application is complete, please com, Authority. Two copies of each attachment must be supplied, unless otherwise specified.

Please review your application carefully and ensure all the supporting information is attached, otherwise your application will be returned unprocessed.

9. - Your application fees

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.

To determine what fees you will need to pay for your application, you will need to consult the Council's website for their schedule of fees and charges.

10. - Have you signed the 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: Your application form must be signed by the owner or Owner / Agent Signature: agent on behalf of, or with authority from, the owner. (Enter your name and tick the acknowledgement box if you do Your application will not be valid if not signed not have a digital signature) Ensure your application is complete before entering your digital signature and locking the form Date: