# GUIDE TO COMPLETING THE APPLICATION FOR AN EXTENSION OF TIME FORM



An extension of time may be issued at the Council's discretion, either to issue a Code Compliance Certificate or to extend the time to commence works.

# **How to Apply**

# **Before you Apply**

If your application is for a medium to complex project, we recommend that you seek professional advice, as these applications require a sound knowledge of the building code.

# **Applying using the Simpli Online Portal**

An increasing number of councils are now using the Simpli online portal, making the application process quick and easy. This <u>link</u> will take you to the Simpli online portal, where you can see a list of councils currently offering this service.

To use the portal you will need to sign up as a customer, using a valid email address. You can sign up either as an individual, or as a company. Use this <u>link</u> to take you to the sign up page. Once you have signed-up, you can complete and submit your application online.

There are some useful video help guides on the portal site, here.

### **Applying using the Simpli forms**

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

- on the Simpli website, here
- on your council website
- at your local council office

#### Completing the application forms, if you're not using the portal

The forms can be completed electronically using the writeable pdf or printed to complete 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.

Once you have completed your application form you may:

- 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 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 Application for Extension of Time form contains six sections. These are briefly described below:

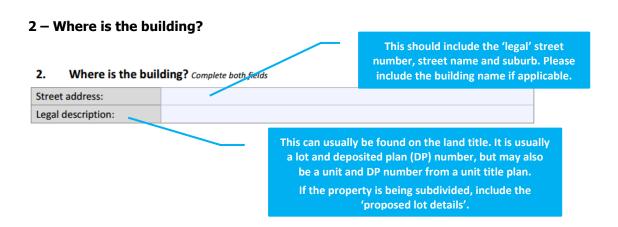
- **1 What are you applying for?** This section requires you to indicate whether you are applying for an extension to issue a Code Compliance Certificate *or* an extension of time to commence works.
- **2 Where is the building?** This section requests information about the location of the building.
- **3 When /where was the building consent issued** This section requires the building consent number; date of issue and the name of the building consent authority who issued the building consent.
- **4 Who owns the building?** This section requests information about the owner of the building.
- **5 –Why is an extension required?** This section requests information about the extension is being requested; and an indication of start and completion dates.
- **6 Signature** Your application will not be valid if you have not signed the application form in this section.



# Advice on filling out the form

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





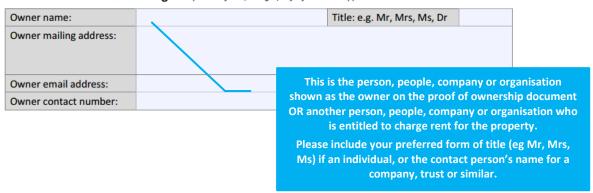
### 3 - When /where was the building consent issued

3. When/where was the building consent issued? Complete all fields



## 4 - Who owns the building?

### 4. Who owns the building? Complete all fields, using N/A if a field is not applicable



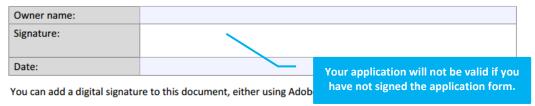
### 5 - Why is an extension required?

#### 5. Why is an extension required? Complete all fields



#### 6 - Signature

### 6. Signature Complete all fields



Once you have filled out the form, including signatures, please save the application to your computer. You can then submit the application with supporting documentation to your local council.

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