

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

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 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.

1 – What are you applying for?

1. What are you applying for?

<input type="checkbox"/> Extension of time to issue Code Compliance Certificate	<input type="checkbox"/> Extension of time to commence works
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Please tick one, to indicate which type of extension of time you are applying for.

2 – Where is the building?

2. Where is the building? *Complete both fields*

Street address:	
Legal description:	

This should include the 'legal' street number, street name and suburb. Please include the building name if applicable.

This can usually be found on the land title. It is usually a lot and deposited plan (DP) number, but may also be a unit and DP number from a unit title plan. If the property is being subdivided, include the 'proposed lot details'.

3 – When /where was the building consent issued

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

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

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

4 – Who owns the building?

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

Owner name:		Title: e.g. Mr, Mrs, Ms, Dr	
Owner mailing address:			
Owner email address:			
Owner contact number:			

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.

5 –Why is an extension required?

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

Reason:			
New start date:			
Expected completion:			

Please outline why you require an extension of time, and indicate the new start date for works; and the anticipated completion date. Attach an additional page if required.

6 – Signature

6. Signature *Complete all fields*

Owner name:			
Signature:			
Date:			

Your application will not be valid if you have not signed the application form.

You can add a digital signature to this document, either using Adobe

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](#)).