

APPLICATION FOR EXTENSION OF TIME

1. What are you applying for?

	Extension of time to issue Code Compliance Certificate		Extension of time to commence works
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2. Where is the building? *Complete both fields*

Street address	
Legal description:	

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

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

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 numbers:	PH:	Cell:	

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

Reason:	
New start date:	
Expected completion:	

6. Signature *Complete all fields*

Owner name:	
Signature:	
Date:	

You can add a digital signature to this document, either using Adobe or your existing digital signature.

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](#)).