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Application for Certificate of Acceptance

Section 97, Building Act 2004

The Building:	The Owner:
Street Address:	Name:
.....	Contact Person:
Legal Description: Lot:	Mailing Address:
DP:
Building Name: [If applicable]	Street Address:
.....
Location within site/block:	Ph: Mob:
.....	Fax: After hrs:
Number of levels:	Email:
Level/Unit No: [If applicable]	Website:
Area:[Floor area of building work] M ²	
Current Use:	
Year first constructed [If applicable]	

The following evidence of ownership is attached to this application: [Please delete those not applicable]

- I. Certificate of Title
- II. Lease Agreement
- III. Agreement for Sale and Purchase
- IV. Other:

Agent:
Name: Ph: Mob:
Contact Person: Fax: After hrs:
Mailing Address: Email:
..... Website:
Street Address: Relationship to Owner:
.....

First Point of Contact: [Delete one]

- I. Owner
- II. Agent

Application:

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

.....
Signature of owner/agent on behalf of and with the authority of the owner

Date:

Building Work:

Description of the building work:

.....

Date the building work was carried out:

The personnel who carried out the building work are as follows:

Name	Address	Phone	Licence No:

Did the building work result in a change of use: Yes / No

If yes provide details of the new use:
.....

Intended life of the building if less than 50 years: years

Building Consent numbers of those building consents previously issued for this project: [If any]

.....

Estimated value of building work including GST: \$.....

Attachments:			
The following documents are attached to this application: [✓]			
Plans and Specifications		Copies of other Authorisations	
Other:			

Reasons why a certificate of acceptance is required: [Delete as applicable]

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

2. A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: (delete one of the following)
 - a. for the purpose of saving or protecting life or health or preventing serious damage to property as follows:

 - b. in order to ensure that a specified system was maintained in a safe condition or made safe as follows:

 - c.
3. 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: [state details of name of building consent authority and building consent granted]

4.

Compliance schedule: [Delete as applicable]

The specified systems for the building are as follows:

.....

The following specified systems were altered, added to, or removed in the course of the building work:

.....

There are no specified systems in the building.

Attachments:

The following plans and specifications are attached to this application: [Delete and add as applicable]

Project information memorandum

Plans and specifications

Certificates from personnel who carried out the building work

Energy work certificate

Other:

TA Office Use Only:	Fees:	\$
Receipt Number:		
Date of Receipt:		
Receiving Officer:		
Certificate of Acceptance No:		
Date of COA:		
COA Issued by:		