

# Application for Certificate of Acceptance

Section 97, Building Act 2004

**Hauraki District Council**  
 P O Box 17  
 William Street  
 Paeroa

Ph (07) 862 8609  
 0800 734 834 (within the District)  
 Fax (07) 862 8607



## **A** The Building

Street Address: .....

Legal Description: Lot: ..... DP: .....

Building Name: [If applicable] .....

Location within site/block: .....

Number of levels: ..... Level/Unit No: [If applicable] .....

Area: [Floor area of building work] ..... m<sup>2</sup>

Current use: .....

Year first constructed [if applicable] .....

## **B** The Owner

Name: .....

Contact Person: (*Delete if owner is an individual*) .....

Mailing Address: .....

Street Address: .....

Ph: ..... Mob: .....

Fax: ..... After hrs: .....

Email: ..... Website: .....

A copy of one of the following evidence of ownership needs to be attached to this application: [✓ ]

- Certificate of Title
- Lease Agreement
- Agreement for Sale and Purchase
- Other document showing full name of legal owner(s) of the building .....

## **C** Agent

Name: .....

Contact Person: .....

Mailing Address: .....

Street Address: .....

Ph: ..... Mob: .....

Fax: ..... After hrs: .....

Email: ..... Website: .....

Relationship to Owner: .....

## **D** First Point of Contact [✓]

First point of contact for communications with the council/building consent authority shall be: [✓ ]

- Owner
- Agent

HDC Building Consent Authority	Responsibility Quality Manager	Date issued 080908	Version No 2
FRED 426527	Location BCA Quality Manual	Review date 080910	Page 1 of 3

## E 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: .....

## F Building Works

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 number of those building consents previously issued for this project: [If any]

.....

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

## G Attachments

The following documents are attached to this application: [✓ ]

- Plans and Specifications
- Copies of other Authorisations
- Project information memorandum
- Certificates from personnel who carried out the building work
- Energy work certificate
- Other .....

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FRED 426527	Location BCA Quality Manual	Review date 080910	Page 2 of 3

## H Reasons why a certificate of acceptance is required [✓]

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

## I Compliance schedule: Please [✓] which is 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:
- .....
- There are no specified systems in the building.

## J Office Use Only

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