

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:

Office Use Only – Section Complete	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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:			

Office Use Only – Section Complete	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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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 practicable 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:
.....
- 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]
.....
.....

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 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 works certificate
- Other:

Office Use Only – Section Complete	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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