



## Application for Certificate of Acceptance No.

Form Fm 8 (2 pages)

Application in accordance with Section 97 of the Building Act 2004

<b>Owner/Agent</b>
<b>Owner's Name:</b> (full name please, no initials) ..... .....
<b>Address:</b> ..... .....
<b>Telephone No:</b> ..... <b>Fax No:</b> ..... <b>Cellphone No:</b> ..... <b>Email Address:</b> .....
<b>Owner's Agent:</b> (if applicable) ..... .....
<b>Address:</b> ..... .....
<b>Telephone No:</b> ..... <b>Fax No:</b> ..... <b>Cellphone No:</b> ..... <b>Email Address:</b> .....
<b>Building Location</b>
<b>Rapid No:</b> ..... <b>Street/Road Location:</b> ..... .....
<b>Legal Description:</b> ..... .....
<b>Valuation No:</b> .....

<b>Certificate Request/Supporting Information</b>
<b>Description of Work:</b> ..... .....
<b>Date building work carried out:</b> ____/____/____ (Application only relevant for work July 1992 - Present)
<b>Estimated value of building work:</b> \$ .....
<b>Intended build life if less than 50 years:</b> .....
<b>Did work change the buildings use:</b> Yes / No <b>If yes define new use:</b> .....
<u><b>Personnel undertaking the building work were:</b></u>
Name: ..... Address: ..... Phone: ..... Fax: ..... Registration No. (where relevant) .....
Name: ..... Address: ..... Phone: ..... Fax: ..... Registration No. (where relevant) .....
Name: ..... Address: ..... Phone: ..... Fax: ..... Registration No. (where relevant) .....
Name: ..... Address: ..... Phone: ..... Fax: ..... Registration No. (where relevant) .....

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|--|
| <input checked="" type="checkbox"/> <b>2 x Plans/Specifications mandatory, with the following supporting documents included</b> (where applicable) |
| <input type="checkbox"/> Energy works certificates relating to electrical/gas work   |
| <input type="checkbox"/> As-built drainage plan  |
| <input type="checkbox"/> Monolithic cladding system statement from the applicator  |
| <input type="checkbox"/> Engineering construction review statements required as part of the consent endorsements                                   |
| <input type="checkbox"/> Certification relating to the installation of any compliance schedule features (fire alarm/sprinkler systems etc)         |

<b>Signed by or on behalf of the owner</b>
<b>Relationship to owner:</b>

<b>Signature:</b>
<b>Date:</b>

**Reason why a Certificate of Acceptance is requested**

Reason:

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**General notes on Application for Certificate of Acceptance Processes**

An Application for Certificate of Acceptance relates only to building works undertaken other than in accordance with a building consent since the implementation of the Building Act in July 1992. There is no process under the Building Act 2004 for building work undertaken prior to July 1992. Proof of purchase may be necessary in support of an application relating to a property having recently changed ownership. This could include a copy of the sale and purchase agreement or confirmation from the vendor's solicitor.

Council may issue a Certificate of Acceptance only if it is satisfied, to the best of its knowledge and belief on reasonable grounds, as far as it can ascertain, that the building work complies with the Building Code.

It is the applicant's responsibility to provide all necessary information in support of the application to demonstrate that the building work has been carried out to satisfy the provisions of the Building Code.

Where it is deemed further information is necessary to determine compliance, the application may be suspended in which case correspondence will be forwarded to the applicant requesting the additional information.

Council retains the right to decline an Application for Certificate of Acceptance where inadequate information has been provided in support or it is deemed that the extent for which compliance can be ascertained in relation to the total building work is insufficient to base the issue of a certificate.

**For Council Use Only**

<b>Department</b>	<b>Approval Date</b>	<b>Approving Officer</b>	<b>Processing Charge</b>	<b>Inspection Charge (if appl)</b>	<b>Total Dept Charges</b>
BC Officer indicate N/A Depts <input checked="" type="checkbox"/>					
Building Control admin					
Resource Management					
Water Services					
Area Engineers					
Council Property					
Environmental Health					
Dangerous Goods					
Design Review (MWH)					
Fire Review					
Plumbing and Drainage					
Building Control					
<b>Signatory (must sign)</b>					
Building Control admin					
<b>Note:</b> • Refer Dc2 Procedure-Process Manual for signing authorisations			<b>Total Council Charges</b>		
• Hourly rate and inspection charges are noted in Fees Schedule			DBH Levy		
• DBH and BRANZ levy payable on value \$20,000.00 or greater			BRANZ Levy		
			<b>Total Charges to be Invoiced</b>		