

## Notification of change of use

Use this form to notify Council of a change of use under section 114 of the Building Act 2004

| THE BUILDING             |     |    |              |     |
|--------------------------|-----|----|--------------|-----|
| Site address of building |     |    |              |     |
| Legal description        | Lot | DP | Sec          | Blk |
| Building name (if known) |     |    | No of levels |     |

| OWNER DETAILS (ATTACH EVIDENCE OF OWNERSHIP TO THIS NOTIFICATION) |  |
|---|--|
| Name of owner   |  |
| Contact person  |  |
| Postal address  |  |
| Street address/ registered office                                 |  |
| Email   |  |
| Website   |  |
| Telephone   |  |
| Mobile  |  |

| FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH COUNCIL |   |
|--|---|
| <input type="checkbox"/> Owner – as per details above  | <input type="checkbox"/> Contact – as per details below |
| Contact name   |   |
| Postal address   |   |
| Telephone  |   |
| Mobile   |   |
| Email  |   |
| Website  |   |

| PROJECT DETAILS   |  |   |  |
|---|--|---|--|
| The change of use relates to  | <input type="checkbox"/> All of the building | <input type="checkbox"/> Part of the building |  |
| The part of the building includes: (describe the affected part of the building, eg location within the building, level/unit number) |  |   |  |
| Number of levels affected   |  |   |  |
| Building area affected (m <sup>2</sup> )  |  |   |  |
| Age of building   |  | Year first constructed                        |  |

| PROJECT DETAILS                                 |   |
|---|---|
| Reason for the change of use (eg new occupancy) |   |
| Is new building work proposed                   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| The new building work is for                    | <input type="checkbox"/> Upgrades required by Section 115<br><input type="checkbox"/> Not in direct relation to Section 115 |
| Building consent number (if known)              |   |

| THE USE  |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| As per the Specified Uses in the Building Regulations 2005, Schedule 2 - <a href="http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html">http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html</a> |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |
| Current/ old use: (describe use in words and select appropriate specified use below)   |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |
| CS<br><input type="checkbox"/>   | CL<br><input type="checkbox"/> | CO<br><input type="checkbox"/> | CM<br><input type="checkbox"/> | SC<br><input type="checkbox"/> | SD<br><input type="checkbox"/> | SA<br><input type="checkbox"/> | SR<br><input type="checkbox"/> | SH<br><input type="checkbox"/> | WL<br><input type="checkbox"/> | WM<br><input type="checkbox"/> | WH<br><input type="checkbox"/> | WF<br><input type="checkbox"/> | IA<br><input type="checkbox"/> | ID<br><input type="checkbox"/> |
| Proposed/ new use: (describe use in words and select appropriate specified use below)  |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |                                |
| CS<br><input type="checkbox"/>   | CL<br><input type="checkbox"/> | CO<br><input type="checkbox"/> | CM<br><input type="checkbox"/> | SC<br><input type="checkbox"/> | SD<br><input type="checkbox"/> | SA<br><input type="checkbox"/> | SR<br><input type="checkbox"/> | SH<br><input type="checkbox"/> | WL<br><input type="checkbox"/> | WM<br><input type="checkbox"/> | WH<br><input type="checkbox"/> | WF<br><input type="checkbox"/> | IA<br><input type="checkbox"/> | ID<br><input type="checkbox"/> |

| ATTACHMENTS                                       |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Section 115 Gap Analysis | <input type="checkbox"/> Plans and specifications | <input type="checkbox"/> Fire report |
| <input type="checkbox"/> Structural assessment    | <input type="checkbox"/> Other                    |                                      |

| WRITTEN NOTICE  |
|---|
| <input type="checkbox"/> Option 1 – I consider no upgrade requirements are required for the building in its new use, and I request the territorial authority supply me with written notice allowing the change of use to proceed.   |
| <input type="checkbox"/> Option 2 – I consider the upgrades proposed above are sufficient to ensure the building complies with the required aspects of the building code as nearly as is reasonably practicable, on this basis I request the territorial authority supply me with written notice allowing the change of use to proceed. |
| Please take note: It is possible a change of use to your building may also require a resource consent – please contact the ICC Planning Department to discuss this on (03) 211 1777.  |

| APPLICANTS SIGNATURE                  |  |      |  |
|---------------------------------------|--|------|--|
| Name                                  |  |      |  |
| Signature                             |  | Date |  |
| On behalf of (name of building owner) |  |      |  |
| Position                              |  |      |  |

**OFFICE USE ONLY – WRITTEN NOTICE**

- B46b Change of Use Notification Accepted Letter generated – BCO to complete areas that are highlighted.
- B46c Change of Use Notification Not Accepted Letter generated – BCO to complete areas that are highlighted and include reasons why notification was not accepted.

**OFFICIAL USE ONLY – TERRITORIAL AUTHORITY ACCEPTANCE**

- Accepted** – The Change of Use Notification is accepted because I am satisfied on reasonable grounds that;
  - The information provided by the applicant is sufficient to show no upgrade requirements are required for the building in its new use.
  - The upgrades proposed are sufficient to ensure the building complies with the required aspects of the building code as nearly as is reasonably practicable.
- Not accepted** – because of the following reason;
  - Further information is required before a Change of Use Notification could be accepted – refer B46c letter.
  - The proposed change does not constitute a Change of Use – refer B46c letter.

|                         |   |   |  |
|-------------------------|---|---|--|
| Processing officer name |   |   |  |
| Signature               |   | Date  |  |
| MBRS Approval           | <input type="checkbox"/> Agree with decision – ok to accept | <input type="checkbox"/> Disagree – no accepted |  |
|                         | Reason for not accepting                                    |   |  |
| Senior officer name     |   |   |  |
| Signature               |   | Date  |  |

**OFFICE USE ONLY**

|  |         |  |
|--|---------|--|
| Admin <input type="checkbox"/> Lodged against property | Initial |  |
| Lodgement number                                       | Date    |  |