



APPLICATION FOR CERTIFICATE OF ACCEPTANCE

(Section 97, Building Act 2004)

BA Form 8

Version 2

February 2008

Send or deliver your application to: Building Advisory Services, Timaru District Council, 2 King George Place, P O Box 522, Timaru

Telephone: (03) 687 7200 Fax: (03) 687 7209 Email: building@timdc.govt.nz Web: www.timaru.govt.nz

Application No:

A THE BUILDING [Project Location]

Street or road address of building:

Legal description of land where building is located: [state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent] Valuation number: Zone: Lot: DP: Section:

Building name: [if applicable]

Location of building within site: [include nearest street access]

Number of levels: [include ground level and any levels below ground]

Level/Unit Number: [if applicable]

Area: total floor area [indicate area affected by the building work if less than the total area]

Current, lawfully established, use: [include number of occupants per level and per use if more than 1 level]

Year first constructed: [insert year, approximate date is acceptable eg 1920s or 1960-1970]

B THE OWNER

Name of owner: [include preferred form of title, eg, Mr, Miss, Dr, if an individual]

Contact person: [only required if different from owner]

Mailing address: [insert mailing address]

Street address/Registered office: [insert street address/registered office]

Contact details: Landline number: Mobile number: Daytime number: After hours number: Facsimile number: Email address:

Please attach one of the following as evidence of ownership to this application: [ ] copy of certificate of title, [ ] lease, [ ] agreement for sale and purchase, [ ] or other document showing full name of legal owner(s) of the building.

1 Delete if the applicant is an individual

**<sup>2</sup> C AGENT**

[Only required if application is being made on behalf of the owner, delete if not applicable]

**<sup>2</sup> Name of agent:** [insert agent name]  
.....  
.....

**<sup>3</sup> Contact person:** [insert contact name]  
.....  
.....

**Mailing address:**  
.....  
.....  
.....

**Street address/Registered office:**  
.....  
.....  
.....

**Contact details:**  
Landline number: ..... Mobile number: .....  
Daytime number: ..... After hours number: .....  
Facsimile number: ..... Email address: .....

**Relationship to owner:** [state details of the authorisation from the owner to make the application on the owner's behalf]  
.....  
.....

**First point of contact:** [if different from owner or agent]<sup>4</sup>  
Name of contact: .....  
Mailing address: .....  
Street address/Registered office: .....  
Landline number: ..... Mobile number: .....  
Daytime number: ..... After hours number: .....  
Facsimile number: ..... Email address: .....

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

**Signed by the owner, OR<sup>5</sup>**  
Signature: .....  
Name: .....  
Date: .....

**Signed by the agent<sup>5</sup>** [on behalf of, or with authority from, the owner]  
Signature: .....  
Name: .....  
Date: .....

**D BUILDING WORK**

**Description of the building work:** [provide sufficient description of building work to enable scope of work to be fully understood]  
.....  
.....  
.....

**Date building work carried out:** [insert date]  
.....  
.....

**Note:**

- <sup>2</sup> Delete this section if the application is not being made on behalf of the owner
- <sup>3</sup> Delete if the agent is an individual
- <sup>4</sup> Contact details must be in New Zealand
- <sup>5</sup> Delete item that is inapplicable

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

**Concreter:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Joiner:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Tanking applicator:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Plasterer/textured coater:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Gasfitter:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Electrician:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Plumber:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Drainlayer:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Carpenter:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Brick/Block layer:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Deck/roof membrane applicator:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Roofer:**

Business/name: .....  
Address: .....  
Daytime: ..... Mobile: .....  
After hours: ..... Facsimile: .....  
Registration/qualification: .....  
Product name: .....  
Manufacturer: .....

**Concealed fascia installer:**

Business/name: .....

Address: .....

Daytime: ..... Mobile: .....

After hours: ..... Facsimile: .....

Registration/qualification: .....

Product name: .....

Manufacturer: .....

**Others:**

Business/name: .....

Address: .....

Daytime: ..... Mobile: .....

After hours: ..... Facsimile: .....

Registration/qualification: .....

Product name: .....

Manufacturer: .....

**<sup>5</sup> Did the building work result in a change of use of the building? [ie Commercial, Industrial, Residential]**

Yes  No

**<sup>5</sup> If yes, provide details of the new use:**

.....

.....

**Intended life of the building if less than 50 years:** [No of years]

.....

**List building consents previously issued for this project [if any]:**

[list who issued the consent, the date of issue and the consent number]

.....

.....

**<sup>6</sup> Estimated value of the building work on which the building levy will be calculated (including GST):**

[state estimated value as defined in section 7 of the Building Act 2004]

\$ .....

**<sup>7</sup> The following plans and specifications are attached to this application:** [tick boxes applicable]

specifications  plans  calculations  producer statements

other [specify] .....

[All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority]

**Reasons why a certificate of acceptance is required:** [tick boxes applicable]

<sup>5</sup> 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: [explain in detail] .....

<sup>5</sup> 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]

<sup>5</sup> (a) for the purpose of saving or protecting life or health or preventing serious damage to property as follows: [explain in detail]

    .....

<sup>5</sup> (b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows: [explain in detail]

    .....

<sup>5</sup> 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]

.....

.....

**F ATTACHMENTS**

**The following documents are attached to this application:** [tick boxes applicable]

Project information memorandum  Plans and specifications

Energy works certificate  Investigatory reports

Certificates from personnel who carried out the building work

Certificates from personnel who supervised the building work

Does building contain specified systems? If so, complete & attach Specified Systems Information/Processing Sheet (PS-04.1D)

<sup>5</sup> Delete item that is inapplicable

<sup>6</sup> Delete if inapplicable, only applies if an application for a certificate of acceptance is made under section 96(1)(a) of the Building Act 2004

<sup>7</sup> All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority