

# Staged building consent approval request form

## General information:

- When an applicant wishes to stage the building work to construct or alter a building, there is a requirement that the staging is approved by council officers before an application for the first stage is lodged.
- This is best achieved by arranging a pre-application meeting and completing and attaching this form to the [P006 Pre-application meeting request for building and planning form](#).
- A building consent officer will undertake an initial review of your staging proposal (as detailed in the form below) and will make a decision to accept the proposal or request that your proposal is discussed further at a pre-application meeting.
- If a pre-application meeting is not required because the proposal has been accepted, the meeting can still go ahead if the customer wishes to discuss other matters regarding their project.

## Submitting your request:

- Please fill out the form and submit it along with the P006 Pre-application meeting request for building and planning form ([Word](#) or [PDF](#)) using one of the following methods:
- You can email your request to: [preappmeetings@ccc.govt.nz](mailto:preappmeetings@ccc.govt.nz) or;
- You can post your request to: Building Consenting, Christchurch City Council, PO Box 73010, Christchurch 8154.
- You will be contacted by a council staff member after your proposal has been reviewed.

Items marked \* are mandatory for all applications.

## 1. Applicant Details \*

**Name:** (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)

**Mailing address:**

**Contact details:**

Landline:

Mobile:

Email Address:

## 2. Project details (please clearly identify the site) \*

**Address:**

**Description of building work:**

### 3. Staging proposal:

For where staging is accepted as necessary, the number of stages are to be kept to a minimum and the building work covered by each stage clearly defined.

Please provide us with your reason(s) for staging the project:\*

Please enter the details of the proposal below: \*

Stage	Extent of building work being added by each stage	Reasons for the extent of each stage	Approximate value of building work	Approximate application date of each stage
1				
2				
3				
4				
5				

Is this project already being cased managed by our Partnership Approvals service?

☐ **Yes** - Please provide the name of your case manager:

☐ **No** – You may wish to consider this service. For more information visit [Partnership Approvals](#).