

Consenting & Compliance Group

Withdrawal request of a project information memorandum (PIM) and/or building consent application

1. About this form

For Office Use
Date received:

- The owner of a property may withdraw an application for a building consent at any time prior to the consent being granted. If building work has not started within 12 months of granting the consent is lapsed as per Section 52 of the Building Act 2004.
- Depending on the timing of the request, there may be either a refund or a charge for additional fees, as costs to date will be charged. The Council will respond to this request with a confirmation including details of any refund or fees to pay (and where to pay these).
- A project information memorandum (PIM) is a report issued by the Council prior to or in conjunction with a building consent. A PIM report provides information known to the Council which is relevant to your building proposal.
- Please check that the forms that you are using are current at the time of application as they are subject to change without notice.
- General information can be found on our [website](#)
- A building consent is the formal approval issued by a Building Consent Authority (BCA) to ensure certain works meet the requirements of the Building Act 2004, Building Regulations and New Zealand Building Code.

2. The building

Earthquake related work	Is this application earthquake related?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Hawkins, Arrow, Fletchers, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, name of PMO:		

Project number:

Street address of building:

Legal description of land where building is located: Lot No: DP: Other:

3. The owner (as defined by the Building Act 2004)

Full name(s):

Contact person:

New Zealand Companies Registered Number (if applicable - Refer to www.business.govt.nz/companies):

Email:

Address:

Postal: Same as above

Phone numbers: Daytime:

Mobile:

After hours:

Fax:

Bank account details (required):

If the ownership has changed since the application was made, new evidence of ownership will need to be provided (i.e. Certificate of Title).

4. Declaration

To be completed and signed by Owner/Agent.

I / we understand that the fees charged at lodgement **was a non-refundable deposit**, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application if it exceeds the original deposit.

All of the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page one.

Note: All documents submitted as part of the application will be archived electronically.

Owner's/Agent signature:

Date:

Print name:

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

PRIVACY INFORMATION:

If you would like to request access to, or correction of, your details, please contact the Council.

5. Information

GENERAL INFORMATION:

For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz

SUBMITTING AN APPLICATION:

Online Services applications:

- You can submit your application online at <http://onlineservices.ccc.govt.nz>
- You will need to register to use Online Services. You can register at <http://onlineservices.ccc.govt.nz>

An application can also be lodged via the following methods:

- Post (*additional costs apply*) your application to: Consenting & Compliance Group, PO Box 73013, Christchurch 8154
- Hand delivered (*additional costs apply*) to Civic Offices, 53 Hereford Street, Christchurch Central. Applications can also be dropped off and uplifted at the Service Centres listed on our website at ccc.govt.nz/contact however no technical assistance is available.

6. Council Use Only

Are the building works required to satisfy enforcement action? (If yes, escalate to Team Leader for further action.)	<input type="checkbox"/> No <input type="checkbox"/> Yes
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	PAID	COST	CREDIT / CHARGE
PIM/Development Check			
Accept/Issue			
Process			
Issue Code Compliance Certificate		Nil	
Building Research Levy		Nil	
Building Levy		Nil	
Compliance Schedule		Nil	
Inspections			
SEW Sewer Opening		Nil	
STW Stormwater Opening		Nil	
VCI Vehicle Crossing Inspection		Nil	
WAL Water Supply Headworks		Nil	
WCN Water Connection			
WST Treatment Plant Upgrade		Nil	
WRU Waste Water Reticulation		Nil	
CIC Community Infrastructure		Nil	
RCC/S Reserve Contribution		Nil	
Other fees			
TOTAL:			<input type="checkbox"/> CREDIT <input type="checkbox"/> CHARGE
Authorising Officer:			Date: