

# Application for certificate of acceptance

Section 97, Building Act 2004, Form 8 - Building (Forms) Regulations 2004

## About this form

- Please check on our website ([ccc.govt.nz/building-consent-forms-and-guides](http://ccc.govt.nz/building-consent-forms-and-guides)) that the form that you are using is current at time of application as forms are subject to change without notice.
- General information can be found on our website at [ccc.govt.nz/goahead](http://ccc.govt.nz/goahead)
- For general enquiries please phone (03) 941 8999 or email [info@ccc.govt.nz](mailto:info@ccc.govt.nz)
- A certificate of acceptance may be issued by the Council for work that required a building consent, but has been carried out without that consent having first been obtained. It allows for certification of work that has for example been carried out urgently because of safety issues and where there has not been time to apply for and obtain a consent because of that emergency.

## FEES AND CHARGES:

- The latest Building Consents Fee Schedule is available on our [website](http://ccc.govt.nz/fees-building-control) or from one of our Council service desk ([ccc.govt.nz/fees-building-control](http://ccc.govt.nz/fees-building-control)).
- The invoice on application includes the minimum application fee, and in many cases the fees, charges or levies that would have been payable if a building consent had been obtained before carrying out the work (section 97(e), Building Act 2004). These fees are additional to any costs incurred in processing the application.
- On completion of processing, a further invoice will be raised to cover costs additional to the minimum application fee incurred in processing the application. These fees apply even if the Council decision is to refuse to issue the certificate of acceptance.
- A certificate of acceptance will not be issued by the Council until all fees and charges relating to that application have been paid in full.

## SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online** via <http://onlineservices.ccc.govt.nz> you will need to register to use Online Services. You can register at <http://onlineservices.ccc.govt.nz>
- **Post** (additional costs apply) your application to: Christchurch City Council, Building Approvals Office, PO Box 73013, Christchurch 8154
- **Hand delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us)).

**All applications will be checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe will not start until the missing information has been provided and resubmitted.**

Items marked \* are mandatory for all applications.

## 1. The building

Street address of the building: \* (For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

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)

Building name:

Location of building within site/block number: (include nearest street access)

Number of levels: \* (including ground level and any levels below ground)

Level/Unit number:

Area: (floor area measured over external walls – indicate area affected by the building work if less than the total floor area)

Existing floor area:

New floor area:

Total floor area: \*

Current, lawfully established, use: \* (Include number of occupants per level and per use if more than 1. If use was changed by the building work this application relates to, state previous use.)

Year first constructed:

## 2. The owner

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

Contact person: (not required if the applicant is an individual)

Mailing address: \*

Street address/Registered office: (if different than above)

Phone numbers: Landline:

Mobile:

Fax:

Daytime hours:

After hours:

Email Address:

Website:

The following evidence of ownership (as appropriate to the circumstances) showing the full name of the legal owner(s) of the building is attached to this application: \*

A recent copy of certificate of title(s), and where applicable the following:

Lease

Agreement for sale and purchase

Licence or property management agreement

Other document (showing full name of legal owner(s) of the building)

Certificate(s) of title are available from Christchurch City Council for a fee. Required?

Yes

No

### 3. The agent

Name of agent: *(only required if application is being made on behalf of the owner)*

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

Contact person: *(not required if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone numbers: Landline:

Mobile:

Fax:

Daytime hours:

After hours:

Email Address:

Website:

**Relationship to owner:** *(State details of the authorisation from the owner to make the application on the owner's behalf)*

**First point of contact:** *(contact details must be in New Zealand, mark boxes as appropriate and provide details of any other points of contact for communications with Council/Building Consent Authority)*

Agent

Owner

Other: *(if other specify whom and provide contact details as per above)*

### 4. Application

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

**I wish to receive my certificate of acceptance and approved documentation in the following format:**

Electronically via Online Services  CD  Hard copy *(additional costs apply)*  
The CD or hard copy documents are to be collected from:

**All application related invoices to be billed and sent via  email or  post to:  Owner  Agent**

I/we understand that the fees charged at lodgement **are a deposit only**, and that the Council will charge me/us for all costs actually and reasonably incurred in processing this application. These will be paid before the certificate is issued.

All of the included information on this form 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 two. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

**Owner/Agent signature:\***

*(on behalf of and with the authority of the owner)*

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 (within 30 days from the date of the invoice), 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. Building work

Description of the building work:\*

Date of the building work was carried out:

Personnel who carried the building work are as follows:

Name:	
Address:	
Phone number(s):	
Registration numbers <i>(where relevant)</i>	

Name:	
Address:	
Phone number(s):	
Registration numbers <i>(where relevant)</i>	

Name:	
Address:	
Phone number(s):	
Registration numbers <i>(where relevant)</i>	

Name:	
Address:	
Phone number(s):	
Registration numbers <i>(where relevant)</i>	

Name:	
Address:	
Phone number(s):	
Registration numbers <i>(where relevant)</i>	

*Note: Continue on another page if necessary.*

Did the building work result in a change of use of the building?\*

No  Yes – provide details of the new use:

Intended life of the building if less than 50 years:

years

List the building consents previously issued for this project: \*  None  Yes – provide details:

Building/PIM:

Were there pre-application meetings prior to this application being made?

No  Yes – Pre-application reference number (if applicable):

Estimated value of the building work on which building levy will be calculated (incl. GST): \* \$

*(State estimated value as defined in section 7 of the Building Act 2004)*

The following plans and specifications are attached to this application: \*

**Reasons why a certificate of acceptance is required: (Select one)**

The owner, of the owner's, predecessor in title, carried out building work for which a building consent was required, but building consent was not obtained because: *(explain in detail)*

A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: *(select one of the following)*

(a) for the purpose of saving or protecting life or health or preventing serious damage to property as follows: *(explain in detail)*

(b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows: *(explain in detail)*

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)*



## 7. Compliance Schedule

The specified systems for the building are as follows: *(Specified systems are defined in regulations)*

The following specified systems were altered, added to, or removed in the course of the building work:

Specified System	Altered	Added	Removed
1. Automatic systems for fire suppression (e.g., sprinkler systems)			
2. Automatic or manual emergency warning systems for fire or other dangers			
3. Electromagnetic or automatic doors or windows			
4. Emergency lighting systems			
5. Escape route pressurization systems			
6. Automatic backflow preventers connected to a potable water supply			
7. Lifts, escalators, travelators or other systems for moving people or goods within buildings			
8. Mechanical ventilation or air conditioning system			
9. Building maintenance units (for providing access to the exterior and interior walls of a building)			
10. Laboratory fume cupboards			
11. Audio loops or other assistive listening system			
12. Smoke control systems			
13. Emergency power systems for, or signs relating to, a specified system in 1 to 12 above.			
14. Other fire safety systems or features			
15. Cable cars			

*Note: Continue on another page if necessary.*

There are no specified systems in the building.

## 8. Compliance Schedule

The following are attached to this application:

- Project information memorandum (PIM)
- Plans and specifications: \* - *all plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the Council.*
- Certificates from personnel who carried out the building work
- Energy work certificate
- Completed relevant application checksheet(s)

## 9. Christchurch City Council additional information

Earthquake related work:

Is this application earthquake related?  No  Yes

If yes, was it coordinated by an insurance company via a project management organisation (PMO), e.g. Arrow, Fletchers, etc?

No  Yes – name of PMO: