

# Application for a discretionary exemption from building consent

Building Act 2004 - Schedule 1, exemption (2)

## 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 building consent exemption under Schedule 1(2) of the Building Act 2004 is the formal decision issued by a territorial authority confirming a building consent is not required for the intended building works.

## Fees and charges

- The latest Building Consents Fee Schedule is available on our [website](#) or from one of our Council service desk ([ccc.govt.nz/fees-building-control](http://ccc.govt.nz/fees-building-control)).
- Building work completed under an exemption can sometimes trigger the requirement for a development contribution to be paid if the work had been part of a building consent application. Instead of exercising its discretion to decline the exemption application the Council may seek agreement to the payment of a Development Impact fee as a condition of granting the exemption (also see clause 2.9.3 of the Development Contribution Policy).

## 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>
- You do not need to upload this form (B-004 Application for an exemption from building consent) if you are submitting your application online.
- **Post** (additional costs apply) your application to: Building Consenting, 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.

## 1. Location of proposed work

Street address:

Legal description of land where building is located: (e.g. Lot No, DP)

## 2. The applicant

New Zealand Companies Registered Number: (If applicable)

Name of applicant:

Applicant's postal address: (Must be a New Zealand address)

Contact person: (If different from the applicant)

Email:

Phone number:

Owner details: (If different from the applicant)

Name

Email:

Phone number:

## 3. The agent (only required if application is being made on behalf of the applicant/owner)

New Zealand Companies Registered Number: (If applicable)

Name of agent:

Agent's postal address: (Must be a New Zealand address)

Contact person: (If different from the agent)

Email:

Phone number:

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

First point of contact for communications with the council: (Mark boxes as appropriate)

Applicant    Owner    Agent    My preferred method of written communication is:    Email    Post

All related invoices are to be charged to: (Mark boxes as appropriate)

Applicant    Owner    Agent    My preferred method of written communication is:    Email    Post

## 4. Project details

Provide a description of the work to be considered for exemption. Before completing this application please refer to our B-390 and B-391 guidance documents, in particular the sections that discuss work that is unlikely to be approved.

Brief project description  
If your application is for a temporary structure, include critical dates.

Estimated value of work:

Is this application earthquake related?

Yes    No

If yes, is it coordinated by an insurance company via a project management organization PMO, e.g. Hawkins, Arrow, Fletchers, etc?

Yes    No

If yes, name of PMO:

PMO Claim No

Application comments: (For example, related application numbers, or notes to processing staff)

## 5. Exemption details

All fields in this section must be completed (or separate quality assurance documents covering all aspects provided with the application) otherwise your application will not be accepted.

This should consider the complexity of the work, the risks and consequences of it not complying, and any quality assurance that can be offered. Refer to our [exemptions web page](#) for further guidance, and in particular the guidance examples on how to complete this application.

Detailed description of work

*Describe the proposed work in detail; specify work not to be covered by exemption; for earthquake repairs, specify damage to the building.*

Grounds for exemption

There are two grounds on which the Council can decide to exempt building work from requiring building consents.

Please nominate which of these that you believe applies to this project (both options may be selected if necessary).

(a)  The completed work is likely to comply with the building code if it is carried out in accordance with your proposal;

AND/OR

(b)  If the completed work were not to comply with the building code, it would unlikely endanger any people or building provided it is carried out in accordance with your proposal.

Means of compliance

Specify the standards, acceptable solutions, or MBIE guidance documents that may apply.

**Design responsibilities**

- *Who is carrying out the design work?*
- *What qualifications and proven record of compliance do they have in carrying out work of this complexity?*

**Notes:**

- *Comprehensive details of all designers and consultants involved in the project along with relevant experience in similar works must be provided.*

**Construction responsibilities**

- *Who is carrying out the building work?*
- *What qualifications and proven record of compliance do they have in carrying out work of this complexity?*

**Notes:**

- *Comprehensive details of all contractors involved in the project along with relevant experience in similar works must be provided.*

**Quality assurance**

- *Outline everything you are offering to satisfy council that the requirements of Schedule 1, 2(a) and/or (b) of the Building Act 2004 will be met.*

**Notes:**

- *Summarise the QA system to be used to ensure compliance e.g. inspection schedules and completion documents. Document can be attached.*

## 6. Supporting documents

Include all relevant drawings (plan, elevations, typical sections), supporting documents, specifications, photos, and critical member sizes and critical construction details, if any.

If an engineer is involved, provide the engineer's calculations and sketches, including a producer statement - design.

## 7. Declaration

*[To be completed and signed by applicant or agent]*

I/we understand that the fee charged at lodgement is a fixed fee for the Council to assess this application. This will be paid before the decision is released. The fee is payable whether the application is approved or declined.

If the application is not accepted for processing an administration fee may still be charged.

Where an invoiced amount has not been paid by the invoice 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.

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. 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"

I/we understand that no work covered by this application is to commence until the building consent exemption decision is approved.

Print name:

Date:

Applicant or  
agent signature:

**PRIVACY INFORMATION:** If you would like to request access to, or correction of, your details, please contact the Council on [dutybco@ccc.govt.nz](mailto:dutybco@ccc.govt.nz)