

# Notification of proposed Change of Use (COU)

Please complete this form to your best knowledge and attach supporting documentation for the Council to assess the proposed change of use and identify any other authorisations required for this change.

(Use this form to notify Council of a building change of use under section 114 (2) of the [Building Act 2004](#))

## 1. The building

**Street address of 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:** *(total floor area; indicate area affected by the building work if less than the total area)*

Total floor area:

Existing floor area:

New floor area:

**Current, lawfully established, use:**

*(include number of occupants per level and per use if more than 1)*

**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. Must have a New Zealand address)*

**Mailing address:**

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

**Phone number:**

Landline:

Mobile:

Daytime:

After hours:

Fax:

**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:

- Certificate of title    Lease    Agreement for sale and purchase    Other document

### 3. Agent (Only required if the application is being made on behalf of the owner)

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

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

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

**Mailing address:**

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

**Phone number:**

Landline:

Mobile:

Daytime:

After hours:

Fax:

**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 for communications with the council/building consent authority:** *(contact details must be in New Zealand, mark boxes as appropriate)*

Agent  Owner  Other *If other, please specify whom and provide contact details as per above:*

### 4. Application

**Describe the Current Use:**

**If known please state the current Use(s) of the building as per Schedule 2 of Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005:**

**Describe the proposed use:**

**Does the change of use relate to all of the building?**

- All of the building  
 Part of the building

**Does the change involve incorporating a household unit where one did not exist before?**

- Yes  
 No

**List building consents previously issued for this project** *(if any):*  None

Building/PIM:

Resource:

Subdivision:

ECan:

Is the change in use “temporary”?

- No  
 Yes

If yes, estimate duration in months:

Has an assessment been made to how the building in its proposed new use will comply as nearly as is reasonably practicable, with the provisions of the building code as required by section 111, Building Act 2004?

- No  
 Yes (please attach details)

Will the proposed change of use require building work to meet the upgrade requirements of section 115, Building Act 2004?:

- No  
 Yes (please attach details)

Will the building work identified above require a building consent? **\*Note: some types of building work may be exempt under schedule 1, Building Act 2004.** *This includes provision for a territorial authority to approve a discretionary exemption (exemption 2):*

- No  
 Yes  
 N/A

## 5. Attachments

The following documents are attached to this application:

- Property Title information  
 Fire Reports  
 Structural assessment  
 Plans and specifications of the existing building and proposed building work  
 Details of access and facilities for persons with disabilities (section 118)  
 Cost and benefits assessments (CBS) under section 115  
 Gap Analysis Table – Section 115 (see page 5)  
 Other :

## 6. Attachments

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 consent is issued and the building work started. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page one.

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. 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 is to commence until the building consent is issued.

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 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.

Signature of:

owner /  agent on behalf of, and with the authority of the owner

Print name:

Date:

**Notes:**

- 1) The processing of this notification may identify other authorisations that may be required. e.g.
  - Certificate of Acceptance
  - Resource consent
  - Retail premises registration
  - Food certificate of registration & license
  - Alcohol License
  - Amusement device Certificate of Registration
  - HSNO test certificate (Hazardous Substances)
- 2) Please visit our website ([www.ccc.govt.nz](http://www.ccc.govt.nz)) for more information on these authorisations.

### Gap Analysis Table - Section 115

Please complete the table below and submit your compliance assessment with the completed form above.

Gap Analysis Table - Section 115					
Please complete the table below and submit your compliance assessment with the completed form above.					
Street address of building:					
Provisions of the building code under S115 of the Building Act 2004	Current compliance/features in the existing building	What features would be required to achieve full compliance with the building code	Upgrade required		Proposed upgrades (Describe the proposed upgrades)
<b>Means of Escape from Fire</b> <u>NZBC</u> Provisions in C1-6, F6, F8			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>Protection of Other Property</b> <u>NZBC</u> Provisions in C1-6 Also E1, E3, F3, G4			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>Sanitary Facilities</b> <u>NZBC</u> G1, G12, G13			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>Structural Performance</b> <u>NZBC</u> B1			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>Fire-rating Performance</b> <u>NZBC</u> Provisions in C1-6			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>Access &amp; Facilities for People with Disabilities (if this is a requirement under S118)</b> <u>NZBC</u> D1, D2, G5, G1, G2, G3, G9, G12			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
All respects of the building code where the change involves the incorporation in the building of <b>1 or more household units where household units did not exist before</b>			<input type="checkbox"/> No	<input type="checkbox"/> Yes	