

Consenting & Compliance Group

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](#))

SECTION 1 - The Building

Street address:	
Legal description of land:	
Building Name:	
Number of levels: (including ground level and any levels below ground)	
Year first constructed / age of the building	

SECTION 2 - The Owner(s)

Name(s) of owner(s):			
Owner(s) mailing address:			
Owner(s) street address(es) /registered office (if different from mailing address)			
Owner(s) phone number(s):	Landline:		Mobile:
Owner(s) email(s):			

SECTION 3 - First Point of Contact

Owner(s) – per details above, **or** *Other first point of contact – per detailed below:*

<i>Other first point of contact Name:</i>			
<i>Other first point of contact company's name:</i>			
<i>Other first point of contact Mailing address:</i>			
<i>Other first point of contact Phone number:</i>	<i>Landline:</i>		<i>Mobile:</i>
<i>Other first point of contact Email:</i>			

SECTION 4 - The Project

4.1 CURRENT USE

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	

4.2 PROPOSED USE

Describe the proposed use:	
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Does the change of use relates to all of the building?	<input type="checkbox"/> All of the building <input type="checkbox"/> Part of the building	
Does the change involves incorporating a household unit where one did not exist before ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you already applied for a resource consent or a building consent in relation to this change?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide details:
Is the change in use “temporary”	<input type="checkbox"/> Yes , estimated duration in months is: <input type="checkbox"/> No	
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 115, Building Act 2004?	<input type="checkbox"/> Yes , Please attach details <input type="checkbox"/> No	
Will the proposed change of use require building work to meet the upgrade requirements of section 115 , Building Act 2004?	<input type="checkbox"/> Yes , Please attach details <input type="checkbox"/> No	
Will this building work identified above require a building consent *? <i>* 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).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

SECTION 5. ATTACHMENTS – The following attachments are attached to this notice:

<input type="checkbox"/> Property Title information	<input type="checkbox"/> Fire Reports	<input type="checkbox"/> Structural assessment
<input type="checkbox"/> Plans and specifications of existing building and proposed building work	<input type="checkbox"/> Details of access and facilities for persons with disabilities (section 118)	<input type="checkbox"/> Cost and benefits assessment (CBS) under section 115
<input type="checkbox"/> Gap Analysis Table - Section 115 (<i>see page 5</i>)	<input type="checkbox"/> Other:	

SECTION 6. DECLARATION

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 notification. These will be paid before the decision is released (within 30 days from the date of the invoice). 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 declare that all the information in this form is true and correct; and the owner (if not myself) has been notified of the content of this notification.

Name:	
Position:	
On behalf of <i>[name of the property owner]</i>	
Signature:	
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) 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.

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)
Means of Escape from Fire <u>NZBC</u> Provisions in C1-6, F6, F8			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Protection of Other Property <u>NZBC</u> Provisions in C1-6 Also E1, E3, F3, G4			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Sanitary Facilities <u>NZBC</u> G1, G12, G13			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Structural Performance <u>NZBC</u> B1			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Fire-rating Performance <u>NZBC</u> Provisions in C1-6			<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Access & Facilities for People with Disabilities (if this is a requirement under S118) <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 1 or more household units where household units did not exist before			<input type="checkbox"/> No	<input type="checkbox"/> Yes	