# Building Act 2004

## Form 8 - Application for Certificate of Acceptance

### 1 The building

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLP no</td>
<td></td>
</tr>
<tr>
<td>PID no</td>
<td></td>
</tr>
<tr>
<td>PIM / PA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address of building</td>
<td></td>
</tr>
<tr>
<td>Legal description of land</td>
<td>Lot</td>
</tr>
<tr>
<td>Building name (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Location of building within site/block no</td>
<td></td>
</tr>
<tr>
<td>Level/unit number</td>
<td>Year first constructed</td>
</tr>
<tr>
<td>Current law fully established use (include number of occupants per level and per use if more than 1)</td>
<td></td>
</tr>
</tbody>
</table>

### 2 Owner

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of owner (Mr/Mrs/Miss/Ms/Dr)</td>
<td></td>
</tr>
<tr>
<td>Contact person (if the applicant is not an individual)</td>
<td></td>
</tr>
<tr>
<td>Postal address of owner</td>
<td>Post code</td>
</tr>
<tr>
<td>Street address/registered office</td>
<td></td>
</tr>
<tr>
<td>Phone no</td>
<td>landline</td>
</tr>
<tr>
<td>Fax</td>
<td>Website</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

The following evidence of ownership is attached to the application

- ☐ copy of certificate of title,
- ☐ lease,
- ☐ agreement for sale and purchase,
- or, other document showing full name of legal owner(s) of the building *(specify below)*

### 3 Agent

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of agent</td>
<td></td>
</tr>
<tr>
<td>Contact person</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
<td>Post code</td>
</tr>
<tr>
<td>Street address/registered office</td>
<td></td>
</tr>
<tr>
<td>Phone no</td>
<td>landline</td>
</tr>
<tr>
<td>Fax</td>
<td>After hours</td>
</tr>
<tr>
<td>Email</td>
<td>Website (if applicable)</td>
</tr>
</tbody>
</table>

Relationship to owner |  |

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Declaration

I/we give authority for the person named as agent to act in that capacity on my/our behalf in connection with all matters pertaining to this application

_________________________  ______________________
Signature of owner Date

_________________________
Print name

Or ☐ Letter received

4 First point of contact for communication with Council

☐ Owner  ☐ Agent  ☐ Other  Note: Contact details must be in New Zealand

To assist in prompt communication with our customers, Council prefers to contact you by email where possible. Please indicate below that you authorise WDC to contact you in this manner

☐ Yes  ☐ No – please use my postal address

5 Application:

I request that you issue a Certificate of Acceptance for the building work described in this application

☐ Owner  ☐ Agent on behalf of and with the authority of the owner

_________________________  ______________________
Signature Name (Please print)

_________________________  ______________________
Date Position or title (Please print)

6 Building work

6.1 Description of the building work

________________________________________________________________________

6.2 Date the building work was carried out: __________________________

6.3 Did the building work result in a change of use of the building?

☐ No  ☐ Yes  If yes, provide details of the new use:

________________________________________________________________________

6.4 Intended life of the Building ____________________________ years

6.5 List building consents previously issued for the this project (if any):

________________________________________________________________________

6.6 Estimated value of the building work on which building levy will be calculated (including goods and services tax):

[State estimated value as defined in “section 7” of the Building Act 2004 and only applies if an application for a certificate of acceptance is made under “section 96(1)(a)” of the Building Act 2004.]

$
7. The personnel who carried out the building work are as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Reg/licence number:</th>
<th>Address</th>
<th>Post code</th>
<th>Phone</th>
<th>Mobile</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Builder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drain layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add more pages if required to application
8. The reasons why a Certificate of Acceptance is required (tick and complete as appropriate):

☐ The owner, or the owner’s predecessor in title, carried out building work for which a building consent was required, but a 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: [delete 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 below]

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

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

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]

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
10 Compliance schedule
- Does the building have an existing compliance schedule ☐ Yes ☐ No
  If yes, state compliance schedule number __________________________
- If yes, did this project amend, add or remove any specified systems ☐ Yes ☐ No ☐ N/A
- If Yes, please complete and attach the Compliance Schedule application form ☐ Yes ☐ No

11 Attachments
☐ Project information memorandum
☐ Plans and specifications
☐ Certificates from personnel who carried out the building work
☐ Energy work certificate

If you require assistance in completing this form, please make contact with your nearest WDC Service Centre
0800 WDC INFO (0800 932 463)
If you require assistance of a technical nature, please make an appointment with a building officer by telephoning 09 430 4224
The first half hour of this service is provided without charge
## Application for Certificate of Acceptance

Please use this checklist to ensure you have provided all relevant information with your application.

### For all applications

<table>
<thead>
<tr>
<th>Applicant Use</th>
<th>Office use</th>
<th>Yes</th>
<th>N/A</th>
<th>Checked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Have all questions on the form been fully completed
- Is a certificate of title attached
- Is a sale & purchase agreement attached
- Has a MultiProof Certificate been supplied

### Application for PIM, PIM/BC, COA

#### 1. Does site plan show
- An appropriate scale
- Legal description of property
- Site area of property in m²
- Private drainage
- Existing and proposed buildings
- Topography showing contours at 1 m increments
- Dimensions and m² of all existing & proposed buildings
- Distance from boundaries of all existing & proposed buildings
- North point
- Retaining walls
- Parking & vehicle access
- Water meter N/A PIM
- Sewer connections
- Water source N/A PIM

#### 2. Does floor plan show for PIM, PIM/BC, COA
- Proposed use of each room
- Room dimensions – N/A Residential PIMS
- Fixtures & fittings

#### 3. Do elevations show for PIM, PIM/BC, COA
- North
- South
- East
- West
- Wall cladding
- Roof pitch – N/A PIM

### Building consent & COA documentation

#### 4. Does the foundation plan show
- For timber floors
  - Dimensions
  - Pile size, centres
  - Footing size
  - Bracing
  - Joists and bearers
- For concrete floors
  - Dimensions
  - Mesh, size

### Plans and specifications

#### 5. The following plans and specifications are enclosed
- Roof Framing Plan
- Specific truss design calculation and producer statement
- Geotechnical Reports
- E2 Risk Matrix
- Cross Sections
- Plumbing Layout

### Structural engineering

- Is there a signed Producer Statement?
- Structural Engineering Report/Calculations
- Are copies of calculations included
- Has engineer/designer endorsed all submitted plans

### Specifications

- Correct number of sets supplied
- Bracing Calculations

### Other supporting information (specify)

- If commercial see Guidance note 4.7
- Supplementary information for commercial projects

---

I confirm that all of the documentation detailed in this check sheet is attached to the application.

**Signature of owner/agent on behalf of and with the authority of the owner**
Office use

☐ Application not accepted
Reasons

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Customer Services Representative ___________________ Date __________

☐ Application accepted
Receipt no _______________ Fees receipted $ ________________

__________________________________________________________
Customer Services Representative ___________________ Date __________