



# Application for Certificate of Acceptance

Section 97, Building Act 2004

Form 8

### OFFICE USE ONLY

Date Received \_\_\_\_\_

COA No. \_\_\_\_\_

Valuation No. \_\_\_\_\_

Property No. \_\_\_\_\_

## 1. THE BUILDING/PROJECT LOCATION (Please print clearly with a blue or black pen)

Street No. \_\_\_\_\_ Street name \_\_\_\_\_

Town \_\_\_\_\_

Lot(s) \_\_\_\_\_ DP/S \_\_\_\_\_

Other Information \_\_\_\_\_

Year first constructed (approximate date acceptable) \_\_\_\_\_

## 2. OWNER

Full Name \_\_\_\_\_

Mail address \_\_\_\_\_

Town/City \_\_\_\_\_ Post Code \_\_\_\_\_

Phone (daytime) \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Attention \_\_\_\_\_ Ph \_\_\_\_\_

## 3. AGENT (if application is made on behalf of owner)

Full Name \_\_\_\_\_

Mail address \_\_\_\_\_

Town/City \_\_\_\_\_ Post Code \_\_\_\_\_

Phone (daytime) \_\_\_\_\_

Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Attention \_\_\_\_\_ Ph \_\_\_\_\_

Relationship to owner \_\_\_\_\_

First point of contact for communication:  Owner  Agent

Certificate of Acceptance to be sent to:  Owner  Agent

## 4. EVIDENCE OF OWNERSHIP ATTACHED

Certificate of Title  Lease Agreement  Agreement for Sale and Purchase  Other

## 5. BUILDING WORK

Description of the building work \_\_\_\_\_

Date building work carried out \_\_\_\_\_

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] \_\_\_\_\_

Did the building work result in a change of use of the building? YES NO

If Yes, provide details of the new use \_\_\_\_\_

Intended life of the building (if less than 50 years) \_\_\_\_\_

List building consents previously issued for this project (if any) \_\_\_\_\_

Estimated value of the building work (inc GST) \$ \_\_\_\_\_



**5. BUILDING WORK CONTINUED**

Reasons why a certificate of acceptance is required :

- 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*]:
  - for the purpose of saving or protecting life or health or preventing serious damage to property as follows [*explain in detail*] \_\_\_\_\_  
\_\_\_\_\_
  - 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*] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. THE PERSONNEL WHO CARRIED OUT THE BUILDING WORK ARE AS FOLLOWS:**

BUILDER			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

PLUMBER			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

DRAINLAYER			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

ELECTRICIAN			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

Project Role:			
Name:		Registration Number:	
Address:			
Telephone:	Fax:	Mobile:	Email:

