

	<p><b>APPLICATION FOR CERTIFICATE OF ACCEPTANCE</b></p> <p><b>Section 97 of the Building Act 2004</b></p>	<p><b>COA No:</b></p>
<p>DATE LODGED: ____ / ____ / ____</p> <p>DATE GRANTED: ____ / ____ / ____</p>	<p>RECEIPT No.: _____</p> <p>DATE ISSUED: ____ / ____ / ____</p>	<p>DATE PAID: ____ / ____ / ____</p> <p>VAL REF No.: _____</p>
<b>THE BUILDING – PART A</b>		
<p>Street Address: (or Rapid Number if applicable): _____</p> <p>Legal Description: _____</p> <p>Building Name if applicable: _____</p> <p>Location within Site/Block: _____</p>	<p>Number of levels: _____</p> <p>Level/Unit No (if applicable): _____</p> <p>Total Floor Area (all floors included): _____m<sup>2</sup></p> <p>Current use: _____</p> <p>Approximate year building was first constructed: _____</p>	
<b>THE OWNER – PART B</b>	<b>AGENT - PART C</b>	
Owners Name:	Agent's Name:	
Contact Person: <small>(if owner is not an individual)</small>	Contact Person:	
Mailing Address:	Mailing/Billing Address:	
Street Address/Registered Office:	Street Address/Registered Office:	
E-mail Address:	E-mail Address:	
Phone Numbers:	Phone Numbers:	
Daytime:                      Mobile:	Daytime:                      Mobile:	
After Hrs:                      Fax:	After Hrs:                      Fax:	
Evidence of ownership attached to this application:		
<input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Sale and Purchase Agreement <input type="checkbox"/> Other		
<b>FIRST POINT OF CONTACT</b>		
<b>Owner / Agent (delete one)</b>		
<b>Application:</b>		
I request that you issue a Certificate of Acceptance for the building work described in this application.		
_____ Signature of owner/agent on behalf of and with the authority of the owner		
Date: ____ / ____ / ____		

**BUILDING WORK – PART D**

Description of building work: \_\_\_\_\_

Date building work carried out: \_\_\_\_\_  
(Note: Certificate of Acceptance cannot be issued for work carried out prior to 1 July 1992)The personnel who carried out the building work are as follows: *(list names, addresses, phone numbers, and relevant registration numbers)***KEY PERSONNEL – PART E**

Name of <b>Builder/Licensed Building Practitioner</b> :	Phone Number:  Registration Number:
Mailing Address:	
E-mail Address:	
Name of <b>Craftsman Plumber</b> :	Phone Number:  Registration Number:
Mailing Address:	
E-mail Address:	
Name of <b>Registered Drainlayer</b> :	Phone Number:  Registration Number:
Mailing Address:	
E-mail Address:	
Name of <b>Gasfitter</b> :	Phone Number:  Registration Number:
Mailing Address:	
E-mail Address:	
Name of <b>Designer</b> :	Phone Number:  Registration Number:
Mailing Address:	
E-mail Address:	

**PART F**

The following plans and specifications are attached to this application:

- Site Plan     
  Floor Plan     
  Drainage Plan     
  Bracing Schedule  
 Elevations     
  Cross Sections     
  Previously Issued PIM (Property Information Memorandum)  
 Producer Statement or equivalent from an engineer or suitable qualified person  
 Other

**PROJECT INFORMATION MEMORANDUM**

The following matters are involved in the project:

- Subdivision
- New or altered connections to public utilities
- New or altered access for vehicles
- Disposal of stormwater and waste water
- Alterations to land contours
- New or altered locations and/or external dimensions of buildings
- Building work over existing drains or sewers or in close proximity to wells or water mains
- other matters known to the applicant that may require authorisations from the territorial authority as listed below

\_\_\_\_\_

Did the building work result in a change of use?     Yes             No

If so, new intended use(s): \_\_\_\_\_

\_\_\_\_\_

Intended Life: \_\_\_\_\_

Indefinite, but not less than 50 years           

Specified as \_\_\_\_\_ years           

List Building Consents previously issued for this project (if any). Include consent issuer, date of issue and consent number.

\_\_\_\_\_

\_\_\_\_\_

**Total Value** (inc GST)            \$ \_\_\_\_\_

Fees: *(for office use only)*

Certificate of Acceptance            \$ \_\_\_\_\_

Building Fees            \$ \_\_\_\_\_

Building Levy            \$ \_\_\_\_\_

BRANZ Levy            \$ \_\_\_\_\_

Other \_\_\_\_\_            \$ \_\_\_\_\_

**Compliance Schedule:** *(Delete if inapplicable)*

The specified systems for the building are as follows”

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following specified systems were altered, added to, or removed in the course of the building work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

There are no specified systems or features in this building.

**Attachments:**

The following documents are attached to this application: [√]

Project Information Memorandum

Plans and Specifications

Certificates from personnel who carried Out the building work

Energy Work Certificate

Approved for Issue:

\_\_\_\_\_

Date: \_\_\_\_\_