

	APPLICATION FOR CERTIFICATE OF ACCEPTANCE Section 97 of the Building Act 2004	COA No: _____				
DATE LODGED: _____	RECEIPT No.: _____	DATE PAID: _____				
DATE GRANTED: _____	DATE ISSUED: _____	VAL REF No.: _____				
THE BUILDING – PART A						
Street Address: (or Rapid Number if applicable): <hr/> Legal Description: <hr/> Building Name if applicable: _____ Location within Site/Block: <hr/>	Number of levels: _____ Level/Unit No (if applicable): _____ Total Floor Area (all floors included): _____m ² Current use: _____ Approximate year building was first constructed: _____					
THE OWNER – PART B	AGENT - PART C					
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: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Certificate of Title</td> <td style="width: 50%;">Lease Agreement</td> </tr> <tr> <td>Sale and Purchase Agreement</td> <td>Other</td> </tr> </table>			Certificate of Title	Lease Agreement	Sale and Purchase Agreement	Other
Certificate of Title	Lease Agreement					
Sale and Purchase Agreement	Other					
FIRST POINT OF CONTACT						
<p style="text-align: center;">Owner or Agent</p> <p>Application: I request that you issue a Certificate of Acceptance for the building work described in this application.</p> <hr/> 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 Builder/Licensed Building Practitioner :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Craftsman Plumber :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Registered Drainlayer :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Gasfitter :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Designer :	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: _____

Privacy Statement: The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Building Act of 2004 and may be shared with relevant government agencies. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or 0800 801 350