

Section 92, Building Act 2004

Send to: Chief Executive
 Waitakere City Council
 Private Bag 93109
 Henderson
 WAITAKERE 0650

Deliver to: Waitakere Central
 6 Henderson Valley Road
 Henderson
 Telephone : (09) 839-0400
 Facsimile : (09) 836-8001

The building consent

Building consent number: _____ Issued on: ____ *dd* / *mm* / *yyyy* _____

Issued by: Waitakere City Council
 (name of building consent authority that granted building consent)

Site address: _____

The owner

Name of owner: _____
 (include preferred form of address, eg, Mr, Miss, Dr, if an individual)

Contact person (only if owner is not an individual): _____

Mailing address (NZ only): _____

Street address/registered office (NZ only): _____


Phone number (NZ only): Landline: _____ Mobile: _____

Daytime: _____ After hours: _____

Facsimile number: _____ Email address: _____

Website: _____

The following evidence of ownership **MUST BE** attached to this application (Please tick ✓ one):

-  copy of certificate of title (<90 days) lease copy copy of sale and purchase agreement
 other document showing full name of legal owner(s) of the building

Agent

Name of agent: _____
 (only required if application is being made on behalf of the owner)

Contact person (only if agent is not an individual): _____

Mailing address (NZ only): _____

Street address/registered office (NZ only): _____

Phone number (NZ only): Landline: _____ Mobile: _____

Daytime: _____ After hours: _____

Facsimile number: _____ Email address: _____

Website: _____

Relationship to owner: _____
 (state details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the building consent authority:
 (state full name, mailing address, phone number(s), facsimile number(s) and email address(es))

Application

All building work to be carried out under the above building consent was completed on:

dd	mm	yyyy
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The personnel who carried out the building work are as follows:

(list names, addresses, phone numbers, and (where relevant) registration numbers) _____

The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent: (list specified systems) _____

I request that you issue a Code Compliance Certificate for this work under section 95 of the Building Act 2004.

The code compliance certificate should be sent to: (state which address, and whether owner or agent)

DECLARATION

All the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record. Therefore the public may view this application, once submitted.

I have authorisation from my co-owners to sign this application on their behalf. If this application is submitted by an agent a letter of authorisation from the owner to make the application in their behalf has been provided. The letter outlines alternative billing instructions if the primary contact for billing is not the owner.

Signature of (Owner/ Authorised agent) _____ Date _____
Name of Person Signing: _____

If application submitted on behalf of company/ trust include copy of authorising documents for the company/trust and sign below.

I, _____ have authority to bind the trust/ company to the agreement.

Signature _____ Date : _____

Fees

A fee is required on lodgement of all applications. All base fees and lodgement fees are the minimum operational costs incurred by Council and are therefore non-refundable. All other fees shall be paid in full without set-off or deduction of any kind within 14 days of the date of the invoice or prior to the issue of the Building Consent, whichever is the sooner. The applicant shall further pay to Waitakere City Council, all costs and expenses (including costs on a solicitor/ client basis and debt collector's costs) incurred in the enforcing or attempting to enforce these terms and conditions or in seeking payment of all fees. Where you fail to make payment of any amount on the due date, Waitakere City Council may in addition require you to compensate it by making payment of interest as liquidated damages on the amount due from the due date for payment until the date of actual payment at a rate equal to the current overdraft interest rate Waitakere City Council has with its principal registered bank. All development contributions will be billed to the owner(s). Refer to the current Regulatory Fees & Charges Schedule for upfront Building Consent fees.

Additional Reminders (Please tick ✓):

Have all final inspections passed? Y N

Have all fees been paid? Y N

Is application form completely filled? Y N

Have all certificates been submitted and passed by Council inspectors? Y N

If consent granted after 31-March-2005, is application within 2 years? Y N

↳ If No, has an extension of time been granted? Y N

Extension Date: _____ / _____ / _____

Has CCC fee been paid? Y N

↳ Note: If consent granted after 30-June-2009, CCC fees are payable on application