

Application for filing exempt Building work documentation Schedule 1 Clause 1 of the Building Act 2004

Important Note: Please do not use this form for exempt building work under clause 2 of Schedule 1 to the Building Act. The following form must be completed:

Application for an exemption for building consent under clause 2 of Schedule 1 to the Building Act.

This application is for the request to file documentation on the appropriate property file for building work carried out without building consent in accordance with Schedule 1 to the Building Act 2004.

Building owners are responsible for:

Determining whether proposed building work is exempt from requiring a building consent and ensuring exempt building work complies with the Building Code.

For further information please refer to the MBIE guide to ["building work consent not required guidance"](#) at www.building.govt.nz

Owners Details

Full Name: _____

Mailing Address: _____

Postcode: _____

Email Address: _____ Telephone (day): _____

Agents Details

Full Name: _____

Mailing Address: _____

Postcode: _____

Email Address: _____ Telephone (day): _____

Property Location

Address: _____

Legal Description: _____

Copy of rates assessment included

Project Details

Description of completed work/plan: _____

Date work completed: _____

Please state which clause of Schedule 1 to the Building Act 2004 this work comes under:

Plans attached

Declaration:

I declare that I have determined that the above building work is exempt from the requirement to obtain building consent as set out in Schedule 1 to the Building Act 2004.

Name (owner): _____ Signature: _____ Date: _____

Name (agent): _____ Signature: _____ Date: _____

For Council Use Only:

Property File: _____ Council Officer: _____