



Form 8  
**APPLICATION FOR  
 CERTIFICATE OF ACCEPTANCE**  
 Sec 97, Building Act 2004

For Office Use COA Number \_\_\_\_\_ Debtor Number \_\_\_\_\_

**A FEE MUST ACCOMPANY THIS APPLICATION**

**The Building**

Street address of building *(For structures that do not have a street address, state the nearest street intersection and the distance and direction for that intersection)* \_\_\_\_\_

Legal Description of land where building is located *(State legal description as at the date of the application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent):*

Lot \_\_\_\_\_ DP \_\_\_\_\_ Sec \_\_\_\_\_ Blk \_\_\_\_\_

Building Name (If applicable): \_\_\_\_\_

Location of building within site/block number (Include nearest street access): \_\_\_\_\_

Number of levels (Include ground level and any levels below ground): \_\_\_\_\_

Level/unit number: \_\_\_\_\_

Area: *(total floor area: indicate area affected by the building work if less than the total area)* \_\_\_\_\_

Current, lawfully established, use: *(include number of occupants per level and per use if more than 1. If the use was changed by the building work this application relates to, state previous use)* \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Year first constructed *(Inset year, approximate date is acceptable e.g. 1920s or 1960-1970):* \_\_\_\_\_

**The Owner**

Name of Owner *(Include preferred form of address eg Mr Mrs)* \_\_\_\_\_  
\_\_\_\_\_

Contact Person *(if applicable)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Street Address/registered office: \_\_\_\_\_  
\_\_\_\_\_

Phone: Landline \_\_\_\_\_ Mobile: \_\_\_\_\_

Daytime: \_\_\_\_\_ After hours: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

The following evidence of ownership is attached to his application:

- Certificate of Title
- Lease
- Agreement for sale & purchase
- Other document showing full name of legal owner(s) of the building

**Agent Details: *(Only required if the application is being made on behalf of the owner)***

Name of Agent *(Include preferred form of address eg Mr Mrs)*: \_\_\_\_\_  
\_\_\_\_\_

Contact Person *(if applicable)*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Street Address/registered office: \_\_\_\_\_  
\_\_\_\_\_

Phone: Landline \_\_\_\_\_ Mobile: \_\_\_\_\_

Daytime: \_\_\_\_\_ After hours: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Owner: *(State details of the authorisation from the owner to make the application on the owners behalf)* \_\_\_\_\_  
\_\_\_\_\_

First point on contact for communications with the Council/Building Consent Authority *(state full name, mailing address, phone number(s), fax number and email address)*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application**

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 *(Delete which is not applicable)*.

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

**Building Work**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date the building work was carried out: \_\_\_\_\_

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

| Name  | Address | Phone number | Registration No. |
|-------|---------|--------------|------------------|
| _____ | _____   | _____        | _____            |
| _____ | _____   | _____        | _____            |
| _____ | _____   | _____        | _____            |
| _____ | _____   | _____        | _____            |

Did the build work result in a change of use of the building?

No

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intended life of the building if 50 years or less: \_\_\_\_\_

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

| Issued By | Date of Issue | Consent Number |
|-----------|---------------|----------------|
| _____     | _____         | _____          |
| _____     | _____         | _____          |
| _____     | _____         | _____          |

Estimated value of the building work on which building levy will be calculated *(including GST, state estimated value as defined in Section 7 of the Building Act 2004)*.

\$ \_\_\_\_\_

The following plans and specifications are attached to this application *(All plans and specifications must meet the minimum requirements set out in the regulations or any other requirements of the building consent authority)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason why a certificate of acceptance is required: *(delete where not applicable)*

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:*(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)*

a) For the purpose of saving or protecting life or health or preventing serious damage to property as follows *(explain in detail)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) In order to ensure that a specified system was maintained in a safe condition or made safe as follows (*explain in detail*): \_\_\_\_\_

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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*): \_\_\_\_\_

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**Compliance Schedule (Delete where not applicable)**

The specified systems for the building are as follow: (Specified systems are defined in regulations)

- SS1. Automatic Systems for Fire Suppression
- SS2. Automatic or manual emergency warning systems for fire or other dangers
- SS3. Electromagnetic or Automatic doors or Windows
- SS3/1 Automatic doors
- SS3/2 Access controlled doors
- SS3.3 Interfaced fire or smoke doors or windows
- SS4. Emergency Lighting systems
- SS5. Escape route pressurization systems
- SS6. Riser mains for use by fire services
- SS7. Automatic back-flow preventers connected to a potable water supply
- SS8/1 Lifts, escalators, travelators, or other system for moving people or goods within a building.
- SS8/2 Service lifts
- SS8/3 Escalators and moving walks
- SS9. Mechanical or ventilation or air conditioning systems
- SS10. Building maintenance units providing access to exterior and interior walls of buildings
- SS11. Laboratory fume cupboards
- SS12. Audio loops or other assistive listening systems
- SS13. Smoke control systems
- SS13/1 Mechanical smoke control
- SS13/2 Natural smoke control
- SS13/3 Smoke curtains
- SS14/1 Emergency power systems for, or signs relating to, a system or feature specified in any clauses 1 to 13
- SS14/2 Means of Escape
- SS15/1 Systems for communicating spoken information intended to facilitate evacuation.
- SS15/2 Final exits (is defined by clause A2 of the building code as “That point at which an escape routes terminates by giving direct access to a safe place”)
- SS15/3 Fire separations (is defined by clause A2 of the building code as “any building elements which separates fire cells or fire cells and safe paths, and provides a specific fire resistance rating”).
- SS15/4 Signs for communicating information intending to facilitate evacuation.
- SS15/5 Smoke separations (is defined by clause A2 of the building code as “any vertical, horizontal or inclined building element with known smoke-stopping or smoke leakage characteristics.
- The following specified systems are *being altered, added to, or removed* in the course of the building work .....
- There are **NIL** specified systems in this building

**ATTACHMENTS**

The following are attached to this application:

- Project information memorandum
- Plans & specifications
- Certificates from personnel who carried out the building work
- Energy work certificates