

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

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

“Application for an exemption for building consent under part 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

Ensuring exempt building work complies with the Building Code.

For further information please refer to the Department of Building Housing guide to “building work that does not require a building consent” [www.building.govt.nz](http://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: \_\_\_\_\_