



What work requires a building consent?

Schedule 1 of the Building Act lists the types of building work that do not require a building consent. Such works tend to be small-scale, being within certain dimensional or volume limitations. Building works exempt from building consent requirements must still comply with the New Zealand Building Code.

Even if your building project does not need a building consent, there may be other approvals you do need. Please talk to a Council officer about planning and other approvals.

1. Details of property to which this registration applies

1a. Site address (Specify unit/level number, location of building within site/block number, building name and street name)
1b. Legal description
1c. Rapid number
1d. Owner's full name (First name(s), Surname)
1e. Owner's contact numbers (Home phone, Work phone, Mobile)
1f. Email

2. Applicant details

2a. Is the applicant the owner? (Yes Proceed to 2f., No Proceed to 2b., Agent authorised by owner/lessee Proceed to 2b.)
If the applicant is not the owner, provide details below.
2b. Full name (First name(s), Surname)
2c. Postal address (Include postcode)
2d. Contact details (Home phone, Work phone, Mobile)
2e. Email
2f. Preferred means for formal correspondence (Mail, Email)

3. Description of building work

3a. Description, e.g. deck, plumbing and drainage, like-for-like replacement

Please turn over

OFFICE USE ONLY

Date received, Time received, Received by, Applicant #, Property #, Land #, Application #, Document #, Amount paid

3. Description of building work - continued

- 3b. Will the building work result in a change of use of an existing building? Yes - specify current and intended uses below No

Current use

Intended use

- 3c. Type of work New building Demolition/removal Plumbing and drainage only
 Addition Minor alteration

- 3d. Category of work Residential Outbuilding/ancillary

Commercial/industrial/community

- 3e. Total floor area affected by building work sq.m

- 3f. Which section of Schedule 1 indicates that the work described in this application form is exempt from requiring a building consent?

- 3g. Reason(s) why this clause applies:

4. Attachments

Two copies of the following document are attached to this application:

- Site/floor plan showing location of exempt building work, including measurements to boundaries of new external structures.

Please do not provide construction specifications. The registration is not a check for compliance with the New Zealand Building Code. It is simply confirmation that this project is exempt work under Schedule 1 of the Building Act 2004.

5. Applicant's declaration

PRIVACY STATEMENT:

Information on this form is to be provided under the Building Act 2004 and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 2020, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature of applicant

Date