

# APPLICATION FOR A CERTIFICATE OF ACCEPTANCE



Building Act 2004, section 33 or section 45

Send or deliver your application to:

Carterton District Council, Holloway Street, Carterton, PO Box 09, Carterton 5743  
or email: [consents@cdc.govt.nz](mailto:consents@cdc.govt.nz)

For enquiries, phone 06 379 4030

Please provide two copies of all attachments

Council use only:  
Application Number:  
Valuation Number:

## PART 1 – APPLICATION (SELECT TYPE APPROPRIATELY)

Certificate to be

mailed  collected  hard copy  electronic copy - please state desired format

Restricted building work applies from 1 March 2012

Does application involve restricted building work?  yes  no

If yes provide Certificate(s) of design work and Advice of licensed building practitioner(s) form(s)

Financial assistance package (FAP)

Is this a re-clad application?  yes  no

Is application subject to a claim under the FAP scheme?  yes  no If yes, FAP claim number

Cultural or heritage significance

Does the building or site have any cultural or heritage significance, or is it a marae?  yes  no

Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination?

yes  no If yes provide details

## The building (PROJECT LOCATION)

Building name *(if applicable)*

Building street address

Location of building within the site *(include nearest street access)*

Legal description of land where the building is located. If a subdivision of the land is proposed provide the lot numbers and consent number

Lot(s)

Subdivision lot No:

DP(s)

Subdivision consent No:

Number of levels *(include below ground, ground and above ground)*

Level/unit number *(if applicable)*

Area (in square metres)

Existing floor area:

Proposed new floor area:

Resulting total floor area:

Current, lawfully established use of all parts of the building *(include number of occupants per level and per use if more than one level)*

Year first constructed (*insert year, an approximate date is acceptable such as 1920's or 1960-1970*)

**The owner (MUST BE COMPLETED FOR ALL APPLICATIONS AND ALL DETAILS MUST BE THE OWNER'S)**

Owner's name. If the owner is a company or other organisation provide the company or organisation name and a contact person's name

Name:

Owner's mailing address

Street address/registered office

Owner's contact details

Landline

Mobile

After hours

Fax

Email

Website

Proof of ownership – attach the following as evidence

Copy of the land title (*Computer register, Certificate of Title, CT or property title*) – no more than three months old.  
And if applicable  Lease  Agreement for sale and purchase

**AGENT (only required if application is being made on behalf of the owner)**

Name of agent. If application is for a company, trust or other organisation provide a contact person's name

Name:

Agent's mailing address

Street address/registered office

Agent's contact details

Landline:

Mobile:

After hours:

Fax:

Email:

Website:

Relationship to owner (state the details of the owner's authorisation if making this application on the owner's behalf)

First point of contact (mark boxes as appropriate and provide details of any other points of contact)

Further information  Agent  Owner  Other

Correspondence  Agent  Owner  Other

Invoicing  Agent  Owner  Other

**Contacts (PROVIDE ALL DETAILS WHERE RELEVANT)**

Designer or Architect

Business/name

Address

Registration/qualification

Mobile

Landline

Email

After hours phone

Fax

Structural engineer

Business/name

Address		
Registration/qualification	Mobile	Landline
Email	After hours phone	Fax
Fire safety designer	Business/name	
Address		
Registration/qualification	Mobile	Landline
Email	After hours phone	Fax
Head Contractor / Site Manager	Business/name	
Address		
Registration/qualification	Mobile	Landline
Email	After hours phone	Fax
Builder	Business/name	
Address		
Registration/qualification	Mobile	Landline
Email	After hours phone	Fax
Plumber	Business/name	
Address		
Certifying Plumber/qualification	Mobile	Landline
Email	After hours phone	Fax
Drainlayer	Business/name	
Address		
Certifying Drainlayer/qualification	Mobile	Landline
Email	After hours phone	Fax
Other <i>(Attach additional page if required)</i>		
Role	Business/name	
Address		
Email	Registration/qualification	Landline
Mobile	After hours phone	Fax

### **Application**

I request that you issue a certificate of acceptance for the building work described in this application.

Signed by the owner	OR	Signed by the agent <i>(on behalf of, or with the authority from, the owner)</i>
Signature		Signature

Name
Date

Name
Date

**Privacy information**

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

**PART 2 – PROJECT**

**General information**

Description of the building work *(provide sufficient description to enable full understanding of the scope of the work)*.

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Date building work carried out: From: \_\_\_\_\_ To: \_\_\_\_\_

Did the building work result in a change of use of any part of the building? *(If yes, provide details of the new use)*

Yes  No

Intended life of the building stated in years, only if intended to be less than 50 years old

List building consents previously issued for the project *(if any)*. List who issued the consent, the date of issue and the consent number.

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Estimated value of the building work on which the building levy will be calculated *(including goods and services tax)* [state estimated value as defined in section 7 of the Building Act 2004].

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## PART 3 – SITE ISSUES

Site issues	Applicant to complete	Reference on drawings, specifications and/or comments	Council use only
Are the finished floor, finished ground, street and associated datum levels shown on plans?			<input type="checkbox"/> Verified
Are the distances to boundaries shown on plans?			
Does the proposed work cover two or more allotments?			
What is the wind zone?			
What is the exposure zone?			
Are there public drains on the site?			
Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination? If yes, provide details.			
Are the ground conditions specified?			

## Project information

Select box if the matter is part of the project	Comments
Subdivision <input type="checkbox"/>	
Alterations to land contours <input type="checkbox"/>	
New or altered connection to public utilities <input type="checkbox"/>	
New or altered locations and/or external dimensions of building(s) <input type="checkbox"/>	
New or altered access for vehicles <input type="checkbox"/>	
Building work over or adjacent to any road or public place <input type="checkbox"/>	
Disposal of stormwater and wastewater <input type="checkbox"/>	
Building work over any existing drains or sewers or in close proximity to wells or water mains <input type="checkbox"/>	
Other matters known to the applicant that may require authorisation from the appropriate territorial authority <i>[specify]</i> <input type="checkbox"/>	

## PART 4 – COMPLIANCE

Do not fill in this section if this application is only for a project information memorandum

All documentation, including plans, specifications, calculations and producer statements, used to show building consent compliance must be formally listed as attachments in the accompanying checklist.

### The building work will comply with the building code as follows

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

#### B1: Structure

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
<b>B1: Foundations</b>	<b>Not applicable/applicable</b>		<input type="checkbox"/> Checked
foundation size	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229		
reinforcing			
foundation/footings for retaining walls			
<b>B1: Slab</b>	<b>Not applicable/applicable</b>		
layout dimensions	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229		
thickness			
reinforcing			
slab thickening/point loads			
fixing/connections			
<b>B1: Timber sub-floor and floor</b>	<b>Not applicable/applicable</b>		
pile details including bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604		
bearers and joist details including support/blocking details			
flooring material and floor height above ground			
fixing/connection			
<b>B1: Walls</b>	<b>Not applicable/applicable</b>		
wall type, height, centres, member sizes and bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4210 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230		
window and door framing details including lintels			
fixing/connection			
<b>B1: Roof</b>	<b>Not applicable/applicable</b>		
layout/trusses including member centres sizes and bracing	<input type="checkbox"/> Specific engineering design <input type="checkbox"/> NZS 3604		
purlin/batten centres and sizes			
beams centres and sizes			
fixing/connection			

**B1: Structure**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B1: Barrier fixings	Not applicable/applicable		
rail, fence, baluster fixings	<input type="checkbox"/> B1/AS2 <input type="checkbox"/> Specific engineering design		

**B2: Durability**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B2: Durability	Not applicable/applicable		<input type="checkbox"/> Checked
concrete/masonry	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS 3101 <input type="checkbox"/> NZS 3404 <input type="checkbox"/> NZS 3602 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230 <input type="checkbox"/> Other [specify]		
timber treatment			
metal			
subfloor and roof/skillion ventilation			
plumbing materials			

**C1-C4: Fire safety**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
C1-C4: Fire safety	Not applicable/applicable		<input type="checkbox"/> Checked
C1: solid fuel fireplace (please provide manufacturer's specifications. If second-hand, provide a producer statement)	<input type="checkbox"/> C/AS1 <input type="checkbox"/> Other [specify]		
C1: other type of fireplace or burner			
C2: means of escape (ie 24 m MAX)			
C3-C4: fire resistance rating - walls, ceilings, roofs, windows, eaves and penetrations including fire dampers on ducting			

**D1-D2: Access**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
D1: Access routes	Not applicable/applicable		<input type="checkbox"/> Checked
slip resistance	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> AS/2890.1 <input type="checkbox"/> Other [specify]		
landing size			
handrail			
stair dimension including tread and riser			

**D1-D2: Access**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
ramps			
head height clearance			
vehicle access: parking, loading spaces and driveway			
D2: Mechanical installations for access	Not applicable/applicable		
lift	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2		
external platform/chairlift	<input type="checkbox"/> NZS 5279		
cable car	<input type="checkbox"/> Other [specify]		

**E1-E3: Moisture**

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E1: Site drainage (surface water)	Not applicable/applicable		<input type="checkbox"/> Checked
secondary flow path	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
stormwater disposal method: gravity controlled, storage-pumped systems to Council main, soak pit or street kerb with channel			
surface water and field drains to silt sumps			
E1: Roof water dispersal (surface water)	Not applicable/applicable		
internal/external gutter including rainwater head, scupper opening details	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
roof and deck catchment area, pitch (roof and/or deck) including downpipe size and number			
E2: Floor (external moisture)			
floor height above ground	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
damp-proof membrane			
deck threshold with door details			
E2: Decks and balconies (external moisture)	Not applicable/applicable		
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
balustrade detail of flashing, capping, junctions and penetration			



## E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E2: Walls (external moisture)	Not applicable/applicable		
building wrap	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
head, jamb and sill flashing details			
cavity or direct fix cladding system including: flashing details for external and internal corners, junctions with other materials, vertical and horizontal control joints			
cladding clearances between floor level, ground level and/or membrane deck level			
tanking/damp proof membrane to retaining wall			
E2: Roof (external moisture)			
building wrap	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
type of roof: profiled metal roof, concrete, clay tile roof etc			
membrane roof			
flashing of penetrations			
flashings of junctions: eave, ridge, valley, apron and upstands			
Flashing of parapets: junctions and penetration			
skylight details and flashings			
roof spouting, downpipe, solar panel fixings			
E3: Internal moisture	Not applicable/applicable		
wall and floor impervious lining	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> Other [specify]		
wet area membrane			
bath or shower junction details			
floor overflow control for sanitary rooms such as bathroom, toilet, kitchen – only required for more than one unit			

## F1-F8: Safety of users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
F1: Hazardous agents onsite	Not applicable/applicable		<input type="checkbox"/> Checked
contaminated site	<input type="checkbox"/> F1/VM1 <input type="checkbox"/> Other [specify]		

## F1-F8: Safety of users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
F2: Hazardous building materials	Not applicable/applicable		
glass barriers, windows, doors, screens, mould, asbestos etc	<input type="checkbox"/> F2/VM1 <input type="checkbox"/> NZS 4223.3		
bathroom windows	<input type="checkbox"/> Other [specify]		
F4: Safety from falling	Not applicable/applicable		
minimum height for internal and external barriers and barrier opening sizes (ie no toe holds)	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other [specify]		
swimming pool fence and gate height. Provide detail of any other opening – see Fencing of Swimming Pools (FSP) Act 1987	Not applicable/applicable		
minimum window sill height and window restrictors required if there is potential for fall hazard	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other [specify]		
F5: Site safety			
fencing/hoarding/overhead protection			
traffic plan	Not applicable/applicable		
encroachment/Council approval	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> Other [specify]		
F7: Warning systems			
smoke detectors			
other warning systems specified			

## G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G1-G3: Bathroom, laundry and kitchen	Not applicable/applicable		<input type="checkbox"/> Checked
G1: bathroom fixtures and layout	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify]		
G2: laundry fixtures and layout	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other [specify]		
G3: kitchen fixtures and layout	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other [specify]		
G4: Ventilation	Not applicable/applicable		
natural ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> G4/VM1 <input type="checkbox"/> NZS 4303 <input type="checkbox"/> AS 1668.2		
mechanical ventilation			
conditioned areas (living area) ventilation			

## G1-G15: Services and facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
ventilation of gas-fired appliances	<input type="checkbox"/> Other [specify]		
G6: Airborne and impact sound	Not applicable/applicable		
sound transmission class and sound transmission insulation details (vertical and horizontal transfer) including at penetrations (pipes)	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> G6/VM1 <input type="checkbox"/> Other [specify]		
G7-G8: Natural and artificial light	Not applicable/applicable		
G7: natural light to habitable space (eg glazing greater 10 percent of floor area)	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> G7/VM1 <input type="checkbox"/> NZS 6703		
G7: outside visual awareness	<input type="checkbox"/> G8/AS1		
G8: artificial lighting details	<input type="checkbox"/> G8/VM1 <input type="checkbox"/> Other [specify]		
G9: Electricity	Not applicable/applicable		
Electricity	<input type="checkbox"/> G9/VM1 <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other [specify]		
G10-G11: Piped services and gas used as an energy source	Not applicable/applicable		
G10: ventilation and airflow for gas appliances	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> G11/AS1		
G10: specified gas appliances types	<input type="checkbox"/> NZS 3500.4 <input type="checkbox"/> NZS 5261		
G11: gas supply type	<input type="checkbox"/> Other [specify]		
G12-G13: Water supply and foul water	Not applicable/applicable		
G12: water supplies: pipe material, type of hot water system	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2 <input type="checkbox"/> AS/NZS 3500.1&4 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
G13: foul water: pipe sizing, materials, venting and overflow relief gullies	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		

## H1: Energy efficiency

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
H1: Energy efficiency	Not applicable/applicable		<input type="checkbox"/> Checked
hot water heater and pipe insulation	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> H1/VM1 <input type="checkbox"/> NZS 4218 <input type="checkbox"/> NZS 4305 <input type="checkbox"/> ALF design <input type="checkbox"/> Other [specify]		
insulation: wall, roof, floor, glazing, etc			

## PART 5 – REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED.

<input type="checkbox"/>	The owner, or the owner's predecessor in title, carried out building work for which a building consent was required, but a building consent ( <b>explain in detail</b> ):
<input type="checkbox"/>	<p>A building consent could not practicably be obtained in advance because the building work had to be carried out urgently:  <b>[delete one of the following]</b></p> <p>(a) for the purpose of saving or protecting life or health or preventing serious damage to property as follows:  <b>[explain in detail]</b></p> <p>(b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows:  <b>[explain in detail]</b></p>
<input type="checkbox"/>	<p>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:</p> <p><b>[state details of name of building consent authority and building consent granted]</b></p>

## PART 6 – COMPLIANCE SCHEDULE (INSPECTION, MAINTENANCE AND REPORTING PROCEDURES)

If the building requires or has an existing compliance schedule please complete form 11 Amendment to a compliance schedule.

Available from the Council office or download from the Council web site [www.mstn.govt.nz](http://www.mstn.govt.nz)

## PART 7 – Attachments.

<input type="checkbox"/>	Plans ( <i>Detailing construction and compliance</i> )
<input type="checkbox"/>	Specifications ( <i>Detailing compliance with the building code</i> )
<input type="checkbox"/>	Calculations ( <i>for bracing or specific engineering design</i> )
<input type="checkbox"/>	Producer statements ( <i>To accompany any calculations</i> )
<input type="checkbox"/>	Certificates from personal who carried out the building work
<input type="checkbox"/>	Certificates from personal who supervised the building work
<input type="checkbox"/>	Energy work certificates
<input type="checkbox"/>	Investigatory reports

# CHECKSHEET

## Certificate of acceptance



This checksheet shows you the information that has to be supplied with your certificate of acceptance application. Please attach **2 copies** of the following information along with as much supporting evidence as can be collected..

**Please tick each relevant box in the selection box as you attach the information. If the section is not relevant to your application check the Not Applicable box as appropriate. If part of a section is not relevant leave the check box blank. Please check each section carefully and complete those sections that are relevant to your project. This check sheet is to be submitted with the building consent application.**

**Once you have attached all the required information, please check for completeness as an incomplete application or lack of any supporting information will mean that your application may not be accepted for processing.**

Attached documents included for:	Select the appropriate box for the documents provided	Council use only
<b>1. General – Complete for all applications</b>		
<b>Certificate of acceptance Application Form (1 copy)</b> Completed and signed by the owner or by an agent on behalf of the owner	<input type="checkbox"/>	<input type="checkbox"/> Checked
<b>Proof of ownership (1 copy)</b> One recent copy of <u>current</u> certificate/s of title (i.e. not older than 3 months) and one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease	<input type="checkbox"/>	
<b>Locality plan (1:500) showing:</b> Physical location of the subject building in relation to streets or landmarks, north point, name of building and lot and DP number	<input type="checkbox"/>	
<b>Application fee</b> Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule  Fees are charged at the current normal building consent rate as deposit with the application. Additional fees are charged at the current hourly rate for time used to process the application and inspect the work	<input type="checkbox"/>	
<b>Date of construction</b> Provide proof of date of construction such as signed / dated building contract payments, invoices for materials.	<input type="checkbox"/>	
<b>Work closed in</b> Provide supporting evidence that work closed in and now not able to be inspected complies with the current building code. <ul style="list-style-type: none"> <li>• Photographs</li> <li>• Concrete certificates</li> <li>• Material supply docketts</li> <li>• PS4 from supervising engineers</li> <li>• Expert opinion reports</li> </ul>	<input type="checkbox"/>	

**Carterton District Council Use Only**

Building Consent Fee	\$.....	GL730516
Building Research Levy	\$.....	GL750515
Dept of Building & Housing Levy	\$.....	GL750516
Roading Bond	\$ 500.00	GL9018353
<b>TOTAL</b>	<b>\$.....</b>	