



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

Apply to cancel a building consent

When you should cancel a building consent

You might want to do this if:

- your consent was lodged but has not been issued yet and you do not want to continue with the application.
- your consent was issued but you changed your mind and do not want to carry out the building work.

If you are acting on behalf of the owner, the owner must provide a written statement agreeing to cancel the application or consent.

Refund of charges

When you cancel a building consent, we will charge an administration fee.

If you cancel your building consent after it was issued and you have not had any inspections, we will refund the inspection charges that were included in the final invoice.

Refunds will only be issued to the person who made the payment.



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

Request to cancel or withdraw a building consent

Requested under sections 50 or 52 of the Building Act 2004

The building

Building consent number:

Date issued:

Street address of the building:

Project Description:

The owner

Name of owner: (include preferred form of address eg. Mr, Miss, Dr if an individual)

Mailing address with Postcode:

Phone number: Home:

Work:

Email address:

Mobile:

Debtor (name of person who paid the invoices)

Name of contact:

Mailing address with Postcode:

Phone number: Home:

Work:

Email address:

Mobile:

I do not wish to proceed with the application for building consent, (consent not yet issued).

I do not wish to proceed with the application for building consent, (consent approved and issued).

Refunds are paid to the debtor unless the debtor provides written authority authorising the payment to someone else. If the debtor is someone other than the owner, the owner must also provide written authority agreeing to cancel the building consent. All refunds will be paid by cheque.

Additional consent fees to be paid by _____

There is an administration fee to complete this process and update council records, costs are deducted from the refund.

Signatory

Owner/debtor signature:

Role: owner debtor

Print name:

Date: