What to do if you do not want to proceed with an issued building consent or application

An applicant may choose not to continue with an application for a building consent at any time once it is lodged.

Refused or lapsed building consents

Under the Building Act 2004, a building consent application can only be refused (if it has not been granted) or lapsed (if building work has not commenced within 12 months of issue).

An applicant may also choose not to complete some of the work associated with a building consent. In this case, an amendment is required to remove the uncompleted building work from the consent.

When you should request a refusal of a building consent application

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 (refusal of building consent).

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

If your building consent has been issued and you do not wish to continue, it will automatically lapse 12 months after it was granted (or longer if you have been granted an extension of time for your consent).

Refund of charges

When you withdraw a building consent, we will charge an administration fee.
If you withdraw 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, 101 Guyton Street
PO Box 637, Whanganui 4540
Phone: 06 349 0001
Email: yourcouncil@whanganui.govt.nz
Web: whanganui.govt.nz

Request to withdraw a building consent

TE KAUNIHERA Ā-ROHE O Whanganui DISTRICT COUNCIL

The building

Building consent number:

Date issued:

Street address of the building:

Project description:

The owner

Owner's name:
Include preferred form of address, e.g. Miss, Ms, Mr, etc.

Address:

Email address:

Phone number:

Debtor (name of person who paid the invoices)

Name of contact:

Address:

Email address:

Phone number:

◯ 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 withdraw the building consent.

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.

Signature:

Date: / /

◯ Owner ◯ Debtor

Print name:

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