

Application for Certificate of Acceptance (CoA)
Section 97, Building Act 2004



WHANGANUI DISTRICT COUNCIL
Te Kaunihera a Rohe o Whanganui

Certificate of Acceptance

Certificate of Acceptance No.

Building Consent/PIM No.

Note: Shaded areas for office use only

1. The building

1a. Site address	<input type="text"/>		
1b. Legal description	Lot <input type="text"/>	DP <input type="text"/>	
1c. Council property no.	<input type="text"/>		
1d. Building name (if applicable)	<input type="text"/>		
1e. Number of levels	<input type="text"/>	1f. Level/Unit number	<input type="text"/>
1g. Floor area	Existing <input type="text"/> m ²	New <input type="text"/> m ²	Total <input type="text"/> m ²
1h. Current, lawfully established use	<input type="text"/>		
1i. Year first constructed (If applicable/or approx. year)	<input type="text"/>		

2. The owner

2a. Name	<input type="text"/>		
Postal address	<input type="text"/>		
Contact numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax
Email	<input type="text"/>		

3. Applicant's details (if not the owner)

3a. Name of Agent	<input type="text"/>		
Postal address	<input type="text"/>		
Contact numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax
Email	<input type="text"/>		
Relationship to owner	<input type="text"/>		
First point of contact	<input type="radio"/> Property owner	<input type="radio"/> Agent	

4. The work

4a. Description of the building work	<input type="text"/>
Date work carried out	<input type="text"/>
Estimated value of building work including GST.	\$ <input type="text"/>

5. Evidence of ownership

5a. Evidence of ownership attached

Certificate of Title (copy)

Sale and purchase agreement

Lease agreement

Other document showing full name of legal owner(s), such as a rate instalment notice

6. Applicant's declaration

I request that you issue a Certificate of Acceptance for the building work described in this application

	/	/	
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Signature of Owner/Agent

Date

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Name (print clearly)

Note: An application for Certificate of Acceptance is only required for building consent applications made after 1 January 1993.

7. The project

7a. Will the building work result in a change of use of the building?

Yes

No

7b. If yes, please provide details of the new use

7c. Intended life of the building if less than 50 years

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7d. Building Consent numbers of those building consents previously issued for this project (staged project):

8. Building practitioners involved in this project (continue on another sheet of paper if needed)

Designer—extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Builders—extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Certifying plumber—extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Certifying drainlayer—extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Electrician—extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

Other—extent of involvement

Name / Registration no.

Contact details Address

Phone / Email

9. Supporting documentation

The following plans and specifications are attached to this application (tick where applicable):

- Two sets of plans drawn to a recognised metric scale; include two sets of specifications and other documentation
- Project Information Memorandum
- Energy work certificate
- Certificates from personnel who carried out the work
- Certificates from personnel who supervised the work
- Copies of other authorisations—please specify
- Other—please specify

10. Compliance schedule

Please tick one of the appropriate boxes

- The specified systems and features for the building are as follows:
- The following specified systems and features are being altered, added to, or removed in the course of the building work:
- There are no specified features in the building

11. A Certificate of Acceptance is required because

Please tick one of the appropriate boxes

- Illegal work:** The owner or the owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because of the following reason:
- Urgent work:** A building consent could not practicably be obtained in advance because the building work had to be carried out urgently because of the following reason:
 - for the purpose of saving or protecting life or health or preventing serious damage to property as follows:
(please explain in detail)
 - In order to ensure that a specified system was maintained in a safe condition or made safe as follows:
(please explain in detail)
- Building Certifier/Building Consent Authority work:** 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.
Building Certifier/Building Consent Authority

Notes to applicant

- **Certificate of Acceptance Fees:** The charges incurred by the Council in processing this application are payable whether or not the application is approved.
- **The application for a Certificate of Acceptance** does not avoid the possibility of prosecution if the work was carried out illegally.
- **2 copies of all documentation required at time of application**

OFFICE USE ONLY

BCA

Date application received	
Receiving Officer	
Application Fee Receipt No.	
Date of application Fee Rec.	

Notes:

BIA/DBH levies for work completed between:

1 Jan 1993 and 31 Oct 1994 BIA \$1.00 / \$1000

1 Nov 1994 and 30 Nov 1995 BIA \$0.80 / \$1000

1 Dec 1995 and 29 April 2005 BIA \$0.65 / \$1000

30 Apr 2005 to 31 Sept 2010 DBH \$1.97 / \$1000

1 Oct 2010 to date DBH \$2.01 / \$1000

Note applicable for all works over \$20,000

Fees (incl. GST)

CoA Application fee	Paid on application
Building Consent fee at time of construction	\$
PIM	\$
Building Levy (DBH) or BIA	\$
BRANZ Levy (\$1 per \$1000 > \$20,000)	\$
Stormwater Connection	\$
Vehicle Crossing	\$
Sewer Connection	\$
Water Connection	\$
Fordell Connection (Application charge)	\$
Development Contribution Levy	\$
NZFS Alternative Solution	\$
Resource Consent	\$
Relocation Bond	\$
CoA Issue fee balance	\$
Rural Rapid Number	\$
Other	\$
Total	\$

Processing Unit	Checks				Inspections	Approved	
	Initials	Date	Initials	Date	No.	Initials	Date
Administration							
Planning							
Fire Design (Referred to NZFS)							
Building							
Drainage (Infrastructure)							
Water (Infrastructure)							
Fordell Water Scheme (Infrastructure)							
Structural							
Plumbing/Drainage							
Roading							
Health							
Dangerous Goods							

Approved for issue of Certificate of Acceptance

Approving Officer		Date	
Notes			