

Notification of proposed Change of Use (COU)

Please complete this form to the best of your knowledge and attach supporting documentation for the Council to assess the proposed change of use and identify any other authorisations required for this change.

(Use this form to notify Council of a building change of use under section 114 (2) of the [Building Act 2004](#))

1. The building

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Click here to enter text.

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Click here to enter text.

Building name:

Click here to enter text.

Location of building within site/block number: *(include nearest street access)*

Click here to enter text.

Number of levels: *(including ground level and any levels below ground)* **Level/unit number:**

Click here to enter text.

Click here to enter text.

Area: *(total floor area; indicate area affected by the building work if less than the total area)*

Total floor area:

Click here to enter text.

Existing floor area:

Click here to enter text.

New floor area:

Click here to enter text.

Current, lawfully established, use:

(include number of occupants per level and per use if more than 1)

Click here to enter text.

Year first constructed:

Click here to enter text.

2. The owner

Name of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

Click here to enter text.

Contact person: *(not required if the applicant is an individual. Must have a New Zealand address)*

Click here to enter text.

Mailing address:

Click here to enter text.

Street address/Registered office: *(if different than above)*

Click here to enter text.

Phone number:

Landline:

Click here to enter text.

Mobile:

Click here to enter text.

Daytime:

Click here to enter text.

After hours:

Click here to enter text.

Fax:

Click here to enter text.

Email address:

Click here to enter text.

Website:

Click here to enter text.

The following evidence of ownership (as appropriate to the circumstances) showing the full name of the legal owner(s) of the building is attached to this application:

Certificate of title Lease Agreement for sale and purchase Other document

3. Agent (Only required if the application is being made on behalf of the owner)

Name of agent: *(only required if application is being made on behalf of the owner)*

Click here to enter text.

Contact person: *(not required if the applicant is an individual)*

Click here to enter text.

New Zealand Companies Registered Number: *(If applicable - Refer to business.govt.nz/companies)*

Click here to enter text.

Mailing address:

Click here to enter text.

Street address/Registered office: *(if different than above)*

Click here to enter text.

Phone number:

Landline:

Click here to enter text.

Mobile:

Click here to enter text.

Daytime:

Click here to enter text.

After hours:

Click here to enter text.

Fax:

Click here to enter text.

Email address:

Click here to enter text.

Website:

Click here to enter text.

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

Click here to enter text.

First point of contact for communications with the council/building consent authority: *(contact details must be in New Zealand, mark boxes as appropriate)*

Agent Owner Other *If other, please specify whom and provide contact details as per above:* Click here to enter text.

4. Application

Describe the Current Use:

Click here to enter text.

If known please state the current Use(s) of the building as per Schedule 2 of Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005:

Click here to enter text.

Describe the proposed use:

Click here to enter text.

Does the change of use relate to all of the building?

All of the building

Part of the building

Does the change involve incorporating a household unit where one did not exist before?

Yes

No

List building consents previously issued for this project *(if any):* None

Building/PIM:

Click here to enter text.

Resource:

Click here to enter text.

Subdivision:

Click here to enter text.

ECan:

Click here to enter text.

Is the change in use "temporary"?

No

Yes

If yes, estimate duration in months:

Click here to enter text.

Has an assessment been made to how the building in its proposed new use will comply as nearly as is reasonably practicable, with the provisions of the building code as required by section 111, Building Act 2004?

- No
 Yes (please attach details)

Will the proposed change of use require building work to meet the upgrade requirements of section 115, Building Act 2004?

- No
 Yes (please attach details)

Will the building work identified above require a building consent? *Note: some types of building work may be exempt under schedule 1, Building Act 2004. This includes provision for a territorial authority to approve a discretionary exemption (exemption 2):

- No
 Yes
 N/A

5. Attachments

The following documents are attached to this application:

- Property Title information
- Fire Reports
- Structural assessment
- Plans and specifications of the existing building and proposed building work
- Details of access and facilities for persons with disabilities (section 118)
- Cost and benefits assessments (CBS) under section 115
- Gap Analysis Table – Section 115 (see page 5)
- Other:

6. Declaration

I/we understand that there may be fees involved and are to be paid before the decision is released. The fee is payable whether the application is approved or declined. If the application is not accepted for processing an administration fee may still be charged. Where an invoiced amount has not been paid by the stated due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the dept.

All the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore public (including business organisations and other units of council) may view this application, once submitted.

Signature of:

owner / agent on behalf of, and with the authority of the owner

Print name:

[Click here to enter text.](#)

Date:

[Click here to enter text.](#)

Notes:

- 1) The processing of this notification may identify other authorisations that may be required. e.g.
 - Certificate of Acceptance
 - Resource consent
 - Retail premises registration
 - Food certificate of registration & license
 - Alcohol License
 - Amusement device Certificate of Registration
 - HSNO test certificate (Hazardous Substances)
- 2) Please visit our website (www.kaikoura.govt.nz) for more information on these authorisations.