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| Application for a discretionary exemption from building consent  Building Act 2004 – Schedule 1, exemption (2)  PO BOX 6, 96 West end, Kaikoura 7300  03 319 5026 / [building@kaikoura.govt.nz](mailto:building@kaikoura.govt.nz) | | | | | | | | | | | | | | | | |  | | | |
| **About this form**   * Please check on our website [(www.kaikoura.govt.nz/property-rates-building/building-consents](http://www.kaikoura.govt.nz/property-rates-building/building-consents)) that the form that you are using is current at time of application as forms are subject to change without notice. * General information can be found on our website at <http://www.kaikoura.govt.nz/> * For general enquiries please phone (03) 319 5026 or email building@kaikoura.govt.nz * A building consent exemption under Schedule 1(2) of the Building Act 2004 is the formal decision issued by a territorial authority confirming a building consent is not required for the intended building works.   **Fees and charges**   * The latest Building Consents Fee S[chedule](http://www.ccc.govt.nz/assets/Documents/Consents-and-Licences/building-consents/B301ScheduleOfFeesBuildingCharges.pdf) is available on our [website](https://www.kaikoura.govt.nz/council/fees-charges) * Please note our Exemption fee includes administration fees and up to two hours of processing time, any additional processing will be charged at issue | | | | | | | | | | | | | | | | | | | | |
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| **1. Location of proposed work** | | | | | | | | | | | | | | | | | | | | |
|  | Street address: | | | | | | | | | | | | | | | | | | |  |
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|  | Legal description of land where building is located: (e.g. Lot No, DP) | | | | | | | | | | | | | | | | | | |  |
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|  | Location of building within site/block number: | | | | | | | | | | | | | | | | | | |  |
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|  | Level/number: | | | | | | | | | | | | | | | | | | |  |
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|  | Current lawfully established use: | | | | | | | | | | | | | | | | | | |  |
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|  | Year building was first constructed: | | | | | | | | | | | | | | | | | | |  |
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| **2. The owner** | | | | | | | | | | | | | | | | | | | | |
|  | Name of owner/Business: Mr, Mrs, Miss, Ms | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | |  |
|  | Contact person: | | | | | | | | | | | | | | | | | | |  |
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|  | Mailing address: | | | | | | | | | | | | | | | | | | |  |
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|  | Phone numbers: | | | | | | | | | | | | | | | | | | |  |
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|  | Email address: | | | | | | | | | | | | | | | | | | |  |
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|  | The following evidence of ownership is attached: | | | | | | | | | | | | | | | | | | |  |
|  |  | Certificate of title | |  | Lease Agreement | | | |  | Sales and purchase agreement |  | | Council to supply for a fee | | | | |  | Other document |  |
|  | | | | | | | | | | | | | | | | | | | | |
| **3. The agent** (Only required if application is being made on behalf of the owner) | | | | | | | | | | | | | | | | | | | | |
|  | Business name: | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | | | | | | | |  |
|  | Contact person: | | | | | | | | | | | | | | | | | | |  |
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|  | Mailing address: | | | | | | | | | | | | | | | | | | |  |
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|  | Phone number: | | | | | | | | | | | | | | | | | | |  |
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|  | Email address: | | | | | | | | | | | | | | | | | | |  |
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|  | Relationship to owner: (state details of the authorisation from the owner to make application on the owner’s behalf) | | | | | | | | | | | | | | | | | | |  |
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|  | First point of contact for communication with the council: | | | | | | | | | | | | | | | | | | |  |
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|  | All related invoices are to be charged to: | | | | | | | | | | | | | | | | | | |  |
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| **4. Project details** | | | | | | | | | | | | | | | | | | | | |
| Provide a description of the works to be considered for exemption. | | | | | | | | | | | | | | | | | | | | |
| Brief project description:  *If your application is for a temporary structure, include critical dates.* | | | | | |  | | | | | | | | | | | | | |  |
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| Estimated value of works | | | | | | $ | | | | | | | | | | | | | |  |
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| Is this application earthquake related? | | | | | | | | | | | |  | | Yes |  | No | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| Application comments:  *(for example, related application numbers, or notes to processing staff)* | | | | | |  | | | | | | | | | | | | | |  |
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| **5. Exemption details** | | | | | | | | | | | | | | | | | | | | |
| All fields in this section must be completed (or separate quality assurance documents covering all aspects provided with the application) otherwise your application will not be accepted.  This should consider the complexity of the work, the risks and consequences of it not complying, and any quality assurance that can be offered. | | | | | | | | | | | | | | | | | | | | |
| **Detailed description of work** *Describe the proposed work in* *detail; specify work not to be covered by exemption; for earthquake repairs, specify damage to the building.* | | | | | |  | | | | | | | | | | | | | |  |
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| **Grounds for exemption**  *There are two grounds on which the Council can decide to* *exempt building work from requiring building consents. Please nominate which of these that you believe applies to this project (both options may be selected if necessary).* | | | | | | (a) |  | The completed work is likely to comply with the building code if it is carried out in accordance with your proposal; | | | | | | | | | | | | |
| AND/OR | | | | | | | | | | | | | | |
| (b) |  | If the completed work were not to comply with the building code, it would unlikely endanger any people or building provided it is carried out in accordance with your proposal. | | | | | | | | | | | | |
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| **Means of Compliance**  *Specify the standards, acceptable solutions, or MBIE guidance documents that may apply.* | | | | | |  | | | | | | | | | | | | | |  |
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| **Design responsibilities**  *• Who is carrying out the design work?*  *• What qualifications and proven record of compliance do they have in carrying out work of this complexity? Notes:*  *- Comprehensive details of all designers and consultants involved in the project along with relevant experience in similar works must be provided.* | | | | | |  | | | | | | | | | | | | | |  |
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| **Construction responsibilities** *• Who is carrying out the building work?*  *• What qualifications and proven record of compliance do they have in carrying out work of this complexity? Notes:*  *- Comprehensive details of all contractors involved in the project along with relevant experience in similar works must be provided.* | | | | | |  | | | | | | | | | | | | | |  |
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| ***Quality assurance***  *• Outline everything you are offering to satisfy council that the requirements of Schedule 1, 2(a) and/or (b) of the Building Act 2004 will be met.*  *Notes:*  *- Summarise the QA system to be used to ensure compliance e.g. inspection schedules and completion documents. Document can be attached.* | | | | | |  | | | | | | | | | | | | | |  |
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| **6. Supporting Documents** | | | | | | | | | | | | | | | | | | | | |
| Include all relevant drawings (plan, elevations, typical sections), supporting documents, specifications, photos, and critical member sizes and critical construction details, if any. If an engineer is involved, provide the engineer’s calculations and sketches, including a producer statement – design | | | | | |  | | | | | | | | | | | | | |  |
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| **7. Declaration** | | | | | | | | | | | | | | | | | | | | |
| [To be completed and signed by applicant or agent]  I/we understand that the Exemption fee will be paid before this application is accepted. This fee will stand whether the application is approved or declined. If the application is not accepted for processing an administration fee may still be charged. If processing goes over 2 hours a further invoice will be sent prior to the release of the approved documents.  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 of 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 the public (including business organisations and other units of the council) may view this application, once submitted.  I/we understand that no work covered by this application is to commence until the building consent exemption decision is approved. | | | | | | | | | | | | | | | | | | | | |
|  | Print name: | |  | | | | | | | | | | | | | | | | |  |
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|  | Date: | |  | | | | | | | | | | | | | | | | |  |
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|  | Owner or agent signature: | |  | | | | | | | | | | | | | | | | |  |
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| PRIVACY INFORMATION: if you would like to request access to, or correction of, your details, please contact the council | | | | | | | | | | | | | | | | | | | | |
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| **8. Information** | | | | | | | | | | | | | | | | | | | | |
| GENERAL INFORMATION:  For general information please phone (03) 319 5026 or email [building@kaikoura.govt.nz](mailto:building@kaikoura.govt.nz)  SUBMIT AN APPLICATION USING ONE OF THE FOLLOWIING METHODS:  • Email application to: [building@kaikoura.govt.nz](mailto:building@kaikoura.govt.nz)  • Post (additional costs apply) your application to: Kaikoura District Council, PO BOX 6, Kaikoura 7340  • Hand delivered (additional costs apply) to Civic Office, Level 2, 96 West End, Kaikoura 7340  **All applications will be checked for completeness prior to acceptance. Please ensure that you have complied your documents carefully to avoid delays in accepting your application. If your application is incomplete, it will not be accepted.** | | | | | | | | | | | | | | | | | | | | |
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