

Application for Certificate of Acceptance

(Form 8 - Section 97, Building Act 2004)

Please complete and submit together with the **Certificate of Acceptance – Application Check Sheet** and all other required documentation. The check sheet is available on the Dunedin City Council website: www.dunedin.govt.nz/building-services-forms

Applications can be submitted using the following methods:

- **Online** (recommended) via [online services](#). You will need to register to use Online Services. Register [here](#). *Note, please do not fill in this form if using the online form.*
- **In person** via the Building Services Enquiries desk (Civic Centre 50 The Octagon Dunedin). *Note this option will impact the time and cost associated with processing the application.*

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)

Legal description of land where building is located:

(as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

Building name *(if applicable)*:

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

Number of levels *(include ground level and any levels below ground)*:

Level/unit number:

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

Year first constructed *(insert year, approximate date is acceptable e.g. c1920s or 1960-1970)* :

Current lawfully established use *(nominate one)*: ☐ Ancillary (not used for human habitation) ☐ Commercial ☐ Communal non-residential
☐ Communal residential ☐ Housing ☐ Industrial ☐ Outbuildings

Add number of occupants per level and per use if more than 1:

If use was changed by the building work this application relates to, state previous use:

THE OWNER

Owner name:

Title *(preferred form of address if an individual)*:

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

Owner mailing address:

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

Owner email address:

Owner contact number:

Please attach one of the following evidence of ownership to this application:

☐ Record of Title (less than 6 months old), ☐ Lease, ☐ Agreement for Sale and Purchase, ☐ Or other document showing full name of legal owner(s) of the building.

AGENT *(only complete this section if the application is being made on behalf of the owner)*

Agent name:

Contact person *(not applicable if the agent is an individual)*:

Agent mailing address:

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

Agent email address:

Agent contact number:

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

First point of contact for communications with Dunedin City Council shall be (Contact details must be in New Zealand):

☐ Owner (at above contact details)

☐ Agent (at above contact details)

BUILDING WORK

Description of the building work:

Date building work was carried out (provide an estimate if unknown): ____/____/____ [date]

The personnel who carried out the building work are as follows (list names, addresses, phone numbers, and (where relevant) registration numbers to be stated):

Did the building work result in a change of use of the building? ☐ Yes ☐ No

If yes, provide details of new use: ☐ Ancillary (not used for human habitation) ☐ Commercial ☐ Communal non-residential
☐ Communal residential ☐ Housing ☐ Industrial ☐ Outbuildings

Intended life of the building if 50 years or less:

List building consents previously issued for this project (if any) e.g. 2022-3523:

Estimated value of building work on which the building levy will be calculated to the nearest \$1000 (GST incl): \$
(state estimated value as defined in section 7 of the Building Act 2004)

REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED (nominate relevant reason(s) and provide a detailed explanation)

☐ 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 (explain in detail):

☐ A building consent could not practicably be obtained in advance because the building work had to be carried out urgently (select one of the following):

☐ (a) for the purpose of saving or protecting life or health or preventing serious damage to property as follows (explain in detail):

☐ (b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows (explain in detail):

☐ 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 (state details of name of building consent authority and building consent granted):

COMPLIANCE SCHEDULE AND SPECIFIED SYSTEMS
<input type="checkbox"/> There are no specified systems in the building.
<p>Complete the following section if there are specified systems in the building, or specified systems are being altered, added to, or removed in the course of the building work. Specified systems are defined in Regulations – Regulation 4 and Schedule 1 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005.</p> <p>We strongly recommend applicants seek the advice of design professionals to help complete this section.</p>
<input type="checkbox"/> There are existing specified systems in the building (<i>a list of the specified systems in the building must be attached to this application</i>):
<input type="checkbox"/> Specified systems were altered, added to, or removed in the course of the building work (<i>attach detail of the specified systems altered, added to or removed</i>):
<p>The Specified System list and the Specified System form for building consent applications can be completed and submitted as attachments in the application. These forms and further compliance schedule and specified system information is available on www.dunedin.govt.nz/compliance-schedule</p>

ATTACHMENTS
<p>The following documents are attached as part of your application. Additional documents might be requested as part of the assessment of your application:</p>
<input type="checkbox"/> Plans, specifications, and other supporting information (<i>must meet the minimum requirements set out in the regulations or required by the building consent authority</i>).
<input type="checkbox"/> Certificate of acceptance application check sheet
<input type="checkbox"/> Project information memorandum
<input type="checkbox"/> Certificates from personnel who carried out the building work (<i>producer statement from registered/approved authors</i>)
<input type="checkbox"/> Energy work certificates
<input type="checkbox"/> Photographs
<input type="checkbox"/> Specified system forms

DECLARATION - SIGNED BY
<p>I request that you issue a certificate of acceptance for the building work described in this application.</p>
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Owner or <input type="checkbox"/> Agent (on behalf of and with the authority of the owner) </div> <div>Name of person signing:</div> </div>
<div style="display: flex; justify-content: space-between;"> <div>Signature:</div> <div>Date: ____/____/____</div> </div>
<p>The certificate of acceptance should be sent to: (<i>nominate one option only and supply a valid NZ postal or email address</i>)</p>
<div style="display: flex; justify-content: space-between;"> <div>Preferred method for receiving certificate: (<i>nominate one</i>)</div> <div> <input type="checkbox"/> Email Address: <input type="checkbox"/> Post </div> </div>
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other </div> <div>Address:</div> <div>Postcode:</div> </div>

INVOICES
<p>Invoices: Any additional charges to be invoiced to:</p>
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other (<i>specify details</i>):