

## Application for a discretionary exemption from building consent (Schedule 1, clause 2 of the Building Act 2004)

**We recommend submitting discretionary exemption from building consent applications online using the DCC Online Service : [ePathway Home \(dunedin.govt.nz\)](https://dunedin.govt.nz).** Alternatively, you can complete this form and apply in person at the Dunedin City Council Civic Centre, 50 The Octagon, Dunedin 9016.

An exemption from building consent may be possible in instances where:

- The completed building work is likely to comply with the building code; or
- If the completed building work does not comply with the building code, it is unlikely to endanger people or any building, whether on the same land or on other property.

Council's decision to exempt building work is usually based on how complex the work is and the competency of the people designing, carrying out or supervising the work.

More information on exemptions can be found on the Ministry of Business, Innovation & Employment (MBIE) website: [www.building.govt.nz](http://www.building.govt.nz)

**Please note that fees for an exemption apply regardless of Councils decision. Refer to the Building Services Schedule of Charges for the current rates. [www.dunedin.govt.nz/building-general-charges](http://www.dunedin.govt.nz/building-general-charges)**

**Location of proposed work:**

Address:	
Legal Description:	

**Owner details:**

Full Name:			
Mailing Address:		Postcode:	
Email Address:		Telephone (day):	

**Agent details:** *(only required if application is being made on behalf of the applicant/owner)*

Full Name:			
Mailing Address:		Postcode:	
Email Address:		Telephone (day):	
<b>Relationship to owner</b> <i>(state details of the authorisation from the owner to make the application on their behalf):</i>			

First point of contact: ☐ Owner ☐ Agent

**Exemption details:** *(All the fields in the following sections must be completed otherwise your application will not be accepted).*

**Describe** in detail the proposed building work requiring an exemption from building consent:

**Detail** how the proposed building work is likely to comply with the building code (*e.g., specify the standards, acceptable solutions, MBIE guidance documents, specific design that may apply*). **If the application is for the installation of insulation in exterior walls, supply a floor plan showing which walls are to be insulated and detail how the work is to be carried out.**

**If the completed building work does not comply with the building code describe** how it is unlikely to endanger people or any other buildings whether on the same land or any other property.

**Tick (if applicable):**

☐ Compliance schedule requires amending: Completed Form 11 (Application for amendment to compliance schedule) and applicable specified system forms attached.

This may incur additional charges. Refer to: [www.dunedin.govt.nz/building-general-charges](http://www.dunedin.govt.nz/building-general-charges)

**Fee payer:** ☐ Owner ☐ Agent ☐ Other (state name & mailing address)

**Purchase order number (if applicable):** \_\_\_\_\_

☐ Declaration - must be nominated

I understand that no building work covered by this application is to commence until the building consent exemption is approved by the Council. I understand that all plans, documentation, and reports submitted as part of this application are public record and may be disclosed on request.

**Name:** \_\_\_\_\_ **Applicant/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dunedin City Council Use Only**

☐ Exemption Approved

☐ Exemption Declined

**Officer Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reasons for decision:**

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Property Key:	Name Key:	Key Words: Schedule 1-Part 1-Clause 2 exemption application
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