

Change of Use of a Building Notification

(Section 114, Building Act 2004)

We recommend applying for a change of use of a building (COU) notification online using our Online Service - www.dunedin.govt.nz/building-consent-applications *Note, please do not fill in this form if using the online form.*

We strongly recommend applicants seek professional advice as these notifications require a sound knowledge of the Building Act and the New Zealand Building Code (NZBC).

Information on building use(s) can be found here: [Schedule 2 of Building \(Specified Systems, Change of Use and Earthquake-prone Buildings\) Regulations 2005](#).

Important: The processing of this notification may identify other authorisations that could be required e.g.,

- Certificate of acceptance, Resource consent, Food and/or alcohol licence, Amusement device certificate of registration, Hazardous substances HSNO test certificate.

For guidance on completing this form, contact Building Services by emailing building@dcc.govt.nz or phone 03 477 4000.

For current COU fees visit: www.dunedin.govt.nz/building-services-fees

THE APPLICANT

Name of applicant: *(Include preferred form of address).*

Contact person: *(If applicant is a company).*

Mailing address:

Contact phone number:

Contact email address:

Are you acting as the owner's agent for this notification? ☐ Yes ☐ No

If yes, state details of authorisation from the owners to make the notification on their behalf:

THE BUILDING

Building name:

Site Address:

Number of levels: *(Including above and below ground).*

Year first constructed/age of the building:

CHANGE OF USE DETAILS

The change of use is: *(Select one).*

Temporary:

☐ Yes ☐ No

Permanent:

☐ Yes ☐ No

Specify duration in months (estimated)

The change of use affects all or part of the building: *(Select one).*

All of the building:

☐ Yes ☐ No

Part of the building:

☐ Yes ☐ No

Provide details: *(Note: If only part of the building is affected by the change of use, provide a full floor plan which includes the affected area).*

CURRENT AND PROPOSED USE(s)

Describe the current use(s) of the building: *(See above link to Schedule 2 of Building Regulations 2005 (page 1))*

Specify current number of building occupants:

Describe the proposed use(s) of the building: *(See above link to Schedule 2 of Building Regulations 2005 (page 1))*

Specify proposed number of building occupants:

Will the proposed change of use involve incorporating a household unit where one did not exist before? Give details.

Will the proposed change of use require building work to meet the upgrade requirements of section 115 of the Building Act 2004 (Building code compliance requirements)? Give details.

Will the proposed change of use require building consent?

(Note: Some types of building work may be exempt under Schedule 1, Building Act 2004):

☐ Yes ☐ No

Comments:

ATTACHMENTS

Attach the following (if applicable) to this notification: *(Plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority).*

- | | |
|---|---|
| <input type="checkbox"/> Plans and specifications of existing building and proposed building work | <input type="checkbox"/> Fire reports |
| <input type="checkbox"/> Structural assessment | <input type="checkbox"/> Other relevant documents (e.g., current compliance schedule) |
| <input type="checkbox"/> Photographs | <input type="checkbox"/> Evidence to act on the owner's behalf |

DECLARATION - SIGNED BY

☐ I declare that all the information in this form is true and correct, and the owner (if not myself) has been notified of the content of this notification.

☐ Owner or ☐ Agent

Signature:

Name of person signing:

Date: ____/____/____