

TERRITORIAL AUTHORITY APPLICATION FOR DISCRETIONARY EXEMPTION

Schedule 1, Part 1, Section 2, Building Act 2004



Introduction

Council has the ability to apply discretionary exemptions for any building work under Schedule 1, Part 1, Section 2 of the Building Act 2004 (*pre 28 November 2013 this was known as a Schedule 1(K) exemption*).

You will need to complete this form if you wish to apply for an exemption of this type. The purpose of this application is to give you the opportunity to undertake low risk building work at minimal cost. When you make this application, you undertake to carry out all work in a manner that addresses the purposes of the Building Act 2004 and that the work complies with the requirements of the New Zealand Building Code and any other relevant legislation. For further information about Exempt Building Work refer to the DBH Guide on this topic at <https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/check-if-you-need-consents>

| | | |
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| Send or deliver your application to: Kapiti Coast District Council, Private Bag 60-601, Paraparaumu 5254 175 Rimu Road, Paraparaumu 5032 For enquiries, phone (04) 296 4700 kapiti.council@kapiticoast.govt.nz | | Council use only: Application # Property ID |
| THE BUILDING (<i>project location</i>) | | |
| Building name (<i>if applicable</i>): | | |
| Building street address: | | |
| Location of building within the site (<i>include nearest street access</i>): | | |
| Legal description of land where the building is located. | | |
| Lot(s): | DP(s): | |
| You must include one set of scaled A3 all plans/drawings with this application. | | |
| GENERAL INFORMATION | | |
| Description of the building work (provide sufficient description to enable full understanding of the scope of the work). | | |
| THE OWNER (<i>must be completed for all applications and all details must be the owner's</i>) | | |
| Owner's name. If the owner is a company or other organisation provide the company or organisation name and a contact person's name. | | |
| | | |
| Owner's mailing address : | | |

| | | |
|--|---------|--------------|
| Street address/registered office: | | |
| Owner's contact details. | | |
| Landline: | Mobile: | After hours: |
| Fax: | Email: | Website: |
| Proof of ownership attached <input type="checkbox"/> refer to the accompanying check sheet for acceptable forms of proof. | | |
| AGENT (only required if application is being made on behalf of the owner) | | |
| Name of agent. If application is for a company, trust or other organisation provide a contact person's name. | | |
| | | |
| Agent's mailing address: | | |
| Street address/registered office: | | |
| Agent's contact details | | |
| Landline: | Mobile: | After hours: |
| Fax: | Email: | Website: |
| Relationship to owner (state the details of the owner's authorisation if making this application on the owner's behalf). | | |
| | | |
| PRIVACY INFORMATION | | |
| <p>The information you have provided on this form is required so that your application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information.</p> <p>Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.</p> | | |
| OWNER(S) AND CONTRACTORS DECLARATION | | |
| <p>I/We formally request Kapiti Coast District Council to accept this "application for exemption from a building consent", for the work described in this document.</p> <p>As property owners, I/we acknowledge that Council will not: issue a Building Consent, undertake inspections or issue a Code Compliance Certificate for the work described in this application.</p> <p>Council will also not accept any liability associated with construction techniques; materials or workmanship; or siting of the building in relation to property easements or network utility operators services.</p> <p>I/We declare that the building work described in this application will be carried out in accordance with the requirements of the Building Act 2004 and the New Zealand Building Code and any other relevant legislation</p> | | |
| Signature(s): | | |
| Owner's Name(s): | | |
| Date: | | |

CHECKSHEET FOR APPLICATION FOR DISCRETIONARY EXEMPTION

Schedule 1, Part 1, Section 2 of the Building Act 2004



Address of Project:

Once you have attached all the required information to your application, please check for completeness as an incomplete application or lack of any support information will mean that your application cannot be accepted for processing.

| Customer Use | | | For Office Use Only |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | a | Schedule 1, Part 1, Section 2 Form (1 copy) Completed and signed by the owner. | <input type="checkbox"/> |
| <input type="checkbox"/> | b | Proof of ownership (1 copy) One recent copy of current Record/s of title (i.e. not older than 3 months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease. | <input type="checkbox"/> |
| <input type="checkbox"/> | c | Locality plan (1:500) showing: Physical location of the subject building in relation to streets or landmarks, north point, name of Building and lot and DP number. | <input type="checkbox"/> |
| <input type="checkbox"/> | d | Plans, specifications and engineers design (if applicable) Ensure enough information is provided to clearly demonstrate compliance with the New Zealand Building Act and Code. | <input type="checkbox"/> |
| <input type="checkbox"/> | e | Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out on the application form. | <input type="checkbox"/> |

For office use only Received on the grounds that all information appears to have been provided to enable assessment for compliance in accordance with the Building Act 2004 and the NZ Building Code.

Name:

Signature:

Date: