

# MINOR WORKS - APPLICATION FOR A BUILDING CONSENT

and/or project information memorandum [Form 2, Building (Forms) Regulations 2004]

Building Act 2004, section 33 or section 45  
Send or deliver this form to: Kapiti Coast District Council,  
175 Rimu Road, Paraparaumu 5032  
Private Bag 60601, Paraparaumu 5254  
For enquiries, phone 04 296 4700

Council use only:

Application #  
Property ID

## MINOR WORKS

I request you issue a:

- Project Information Memorandum  
 Building Consent for the building work described in this application

Please indicate desired Building Consent format to be provided:

(Note: Project Information Memoranda are provided by email. A hard copy of the Building Consent is to be made available on site during inspections)

- electronic copy emailed  additional hard copy mailed  additional hard copy collected

## THE BUILDING (*Project location*)

Building name (*if applicable*):

Building street address:

Location of building within the site (*include nearest street access*):

Legal description of land where the building is located. If a subdivision of the land is proposed provide the lot numbers and consent number:

Number of levels (*include below ground, ground and above ground*):

Level/unit number (*if applicable*):

Area (in square metres)

Existing floor area:

Proposed new floor area:

Resulting total floor area:

Current, lawfully established use of all parts of the building (*include number of occupants per level and per use if more than one level*)

Year first constructed (*insert year, an approximate date is acceptable such as 1920's or 1960-1970*)

## THE PROJECT

Description of the building work (*provide sufficient description to enable full understanding of the scope of the work*).

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	Yes	No
Will the building work result in a change of use of any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, provide details of the new use:

Intended life of the building stated in years, only if intended to be less than 50 years old:

List building consents previously issued for the project (if any). List who issued the consent, the date of issue and the consent number.

Estimated value of the building work on which the building levy will be calculated (including goods and services tax)  
[state estimated value as defined in section 7 of the Building Act 2004].

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Yes No

Does the building or site have any cultural heritage significance, or is it a marae?

### THE OWNER (must be completed for all applications and all details must be the owner's)

Owner's name: (Include preferred form of title, e.g. Mr, Miss, Dr, if an individual and the contact persons name if a company, trust or similar)

Owner's mailing address:

Street address/registered office:

Owner's contact details

Landline:

Mobile:

After hours:

Fax:

Email:

Website:

Proof of ownership – attach one of the following as evidence

Copy of the land title (Computer register, Record of Title, RT or property title) – no more than three months old, **AND** where applicable  Lease or  Agreement for sale and purchase

### 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).

### FIRST POINT OF CONTACT (mark boxes as appropriate and provide details of any other points of contact)

First Point of Contact - mark boxes as appropriate and provide details of any other points of contact  
(Contact details must be in New Zealand)

A copy of all requests for further information will be sent to owners.

Further Information  Agent  Owner  Other – details:  Email  Post

Correspondence  Agent  Owner  Other – details:  Email  Post

Invoicing  Agent  Owner  Other - details:  Email  Post

## APPLICATION

I request that you issue (*tick relevant boxes*)  **Building Consent** and/or  **Project Information Memorandum** for the building work described in this application.

Signed by the owner	OR	Signed by the agent ( <i>on behalf of, and with the authority of, the owner</i> )
Signature:		Signature:
Name:		Name:
Date:		Date:

## PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent 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.

Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

## CONTACTS (*provide all details where relevant*)

<b>Builder</b>	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
<b>Plumber</b>	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
<b>Drainlayer</b>	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
<b>Other</b>	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:

## PART 4 – COMPLIANCE

**Do not fill in this section if this application is only for a Project Information Memorandum**

All documentation, including plans, specifications, calculations and producer statements, used to show building consent compliance must be formally listed as attachments in the relevant checksheet (Form 336) and attached to this application.

**The building work will comply with the building code as follows**

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

Clause	Means of Compliance	Proposed Inspections
Which of the following clauses will be involved in the proposed work?	Refer to the relevant compliance document(s) or detail of alternative solution to the plans and specifications	State means of inspection. Note PS4s or certification may be required
<b>Freestanding/ Inbuilt fire appliance</b>		
<input type="checkbox"/> B1 Structure	<input type="checkbox"/> B1/AS2 <input type="checkbox"/> NZS4229 <input type="checkbox"/> NZ3604 <input type="checkbox"/> NZS4203 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS3604 <input type="checkbox"/> NZS3101 <input type="checkbox"/> NZS3602 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> C1-6 Protection from Fire	<input type="checkbox"/> C/MM1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> E2 External Moisture	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Specify design and testing <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<b>Plumbing and Drainage</b>		
<input type="checkbox"/> E1 Surface Water	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> AS/NZ3500.5 <input type="checkbox"/> AS/NZ3500.2 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> E3 Internal Moisture	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Engineer <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G10 Piped Services	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> NZ5261 <input type="checkbox"/> Other [specify]	By Certification Only
<input type="checkbox"/> G11 Gas as an energy source	<input type="checkbox"/> G11/AS1 <input type="checkbox"/> Other [specify]	By Certification Only
<input type="checkbox"/> G12 Water Supplies	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> AS/NZ3500.5 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G13 Foul Water	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> AS/NZS3500.2 <input type="checkbox"/> BS5572 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G14 Industrial liquid Waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]
<input type="checkbox"/> G15 Solid Waste	<input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other [specify]	<input type="checkbox"/> Council <input type="checkbox"/> Other [specify]

**Waiver/modification to NZ Building Code required for the following parts of code:**