

Application to separate a building consent

(please complete both sides of this application form)

New building consent N°: _____ Amendment N°: _____

THE BUILDING

Existing building consent number:	<input type="text"/>	Date issued:	<input type="text"/>
Street address of building:	<input type="text"/>		
Legal description of land where building is located:	<input type="text"/>		
Description of existing building consent work:	<input type="text"/>		
Description of work which is proposed to be separated from the original consent:	<input type="text"/>		

THE OWNER

Owners name:	<input type="text"/>		
Mailing address:	<input type="text"/>	Postcode:	<input type="text"/>
Phone number: Work	<input type="text"/>	After hours:	<input type="text"/>
Facsimile Number:	<input type="text"/>	Mobile :	<input type="text"/>
Email address:	<input type="text"/>		

CONTACT PERSON *(if different from above)*

Name of contact:	<input type="text"/>		
Mailing address:	<input type="text"/>	Postcode:	<input type="text"/>
Phone number: Work	<input type="text"/>	After hours:	<input type="text"/>
Facsimile Number:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>		

EXPLANATION WHY AN APPLICATION TO SEPARATE A BUILDING CONSENT IS REQUIRED

Owner's/ Agent's signature	<input type="text"/>	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent
Print name:	<input type="text"/>	Date:	<input type="text"/>

BILLING

All consented related invoices/refunds to be billed to:

Owner: Applicant:

Preferred method of billing:

Email: Post:

Purchase order/Reference number: (if applicable)

Please note: any refunds are paid to the receipted name unless written authorisation has been received from the receipted person or company stating otherwise

GUIDANCE INFORMATION

An application to separate a historic building consent maybe applied for in situations where a code compliance certificate has not yet been issued and the existing building consent relates to two or more buildings on the same site. There are many reasons why an applicant might want to separate some of the building work that was proposed to be undertaken under the original building consent.

The Ministry of Business, Innovation and Employment has issued Determinations stating that the Building Consent Authority has the power under the Building Act 2004 to deal with an administrative matter such as amending a consent that has two or more buildings, where an owner requests that the consent be split to deal with one or more buildings separately. Refer to Determinations 2009/056 and 2011/051 for further guidance.

INFORMATION REQUIRED TO ACCOMPANY APPLICATION

- Letter of authorisation if application made by agent on behalf of owner
- Application for code compliance certificate
- Application to modify B2 Durability (only required if consent is more than 5 years old)
- Current copy of certificate of title to demonstrate proof of ownership and / or service easement (only required if ownership has changed)
- Copy of site plan identifying the building in question
- Copy of all inspection records relating to this building
- Copy of existing building consent and proof of compliance with any relevant conditions of consent
- Electrical and / or gas energy works certificates
- Records of work from all licenced building practitioners involved in the project (if applicable)
- Application fee (note that administration, inspection and code compliance certificate fees will also apply)

Note: further information maybe required following the initial assessment and inspection of the building

OFFICE ONLY USE (Area office to complete this section and email form to durability.admin@aucklandcouncil.govt.nz)

The original copy of this form serves as the application for the newly separated building consent; a photocopy of this form serves as the amendment to the original consent. Refer to *AC1148 Separation of a building consent* for further information on how to apply policy.

Receipt No:		Processing Office		
Deposit \$:		<input type="checkbox"/> Central	<input type="checkbox"/> Henderson	<input type="checkbox"/> Orewa
Date:		<input type="checkbox"/> Manukau	<input type="checkbox"/> Papakura	<input type="checkbox"/> Pukekohe
New BC N°:		<input type="checkbox"/> Takapuna		

All information provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B2 modification applied	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Decision Result: APPROVED REFUSED

Reason:

Additional fees to invoice:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
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Manager Field
Surveying Central
signature:

Date: