

Authority to change who is invoiced or refunded for a building consent or code compliance certificate

Consent details

Building consent number: _____ Date issued (if applicable): _____

Street address of building: _____

Suburb: _____ Postcode: _____

Legal description of land where building is located: _____

This form authorises council to:

(select all options which apply)

- Change the invoiced party of the specified application from one entity or person to the nominated party to be invoiced.

Council requires the sections below to be completed and signed by the current invoiced party, and the nominated invoiced party in order to process the change.

- Refund money (including bonds) from the specified application to an entity or person other than the original payee

If a refund is due after invoicing a building consent or code compliance certificate, council policy is to repay the person who originally paid the amount. Unless council receives written authority to the contrary it cannot refund the money owing to someone else.

Details of original invoiced party/original payee

Legal/Registered name: _____

Authorised contact person: _____

Mailing address: _____

Postcode: _____

Daytime phone number: _____ Mobile number: _____

Email address: _____

Details of nominated party to be invoiced/refunded

Legal/Registered name: _____

Authorised contact person: _____

Mailing address: _____

Postcode: _____

Daytime phone number: _____ Mobile number: _____

Email address: _____

Mandatory for refunding to a party other than the original payee:

Original payee declaration

I authorise the refund to go to the bank account of the nominated entity or person specified on this form.

Please return this form with documentation showing proof of payment of the original amount made to Auckland Council and bank details for the nominated entity or person to be refunded.

Signature: _____

Date: _____

Mandatory for change of invoiced party – You must select one of the following:

Option 1

- The deposit paid and any fees and charges incurred from the date the application was submitted will be transferred to the nominated party to be invoiced*. The nominated party will be liable for payment of these fees.
- Any credit or bonds will be refunded to the nominated party.

Option 2

- All fees and charges incurred prior to the date of change will be reconciled against the deposit amount paid
- Any credit amounts after reconciliation will be refunded to the original payee of the deposit*
 - Any bonds will be refunded to the original payee upon receipt of a replacement bond payment*
 - Any outstanding balance after reconciliation will be due and payable by the original invoiced party
 - The nominated party will be billed and liable for all fees and charges incurred from the effective date of change onwards*

Effective date of change:

We recommend that both parties seek independent legal advice as to the effect of selecting either option 1 or option 2

Original invoiced party

Signature: _____

Date: _____

Nominated invoiced party

Signature: _____

Date: _____

See next page for terms and conditions

DISCLAIMER:

If the ownership for this consent also needs to be updated, the following form is required:

Notice of transfer of a building consent to another person (AC2149)

The consent holder is ultimately liable for any fees and charges outstanding at Code Compliance Certificate reconciliation regardless of the nominated invoiced party.

Council endeavours to ensure that all outstanding fees and charges are notified to the consent holder before a consent is transferred to the new consent holder, however, it cannot always guarantee that these charges have been invoiced prior to the transfer of the consent and the new consent holder will be liable for these fees.

**To enable a refund or transfer of deposits to a nominated person/entity, the original payee must provide their written authorisation if different to original invoiced party.*