

# Notice of transfer of a Building Consent to another person

Use this form to notify Council when ownership of a Building Consent should be transferred to another person.

## Consent details

Building consent number:	Date issued (if applicable):
Street address of building:	
Suburb:	Postcode:
Legal description of land where building is located:	

**This section must be completed by the existing consent holder**

## Existing consent holder details

Legal/Registered name:	
Authorised contact person:	
Mailing address:	
	Postcode:
Physical address:	
	Postcode:
Daytime phone number:	Mobile number:
Email address:	

**The existing consent holder is the:**

Current Owner      Former Owner      Prospective Purchaser      Lessee

**This section must be completed by the newly nominated consent holder**

## New consent holder details

Legal/Registered name:	
Authorised contact person:	
Mailing address:	
	Postcode:
Physical address:	
	Postcode:
Daytime phone number:	Mobile number:
Email address:	

**The existing consent holder is the:**

Current Owner      Former Owner      Prospective Purchaser      Lessee\*

*\*Must provide written authorisation from landlord*

## Existing consent holder declaration (all existing consent holders must sign)

The consent holder declares that to the best of their knowledge the building consent and associated building works currently comply with the approved conditions of the building consent and, the consent holder's interest in the consent is hereby transferred, subject to the provisions of the Building Act and any relevant consent conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## New consent holder declaration (all new consent holders must sign)

I/we the undersigned have reviewed the consent conditions and we acknowledge that the consent is to be transferred as described above and undertake to comply with all conditions of the building consent.

I/we undertake that I/we will be liable for any charges associated with the consent, effective from the date of transfer.

I/We acknowledge that as the consent holder I/we are ultimately liable to Council for any fees and charges outstanding at Code Compliance Certificate reconciliation regardless of when they were incurred under this consent.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### DISCLAIMER:

*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.*

*If the billing party for this consent also needs to be updated, you must complete the form:*

**Authority to change who is billed or refunded for a building consent or code compliance certificate (AC2132)**