

Authority to change who is invoiced for a resource consent or engineering approval

Consent details

Application number:	Date issued (if applicable):
Street address of building:	
Suburb:	Postcode:
Postcode:	

This form authorises council to:

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.

Details of original invoiced party

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

Details of nominated party to be invoiced

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

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:

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.

**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.*