Certificate of acceptance application
Pack 6

This pack contains documents to apply for a certificate of acceptance application.

Includes:

- AC1621 Request for CoA pre-application meeting form
- AC2107 Application for certificate of acceptance form

Please attach applicable lodgement checklist:

- AC1011 Residential lodgement checklist
- AC1009 Commercial lodgement checklist
- AC1016 Solid fuel heating lodgement checklist
- AC1017 Water heater (solar or heat pump) lodgement checklist

N.B

Please note that mailed in applications will not be accepted. It is mandatory that all applicants attend a pre-application meeting prior to making an application for a certificate of acceptance (CoA) unless prior approval was gained for urgent work.

During the pre-application meeting staff will determine if a project information memorandum (PIM) and/or a Resource Consent is required to be applied for before the certificate of acceptance can be accepted for lodgement.

If a PIM is required please use either the residential (AC2103) or commercial (AC2130) building consent application form application (as applicable) to request a PIM.

Further guidance is available to assist you with your application; please refer to AC1805 how unauthorised building work is assessed.

For further information on building consents see – [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz)
## PROJECT LOCATION

**Street address of building:** (for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)

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<tr>
<th>Certificate of title No:</th>
<th>Plans attached (including elevations):</th>
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<td>□ Yes □ No</td>
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**Legal description of land where building is located:** (state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)

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<tr>
<th>Project value (approximate):</th>
<th>Nature of development:</th>
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<td>□ Residential □ Commercial</td>
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**Project details:** *(please provide a brief outline of the proposed development)*

## APPLICANTS DETAILS *(name of person requesting the meeting)*

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<th>Applicant / Company name:</th>
<th>Contact person:</th>
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**I am the:**

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<tr>
<th>Owner</th>
<th>Purchaser</th>
<th>Lessee</th>
<th>Developer</th>
<th>Other (state)</th>
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WHO WILL ATTEND AND / OR REPRESENT THE CLIENT AT THIS MEETING

- Owner
- Purchaser
- Lessee
- Developer
- Lawyer
- Consultant
- Other (state)

DEBTORS DETAILS (person responsible for incurring the actual and reasonable costs incurred by Council in response to this request)

Meeting costs to be invoiced to:

- Applicant
- Other

Debtors name: ___________________________

Relationship to project (e.g. owner):

Mailing address: ___________________________  Postcode: ___________________________

SIGNATURE

Signature: ___________________________ Applicant: ☐

Print name: ___________________________ Date: ___________________________

GUIDANCE INFORMATION

Further guidance information about the pre-application process is available on our website AC1817 Pre application meetings guidance. It is recommended that all applicable information is provided to ensure that the application can be fully assessed. Council staff will only use the information provided for the purposes of assisting the applicant during this process.

- Information or documents you should provide at least 3 working days prior to the meeting, for assessment include:
  - Any special feature you know about the site including archaeological, heritage, ecology, designations, native vegetation, streams, water courses, aquifers, soil types, contamination, topography, etc
  - A site plan that is to a metric scale (scale must be stated e.g. 1:100) and provide electronic copies of all maps, photographs, scheme plans, elevations of the proposed development, architectural drawings, and other material to assist staff understand your proposal
  - Any specific issues you wish to discuss including clarification of the Building Act, Building Code requirements, District Plan rules, policies, resource consent requirements, engineering, roading, drainage, etc

Please attach all relevant documents to this application form and submit via a lodgement officer at your local office; alternatively, you may submit information with the online form.

Minutes are distributed to all parties present within four working days of the meeting, together with an invoice for costs.

TERMS AND CONDITIONS

The purpose of a pre-application meeting is to facilitate communication between applicants and the Council so that the applicant can make informed decisions about applying for a Certificate of Acceptance and if in fact a CoA is required.

The views expressed by Council staff in or following a pre-application meeting are those officers’ preliminary views, made in good faith, based on the applicants’ proposal. The Council makes no warranty, express or implied, nor assumes any legal liability or responsibility for the accuracy, correctness, completeness or use of any information or views communicated as part of the pre-application process.

To the extent permissible by law, the Council expressly disclaims any liability to the applicant (under any theory of law including negligence) in relation to any pre-application process. The applicant also recognises that any information it provides to the Council maybe required to be disclosed under the Local Government Official Information and Meetings Act 1987 (unless there is good reason to withhold the information under that Act).

Information on fees and charges are available on the Council website www.aucklandcouncil.govt.nz or can be obtained via our call centre on 09 301 0101 or from our service centres.

OFFICE USE ONLY:

Meeting date: ___________________________ Meeting time: ___________________________ am/pm  Location: ___________________________

Name of person who received this request: ___________________________ Date: ___________________________

Account code: ___________________________ Amount: $  Invoice number: ___________________________ Date: ___________________________
### THE BUILDING

- **Street address of building:** [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

- **Legal description of land where building is located:** [state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent]

- **Building name:**

- **Location of building within site/block number:**

- **Number of levels:** [include ground level and any levels below ground]

- **Current, lawfully established, use:** [include number of occupants per level and per use if more than 1]

- **Area:** [total floor area – indicate area affected by the building work if less than total area] m²

- **Year first constructed:**

### THE OWNER

- **Name of owner:** [Include preferred form of address e.g. Mr, Miss, Dr if an individual]

- **Mailing address:**

- **Street address/registered office:**

- **Phone number: Work**

- **Facsimile number:**

- **Email address:**

- **Website:**

- **The following evidence of ownership is attached to this application:**
  - Certificate of Title
  - Lease agreement
  - Sale & Purchase agreement
  - Other document showing full name of legal owners of the building

### THE AGENT (only required if application is being made on behalf of the owner)

- **Name of agent:**

- **Contact person:**

- **Mailing address:**

- **Street address / registered office:**

- **Phone number: Work**

- **Facsimile number:**

- **Email address:**

- **Website:**

- **Relationship to owner:** [supply details of authorisation from the owner to make the application on the owner’s behalf]
**FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH COUNCIL/BUILDING CONSENT AUTHORITY**

| Full name: |  |
| Mailing address: | Postcode: |
| Phone number: | Mobile: |
| Facsimile number: | Email address: |

**BILLING**

All consent related invoices/refunds to be billed to:  
Owner: [ ]  
Agent: [ ]

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

**APPLICATION**

I request that you issue a certificate of acceptance for the building work described in this application.

Signature:  
Owner: [ ]  
Agent (on behalf of and with the authority of the owner): [ ]

Print name:  
Date:  

**BUILDING WORK**

Description of the building work:

Date the building work carried out:

**PERSONNEL WHO CARRIED OUT THE BUILDING WORK ARE AS FOLLOWS:**

| Trade: | Trade: |
| Name: | Name: |
| Address: | Address: |
| Daytime: | After hours: |
| Mobile: | Fax: |
| Registration or LBP Registration No: | |

| Trade: | Trade: |
| Name: | Name: |
| Address: | Address: |
| Daytime: | After hours: |
| Mobile: | Fax: |
| Registration or LBP Registration No: | |

Please attach separate sheet if more personnel details required
**PERSONNEL WHO CARRIED OUT THE BUILDING WORK ARE AS FOLLOWS:**

Did the building work result in a change of use?  
☐ Yes  ☐ No

If yes, provide details of new use:

Intended life of new building (if less than 50 years or less):  

List building consents previously issued for this project (if any):

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]:  

$  

**REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED** *(Describe in detail in box provided)*

☐ The owner, or the owner’s predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because:

☐ A building consent could not practically be obtained in advance because the building work had to be carried out urgently:

  (a) ☐ For the purpose of saving or protecting life or health or preventing serious damage to property as follows:

  (b) ☐ In order to ensure that a specified system was maintained in a safe condition or made safe as follows:

☐ The building consent authority that granted the building consent is unable or refuses to issue a code compliance certificate in relation to the building work, and no other building consent authority will agree to issue a code compliance certificate for the building work: [state details of name of building consent authority and building consent granted]

Please provide detailed explanation:
COMPLIANCE SCHEDULE

☐ The specified systems for the building are as follows: [specified systems are defined in regulations]

☐ The following specified systems were altered, added to, or removed in the course of the building work:

☐ There are no specified systems in the building.

ATTACHMENTS (the following documents must be attached to this application)

The following documents are attached to this application:

☐ Project information memorandum (if indicated as a requirement in pre-application meeting)
☐ Certificate of title, lease agreement or sale and purchase agreement
☐ Plans, specifications and calculations
☐ Certificates from the personnel who carried out the work; Installation, testing and commissioning certificates, producer statements etc (if applicable)
☐ Invoices, receipts, photographs etc
☐ Energy work certificate
☐ Written report from a suitably qualified independent third party demonstrating building code compliance
  Chartered Professional Engineer; Registered Architect; Registered Building Surveyor (NZIBS); Accredited Building Surveyor level 3 (BOINZ)
☐ Minutes from pre-application meeting
☐ Copy of resource consent (If applicable)
☐ Completed lodgement checklist (use AC1011 Residential or AC1009 Commercial)
☐ Application fee

Important note: All applicants must attend a pre-application meeting at their local service centre before an application will be accepted. Please fill in and complete the online form or call to request an application form AC1621 Request for a CoA pre-application meeting.

OFFICE ONLY USE

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