

# Notification of proposed Change of Use<sup>1</sup>

Sections 114 & 115, Building Act 2004



*If you have applied for a **Building consent** in relation to this change, this form is not required. The change of use will be processed as part of the consent.*

Completed forms to be emailed to the applicable area:

Area	Email	Area	Email
Central	<a href="mailto:projectassessmentcentral@aucklandcouncil.govt.nz">projectassessmentcentral@aucklandcouncil.govt.nz</a>	South	<a href="mailto:projectassessmentsouth@aucklandcouncil.govt.nz">projectassessmentsouth@aucklandcouncil.govt.nz</a>
Northwest	<a href="mailto:projectassessmentnorthwest@aklc.govt.nz">projectassessmentnorthwest@aklc.govt.nz</a>		

## SECTION 1 - The Building

Street address:	
Legal description of land:	
Building Name:	
Number of levels: (including ground level and any levels below ground)	
Year first constructed:	

## SECTION 2 - The Owner(s)

Name(s) of owner(s):				
Owner(s) mailing address:				
Owner(s) street address/registered office: (if different from mailing address)				
Owner(s) phone number:	Landline:		Mobile:	
Owner(s) email(s):				

## SECTION 3 - First Point of Contact

<input type="checkbox"/> <b>Owner</b> – per details above, <b>OR</b>	<input type="checkbox"/> <b>Other first point of contact</b> – per detailed below:			
Full name:				
Mailing address:				
Phone number:	Landline:		Mobile:	
Email address:				
Preferred method of correspondence:				

<sup>1</sup> Note: This notification form is only for applications that don't require a building consent. If building consent is required as a result of the change of use, please apply for a consent. For more information, please refer to [AC2205 Change of use to existing buildings](#).

## SECTION 4 – The Proposed Change of Use

What is the <b>current</b> legal established use?							Describe:								
CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupant Load:															
Risk Group for all/part of the building:															
Public Access: <input type="checkbox"/> Yes <input type="checkbox"/> No															
What is the <b>proposed</b> use?							Describe:								
CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupant Load:															
Risk Group for all/part of the building:															
Public Access: <input type="checkbox"/> Yes <input type="checkbox"/> No															
<b>Note:</b> <i>Uses of building are described in <a href="#">Schedule 2</a> of Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005</i> <i>Change of use is defined in <a href="#">section 5</a> of Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005</i>															
Does the change of use relate to all or part of the building?							<input type="checkbox"/> All of the building <input type="checkbox"/> Part of the building Describe the affected part of the building, for example, location within the building, level/unit number, etc.:								
Is the change in use “temporary”?							<input type="checkbox"/> Yes, estimate duration in months is: <input type="checkbox"/> No								
Does the change of use <b>incorporate a household unit where one did not exist before</b> ?							<input type="checkbox"/> Yes (Compliance with Section 115 (a) of the Act is required: the building needs to comply as nearly as reasonably practicable with <b>all</b> relevant building code clauses) <input type="checkbox"/> No								
Has an <b>assessment</b> been made to how the building in its new use will comply as nearly as is reasonably practicable, with the provisions of the building code as required by section 115, Building Act 2004?							<input type="checkbox"/> Yes (attach the assessment) <input type="checkbox"/> No								
Will the proposed change of use require <b>building work to meet the upgrade requirements of section 115, Building Act 2004</b> ?							<input type="checkbox"/> Yes, but it is exempt building work (describe the building work in a separate document <sup>2</sup> ) <input type="checkbox"/> No								
Have you applied for <b>building consent or a COA</b> “certificate of acceptance”?							<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span> Please provide details:								
Have you applied for a <b>resource consent</b> in relation to this change?							<input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span> Please provide details:								

<sup>2</sup> Note some types of building work may be exempt under Schedule 1, Building Act 2004. This includes provision for a territorial authority to approve a discretionary exemption (exemption 2). For more information refer to [AC1816 Guidance information about exempt building work](#) and the following link: [Request an exemption from needing a building consent](#)

## SECTION 5 – Attachments – the following attachments are attached to this notice:

<input type="checkbox"/> Record of Title	<input type="checkbox"/> Plans and specifications of existing and proposed building work	<input type="checkbox"/> Fire Reports addressing means of escape from fire, fire rating performance and protection of other property
<input type="checkbox"/> Structural assessment including seismic performance	<input type="checkbox"/> Details of access and facilities for persons with disabilities ( <a href="#">section 118</a> )	<input type="checkbox"/> Sanitary facilities assessment
<input type="checkbox"/> Cost and benefits assessment under section 115 “to as nearly as reasonably practicable”	<input type="checkbox"/> Other (e.g. body corporate approval):	

### Note:

- Where the change of use involves changing the use of the building to incorporate one or more household units where household units did not exist before, the building in its new use, will need to comply to as nearly as reasonably practicable with all the building code performance requirements.  
For section 115, go to: [Building Act 2004](#).
- The change of use may also affect the property rate and can also trigger Development Contribution fees to be assessed

## SECTION 6 – Declaration

Name:	
Position:	
On behalf of [ <i>name of the property owner</i> ]:	
Signature:	
Date:	

### Note:

- 1) The processing of this notification may identify other authorisations that may be required e.g.
  - Certificate of Acceptance
  - Resource consent
  - Retail premises registration
  - Food certificate of registration & license
  - Alcohol License
  - HSNO test certificate (Hazardous Substances)

Please visit our website <https://www.aucklandcouncil.govt.nz/Pages/default.aspx> for more information.

- 2) Every building or part of a building has a ‘use’ that has been categorised by law. For the purposes of the Building Act, that use is specified in Schedule 2 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 (the Regulations). Schedule 2 divides the uses for all or parts of buildings into four broad activity groups: crowd activities, sleeping activities, working, business or storage activities, and intermittent activities.

Purpose group	Description (activities)
CS	Crowd small
CL	Crowd large
CO	Crowd open
CM	Crowd medium
SC	Sleeping care
SD	Sleeping detention
SA	Sleeping accommodation
SR	Sleeping residential
SH	Single household
WL	Working low
WM	Working medium
WH	Working high
WF	Working fast
IA	Intermittent activity (low)
ID	Intermittent activity (medium)