



WBCA 004

**Application for a
Certificate of Acceptance**

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

(Only complete items that are applicable to your project)

APPLICATION			
I request that you issue a Certificate of Acceptance for the building work described in this application.			
THE BUILDING			
Street Address (or Rapid No if applicable):		Building Name (if applicable):	
Legal Description: Lot:	DP:	Valuation Roll Number:	
Number of Levels:	Level/Unit No:	Total Floor Area: (all floors included)	
		Existing: m ²	Add: m ²
Current lawfully established use:		Approx year building first constructed:	
THE PROJECT			
Description of building work: <i>(eg dwelling, commercial, farm shed, garage etc)</i>			
Did the building undergo a change of use?		Yes	No
If "Yes", provide details of the new use:			
Intended life of the building:	Indefinite but not less than 50 years	or specified as	years
List Building Consents previously issued for this building (if any): <i>(ie is this project being constructed in stages? Is this consent for a relocated or transportable building?)</i>			
Associated Resource Consents:			
Estimated Value (inc GST) <i>(ie the estimated aggregate of the values of all goods and services):</i> \$			
THE OWNER			
Owner's Name:		Contact Person: <i>(if owner is not an individual)</i>	
Mailing/Billing Address:			
Street Address/Registered Office:			
E-mail Address:		Phone Day:	
Phone A'Hours:	Fax:	Cellphone:	
THE AGENT			
<i>Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices.</i>			
Agent's Name:		Contact Person: <i>(if Agent is not an individual)</i>	
Mailing/Billing Address:			
Street Address/Registered Office:			
E-mail Address:		Phone Day:	
Phone A'Hours:	Fax:	Cellphone:	

REQUIRED ATTACHMENTS

Evidence of ownership attached to this application:

Current Certificate of Title Sale and Purchase Agreement

Complete and attach **ONE** of the following checklists, and provide **ALL** of the information and plans requested on that checklist:

Form WBCA 002-R Residential work Form WBCA 002-I Commercial/Industrial work

Application Fee (Deposit)

Application Fee of \$ _____ (refer to cover sheet for appropriate fees)

REASONS

A certificate of Acceptance is required because:

Unauthorised work: The owner, or owners predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: (explain detail):

Urgent work: A building consent could not practicably be obtained in advance because the building work Had to be carried out urgently: (complete one of the following)

- for the purpose of saving or protecting life or health or preventing serious damage to property as follows: (explain in detail)

• in order to ensure that a specified system was maintained in a safe condition or made safe as follows: (explain in detail)

Building Certifier/Building Consent Authority Work: 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:

Building Certifier/Building Consent Authority:

KEY PERSONNEL

Name of Builder:		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
Name of Craftsman Plumber:		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
Name of Registered Drainlayer:		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
Name of Craftsman Gasfitter:		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
Name of Designer:		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	

