

# Notification of change of use – when no building work is proposed

## Notes for the applicant

Use this form if you are changing the use of a building but there is no building work involved.

Because of the level of technical detail required, we strongly recommend asking your architect or another advisor to help you fill in this form.

If you have any questions, and to lodge your completed application email [building@codc.govt.nz](mailto:building@codc.govt.nz)

## Building details

Street address:

Legal description:

LOT

DP

Building name (if applicable):

BWoF number (if applicable):

## Owner details

Full name:

Email:

Phone:

Postal address:

**Tick the box to show which of the following proof of ownership documents are attached to your application. Your document must be less than 3 months old.**

- Copy of record of title                       Copy of lease agreement  
 Agreement for sale and purchase             Other document showing full name of legal owner

Are you using an agent?             Yes             No

## If yes, complete the following

Who is the first point of contact for further correspondence?             Agent             Owner

Who is the first point of contact for invoicing?             Agent             Owner

## Agent details

Full name:

Email:

Postal address:

## Project details

The change of use relates to:  All of the building  Part of the building\*

\*The part of the building includes:

*(Describe the affected part of the building and m2 - for example, location within the building, level/unit number etc)*

Year first constructed/age of the building:

## The use

Current/old use<sup>1</sup>:

Occupant numbers:

Fire risk group<sup>2</sup>:

Proposed/new use<sup>1</sup>:

Occupant numbers:

Fire risk group<sup>2</sup>:

<sup>1</sup> [www.building.govt.nz/managing-buildings/change-of-use-and-alterations](http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations)

<sup>2</sup> Risk group taken from Table 1.1 C/AS2

Does the change involve incorporating a household unit where one did not exist before?

Yes – attach details  No

The proposed period for the new use: *(For example, temporary/6 months/permanent)*

Reason for change of use: *(For example, new occupancy/temporary accommodation)*

## Compliance comparison

Section 115 of the Building Act 2004 requires the Council to assess the building or part of the building undergoing a change of use for compliance 'as nearly as is reasonably practicable' (ANARP) with specified provisions of the NZBC.

For the Council to be able to assess this application, you will need to provide enough information. The more details you provide, the smoother and faster the assessment will be.

**Note:** *If upgrade building work is needed you may require a building consent. We recommend talking to your designer or other advisor for guidance.*

Has an assessment been undertaken to demonstrate how the building in its proposed new use will comply ANARP with the Building Code

*(as required by section 115 of the Building Act 2004)?*

Yes – attach details

No – provide supporting information

## Attachments

The following are attached to this notice:

- Proof of ownership
- Fire report
- Compliance assessment
- Accessibility report
- Structural report
- Change of use – supporting information
- Existing and proposed floor plans
- Other (please specify) \_\_\_\_\_

## Declaration

I declare that all the information in this form is true and correct and the owner (*if not myself*) has been notified of the content of this notification.

Full name:

Position:

On behalf of (*name of property owner*):

Signature:

Date:

## CODC Office Use Only:

Building Control  
Officer Signature:

Date:

**APPROVED**

This change of use is **approved** under Sections 114 & 115 of the Building Act 2004.

**NOT APPROVED**

This change of use is **not approved** under Section 114 & 115 of the Building Act 2004.

**The applicant must apply for a Building Consent (Form2).**

Comments: