

# Application for Building Consent Exemption

Use this form to request an exemption for building work that requires a building consent. An exemption from building consent may be possible in instances where:

- The completed building work is likely to comply with the building code; or
- If the completed building work does not comply with the building code, it is unlikely to endanger people or any building, whether on the same land or another property.

[Schedule 1, Clause 2 of the Building Act](#) is the only exemption in Schedule 1 that requires a Territorial Authority to decide about any proposed building work. For all other Schedule 1 exemptions, it is the property owner who makes the decision as to whether their building work is exempt.

Council's decision to exempt building work is usually based on how complex the work is and the competency of the people designing, carrying out or supervising the work.

All applications still need to be accompanied by plans and/or specifications appropriate for the scope of works as if a consent application was being submitted and like a building consent, approval is required before building work commences.

The Building	
Street Address:	
Legal Description of land where building is located:	
Year of Construction:	
*Current, lawfully established use:	

\*Classified Use: ref Building Regulations 1992 Clause A1-Classified Use

Owner Information	
Name:	
Postal Address:	
Phone Number:	
Email:	
Evidence of ownership attached	<input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other document

### Agent Information (if submitting on behalf of Owner)

<b>Name of Agent/Company:</b>	
<b>Postal Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

### Project Information: Please provide sufficient description of building works to enable scope of building work to be fully understood)

<b>Description of the proposed building works for which an exemption is requested:</b>	
<b>Detail how the proposed building work is likely to comply with the code.</b>	
<b>If the completed building work did not comply with the code describe how it is unlikely to endanger people or buildings.</b>	
<b>Estimated value of work (incl. GST):</b>	

### Required Fees

Please refer to <https://www.codc.govt.nz/publications/fees-and-charges> for the exemption fee.

The invoice should be sent to      Agent      Owner

## Owner Disclaimer

The owner acknowledges that:

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule 1(2) of the Building Act 2004.
- The Owner is responsible for ensuring that the building work complies with the building code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.

<b>Signature</b> (of owner/agent on behalf of and with the authority of the owner)			<b>Date</b>	
Applicant to Complete		Documentation Checklist	Council Use Only	
			Accepted?	N/A
Yes	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	Copies of plans: site, foundations, floorplan, elevations etc.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Copies of specifications	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Producer Statements (PS1, PS2 etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Photographs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Determinations/Opinions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>

## CODC Office Use Only:

<b>Building Control Officer Signature:</b>		<b>Date:</b>
<p><input type="checkbox"/> <b>APPROVED</b></p> <p>This building consent exemption is <b>granted</b> under Section 41 of the Building Act 2004 for work for which a building consent is not required under Schedule 1 Clause 2 of the Act.</p> <p>A building consent is not required because either:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The completed building work is likely to comply with the building code;</li> <li><input type="checkbox"/> If the completed building work does not comply with the building code, it is unlikely to endanger people or any building, whether on the same land or on other property</li> </ul>		
<p><input type="checkbox"/> <b>NOT APPROVED</b></p> <p>This building consent exemption is <b>refused</b> under Section 41 of the Building Act 2004 and Schedule 1 Clause 2 of the Act.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>The applicant must apply for a Building Consent (Form2).</b></li> <li><input type="checkbox"/> <b>The application is refused because the proposed works are already exempt under Schedule 1 Part 1, 2 or 3.</b></li> </ul>		