

Notification of exempt building work

Schedule 1 of the Building Act 2004



IMPORTANT NOTES:

Please note that an application fee applies. Refer to our Fees and Charges for more details.

There is no statutory requirement to notify Council of work being undertaken as long as it is within the scope of Schedule 1 of the Building Act 2004. However, as the owner of a property, for the purpose of public records, you can choose to notify Council of work that you believe to be exempt building work under Schedule 1 of the Building Act 2004.

Notifications and plans supplied will be checked for compliance to Schedule 1. It is your responsibility to ensure that the work undertaken is exempt by seeking advice from a suitably qualified or competent person. Undertaking building work that is not exempt, without a building consent, is an offence under the Building Act 2004 that can lead to enforcement action.

It is important to contact Council's planning team on 0800 920 029 for any resource consent requirements that may apply.

SECTION 1: The Building (Project Location)

Description of building work

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Schedule 1 Exemption Number

Identify which Schedule 1 exemption applies:

Street address of building

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For structures which do not have a street address number, state the nearest street intersection and the distance and direction from that intersection, or the closest RAPID number

Legal description of land where the building is located

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If the land is proposed to be subdivided, include the relevant lot number and subdivision consent

Valuation Roll Number

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This can be found on your Valuation Notice, Rates Invoice, or contact Council for details

Area

	Year first constructed	
Total floor area – indicate area affected by the building work if less than the total area		

Current, lawfully established, use

Include number of occupants per level and per use if more than 1

SECTION 2: The Owner

Full name of owner(s)

Mailing address

Phone number

Email

SECTION 3: The Agent (with authorisation and acting on behalf of the owner)

Full name of Agent

Mailing address

Phone number

Email

SECTION 4: Declaration

Property Owner

I understand that it is my responsibility to obtain appropriate advice from a suitably competent person on whether the building work is exempt under Schedule 1 of the Building Act 2004. I understand that it is my responsibility to comply with any resource consent requirements.

Owner's Agent

I am the agent acting on behalf of the owner of the above property. I understand that the building work in question is exempt under Schedule 1 of the Building Act 2004. I understand the responsibility to comply with any resource consent requirements.

As the property owner or owner's agent, I understand that:

- Council accepts no liability for the content or accuracy of the plans supplied that relate to the building work undertaken.
- Council will not be undertaking any checking of plans, conducting inspections or issuing a code compliance certificate as a result of this building work.
- These plans will be placed on file. This is only as a public record of the building work undertaken at the property and will be used for inclusion in a Land Information Memorandum (LIM).

I hereby certify that, to the best of my knowledge, the information given in this application is true, complete and correct.

Signed by:

☐

Owner

☐

Agent on behalf of and with authority of the owner

Signature

Date

Submit your application

- Email your completed application form to: buildingcompliance@fndc.govt.nz
- Post your completed application form to:
The Building Manager
Private Bag 752
Kaikohe 0440
- Or drop your application into a Council Service Centre

www.fndc.govt.nz | Memorial Avenue, Kaikohe | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | 0800 920 029

Checklist

Use this checklist, to help lodge a *Notification of exempt building work* and to avoid any delays. Tick each relevant box and ensure you attach the information. If the box is not relevant, please write N/A.

Customer Use		Office Use
<input type="checkbox"/>	Date of construction Provide proof of the date of construction i.e. signed/dated building contract invoices	<input type="checkbox"/>
<input type="checkbox"/>	Evidence showing building work complies Provide supporting evidence that the building work complies with the current building code: <ul style="list-style-type: none">• Architectural drawings – site plans, elevations, floor plans• Relevant certification i.e. electrical certificate• Photographs• PS4 from supervising engineers (if applicable)• Expert opinion reports• PS3 from plumber, drainlayer etc	<input type="checkbox"/>
<input type="checkbox"/>	Application fee Applications will not be accepted without payment of the appropriate fees. Fees are set out in Council's Fees and Charges on our website.	<input type="checkbox"/>
<input type="checkbox"/>	Proof of ownership A current certificate of title less than 3 months old and any listed certificates e.g. consent notices, building line restrictions etc. If a current certificate of title is not supplied, we will obtain this on your behalf and invoice you for the cost.	<input type="checkbox"/>

Please note: If the application is received without the correct information, it will not be processed and will be returned.

About Exempt building work under Schedule 1 of the Building Act 2004

The Building Act 2004 allows certain buildings to be exempt from requiring a building consent. This includes the exemptions listed in Schedule 1.

Building practitioners, architects, engineers, building surveyors, building consultants and building owners who are considering undertaking or advising about building work can read the Ministry of Business, Innovation and Employment's (MBIE) guidance about building work that does not require a building consent.

Exemptions under Schedule 1 recognise that minor and low-risk building work need not be subject to building consent process requirements. Low-risk work presents little danger to people or property; therefore, the compliance costs associated with approving this type of work, are not outweighed by the benefits obtained from the building consent process.

Exempt building work or plans will be checked for compliance to Schedule 1 by the Far North District Council. If the building work is not exempt but has already been completed a Certificate of Acceptance will be required to be applied for and further enforcement action may be taken. We record the information against the property.

All building work must comply with the Building Code regardless of whether a building consent is required. Often this means engaging a skilled building practitioner to undertake the building work.

Provide documentation

Documentation must be suitable for scanning and can only include information relevant to the work which is the subject of this notification. We can't accept photocopies of previously approved applications or building work for the purpose of recording exempt building work. Plans provided with this application must clearly depict the work you claim to be exempt.

Fees

There is an administration fee charged for this service covering the cost to Council of checking the plans and entering the information and ongoing storage. Details of Fees and Charges are available on our website.

Check other Acts

Work exempt under Schedule 1 does not allow building work to be undertaken if that building work would be in breach of any other Act (i.e. Resource Management Act, Historic Places Act, etc). Our role is to protect public assets and public amenities, such as public drainage systems and building height and location restrictions. Restrictions are administered under the District Plan and the Resource Management Act 1991. Council strongly recommends that all building owners check resource consent is not required with the Council planning team before doing any building work. Contact us via our website, phone 0800 920 029 or visit one of our service centres for advice.

Resource consent may be necessary for a number of reasons, including but not limited to zoning, site coverage, or height in relation to boundary.

Building consents

If building work is exempt under Schedule 1, an owner may still apply for a building consent if they wish.

Apply in the normal way and note that usual costs, processing and inspection criteria apply. See more information about building consents on our website.