

Application for building consent exemption

Schedule 1(2) of the Building Act 2004



IMPORTANT NOTES:

- Please note that an application fee applies. Refer to our Fees and Charges for more details.
- If an exemption cannot be granted, then a building consent will be required.
- Council will request further information if supplied details are not considered adequate.

SECTION 1: The Building (Project Location)

Street address of building

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

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

Valuation Roll Number

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

Building name

Location of building within site/block number

Include nearest street access

Number of levels

Level/unit number

Include ground level and any levels below ground

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 one)

SECTION 2: The Owner

Full name of owner(s)

Contact person

Owner(s) mailing address

Owner(s) phone number

Owner(s) email

The following evidence of ownership is attached to this application:

If the owner is a Company, Trust, or other Organisation the Title or Capacity of the authorised signatory must be given. Documents to show full name of legal owner(s) of the building.

☐

Certificate of Title
3 months old or less

☐

Agreement for Sale and
Purchase agreement

☐

Lease

☐

Other

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

Do you have written authorisation documents from the owner?

Full name of Agent

Only required if application is being made on behalf of the owner

Contact person

Mailing address

Phone number

Email

Relationship to the owner

Provide details of the authorisation from the owner to make the application on the owner's behalf

SECTION 4: First point of contact for communications

Owner ☐

Agent ☐

Other ☐

If other, provide contact details:

Preferred means of communication:

Post ☐

Email ☐

Phone ☐

SECTION 5: The Project

The following matters are involved in this project:

Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Alterations to land contours
<input type="checkbox"/>	<input type="checkbox"/>	New or altered connections to public utilities
<input type="checkbox"/>	<input type="checkbox"/>	New or altered locations and/or external dimensions of the building
<input type="checkbox"/>	<input type="checkbox"/>	New or altered access for vehicles
<input type="checkbox"/>	<input type="checkbox"/>	Building work over or adjacent to any road or public place
<input type="checkbox"/>	<input type="checkbox"/>	Disposal of stormwater and/or wastewater
<input type="checkbox"/>	<input type="checkbox"/>	Building work over any existing drains or sewers, or in close proximity to wells or water mains
<input type="checkbox"/>	<input type="checkbox"/>	Other matters known to the applicant that may require authorisations from the Territorial Authority

Specify:

Description of building work

Will the building work result in a change of use of the building?

Yes ☐

No ☐

If Yes, provide details of new use:

Intended life of the building if less than 50 years:

List building consents previously issued (if any):

Are there any specified systems involved with this application?

Yes ☐

No ☐

If the answer to the above question is Yes, then an exemption to building consent will not apply – building consent is required.

If your project involves any of the following, please refer to our website for more information:

- Vehicle crossing permit (new crossing from the road to the site)
- Connection to public utilities (public drainage, water supply or sewerage connection)
- RAPID number (as the site has no other address numbering)
- Certificate of Title (Council can provide one of these as part of your application for a fee)

SECTION 6: Key Contacts

Designer or Architect	Builder / Carpentry Work
Name:	Name:
Phone:	Phone:
Registration Number:	Registration Number:
Drainlayer	Plumber
Name:	Name:
Phone:	Phone:
Registration Number:	Registration Number:
Structural Engineer	Block Laying
Name:	Name:
Phone:	Phone:
Registration Number:	Registration Number:
Foundation Work	Roofing Work
Name:	Name:
Phone:	Phone:
Registration Number:	Registration Number:
External Plastering	Other
Name:	Name:
Phone:	Phone:
Registration Number:	Registration Number:

SECTION 7: Application

I request an exemption under Schedule 1 of the Building Act 2004 for the following reasons:

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

The person or organisation responsible for invoice payments for this application:

Owner ☐

Agent ☐

Other ☐

If other, provide contact details:

SECTION 8: Attachments

☐ Copies of Plans and Specifications

☐ Producer Statements

☐ Photographs

☐ References to determinations/opinions

☐ Other:

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 an *Application for building consent exemption* 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"/>	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"/>
<input type="checkbox"/>	Evidence showing building work complies Relevant documentation that shows how the proposed work complies with the current Building Code. Submissions should be of the same quality that would be submitted for a building consent. <ul style="list-style-type: none"> What are you applying for Where is the work (site plans showing distances to boundaries) Who is designing and building the work (LBP details) What are the specifics of the site: Geotech reports, ground bearing, wind zones Detailed plans of the work showing how all relevant clauses of the Building Code are met Specifications for all products used PS1's for designs if required Fire report if needed Details of any specified systems affected 	<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"/>

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.