

# Notification of Change of Use

*Section 114 of the Building Act 2004*

**Note:** If you are applying for a Building Consent for this Change of Use you do not need to complete this form. You are advised to check the further advice links attached to this form. Please note that an application fee applies. Refer to our Fees and Charges for details.

## 1. The Building

\*Street address of building: \_\_\_\_\_  
\_\_\_\_\_

Legal description of land where building is located: \_\_\_\_\_

Building name: \_\_\_\_\_

## 2. The Owner

\*Name of owner \_\_\_\_\_

(e.g. Mr, Mrs, Miss, Dr if an individual)

Contact person: \_\_\_\_\_

\*Mailing address: \_\_\_\_\_

Street address / registered office: \_\_\_\_\_  
\_\_\_\_\_

### Phone numbers:

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Daytime \_\_\_\_\_ After hours \_\_\_\_\_

Fax \_\_\_\_\_ Email Address \_\_\_\_\_

## First point of contact for communications with the Council if not the Owner:

\* Contact person: \_\_\_\_\_

(e.g. Mr, Mrs, Miss, Dr if an individual)

\*Mailing address: \_\_\_\_\_

Street address / registered office: \_\_\_\_\_  
\_\_\_\_\_

### Phone numbers:

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Daytime \_\_\_\_\_ After hours \_\_\_\_\_

Fax \_\_\_\_\_ Email Address \_\_\_\_\_

[Must be located in New Zealand. This person must have authority to permit a person to enter the building for the purpose of inspecting any specified systems.]

### 3. The Project

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, for example, location within the building, level/unit number, All, etc]

Building height (m) \_\_\_\_\_ m

Building area (m<sup>2</sup>) [total or footprint area] \_\_\_\_\_ m<sup>2</sup>

Building layout [describe, reference plans] \_\_\_\_\_

Age of building/year first constructed \_\_\_\_\_

The proposed period for the new use [temporary/6 months/permanent]

Reason for change of use [new occupancy, temporary accommodation]

The location of the building in relation to other buildings, public places, and natural hazards

#### Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005

Current lawfully established use/old use ([Schedule 2](#)) :

CS  CL  CO  CM  SC  SD  SA  SR  SH  WL  WM  WH  WF  IA  ID

Occupant load [employees, contractors on site etc] \_\_\_\_\_

Fire hazard category /Risk Group for all/part of the building [number/category] \_\_\_\_\_

Public access [Yes / No]

Type of public access [primary purpose, occasional etc] \_\_\_\_\_

**Proposed/new use:** \_\_\_\_\_

CS  CL  CO  CM  SC  SD  SA  SR  SH  WL  WM  WH  WF  IA  ID

Occupant load [employees, contractors on site etc] \_\_\_\_\_

Fire hazard category /Risk Group for all/part of the building [number/category] \_\_\_\_\_

Public access [Yes / No]

Type of public access [primary purpose, occasional etc] \_\_\_\_\_

## 5. Compliance Comparison (*Indicate as required*)

Under the new use the building complies with the following Building Act and Code requirements for Change of Use **or** requires the following upgrades.

Provisions of the Building Code under s115	Complies	Upgrade required?	Details-plans/specifications etc
Means of escape from fire <i>NZBC C/AS Sec 2.1, 2.2, 3.2, 3, 3.3.4, 4.5, D1, F6, F8</i>			
Protection of other property <i>NZBC C/AS Part 2 &amp; 5</i>			
Sanitary facilities <i>NZBC G1, G12, G13</i>			
Structural performance <i>NZBC B1</i>			
Fire-rating performance <i>NZBC C/AS Part 2, 4&amp;5</i>			
Access and facilities for people with disabilities (if applicable) <i>NZBC D1, D2, G5, G1, G9, F7</i>			
Other Building Code aspects <i>(for new uses that are SH/SR only)</i>			

Once the difference between current provisions and requirements for a new building are established, Council must then decide to what extent the existing building must be upgraded. In order for Council to consider a change of use application, it is recommended for more complex changes of use that a compliance worksheet (gap analysis), as above, be provided together with a cost benefit analysis and plans.

The Cost Benefit analysis will consider the costs of full compliance against the proposed work to make the building as compliant as possible. Council will consider this and may require some changes to ensure that the building complies “as near as is reasonably practicable”, with the provisions of the building code.

These requirements may not be required for simple changes and complex changes might be better dealt with via a Building Consent. The applicant is also reminded that there may be change in the Rates changed by council for the property if the change is accepted

## 6. Attachments (*List here or attach*)

The following documents are attached to this written notice: (delete if not applicable)

- Plans and specifications
- Cost Benefit Analysis
- Maps
- Fire reports
- Others: (List/attach)

**8. Written Notice - Must be signed by the owner (indicate as applicable)**

- \*I consider no upgrade requirements are required for the building in its new use, and I request the territorial authority supply me with written notice allowing the change of use to proceed.
- \*I consider the upgrades proposed above are sufficient to ensure the building complies with the required aspects of the Building Code as nearly as is reasonably practicable, on this basis I request the territorial authority supply me with written notice allowing the change of use to proceed.

**PRINT Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**9. Submit your Application**

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

**Post your completed application form to –**

The Building Manager  
Far North District Council  
Private Bag 752  
Kaikohe 0440

**Make an appointment –**

To avoid delays and to have your application checked for completeness, call **0800 920 029** to make an appointment with a Vetting Officer at the John Butler Centre.

**Drop your completed application form in at one of our Service Centre’s –**

**Kaikohe Service Centre**

Memorial Avenue  
KAIKOHE

**Kaero Service Centre**

Main Road  
KAEO

**Kawakawa Service Centre**

Gillies Avenue  
KAWAKAWA

**Kaitaia Service Centre (Te Ahu)**

Cn Church & South Roads  
KAITAIA

**Kerikeri Service Centre**

Proctor Library  
Cobham Road  
KERIKERI

**Rawene Service Centre**

Parnell Street  
RAWENE

**John Butler Centre**

60 Kerikeri Road  
KERIKERI

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 401 5200 Fax: 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.find.govt.nz](http://www.find.govt.nz)

**Further Information:**

- [Change of Use Meeting the requirements under section 115 of the Building Act 2004](#) – A guide for Christchurch City Council temporary business and housing relocations
- [Requesting information about means of escape from fire for existing buildings](#) – MBIE
- Far North District Council [web pages](#) ~Change of Use Guidance