



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 (m²) [total or footprint area] _____ m²

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 & 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&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, Website: 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