



Council use only

Application No:

# APPLICATION FOR A DISCRETIONARY EXEMPTION FROM BUILDING CONSENT

Building Act 2004 - Schedule 1, exemption (2)

A building consent exemption under Schedule 1(2) of the Building Act 2004 is the formal decision issued by a territorial authority confirming a building consent is not required for the intended building works.

<b>I request that you issue an exemption on the basis:</b>	The completed work is likely to comply with the building code if it is carried out in accordance with your proposal;
	<b>AND/OR</b>
	If the completed work were not to comply with the building code, it would unlikely endanger any people or building provided it is carried out in accordance with your proposal.
<b>I request that you send the approved documents to me:</b>	Via Email (no charge) Hard copy (charges will apply)      collect or      post

## The Building (project Location)

Building name: (if applicable)	
Building street address:	
Legal description of land where building is located: (state legal description as at the date of application and if subdivision is proposed, include details of relevant lot numbers and subdivision consent)	

## The Project

Detailed Description of Work:	
Does the building or site have any cultural heritage significance, or is it a Marae? (refer to district plan)	Estimated value of building work on which building levy will be calculated: (includes GST)
Yes                  No	\$ _____

## Exemption Details

<p><b>Means of Compliance</b> <i>(Specify the standards, acceptable solutions, or MBIE guidance documents that may apply)</i></p>
<p><b>Design responsibilities:</b> <i>(Who is carrying out the design work? What qualifications and experience do they have to carry out work of this complexity?)</i></p>
<p><b>Construction responsibilities:</b> <i>(Who is carrying out the building work? What qualifications and experience do they have to carry out work of this complexity?)</i></p>
<p><b>Quality assurance:</b> <i>(For example, a summary of any QA system used, including details of site inspections by architect, designer, engineer, site supervisor, etc.)</i></p>

## Supporting Documents

**With your application include information relevant to the project which may include:**

- All relevant drawings (site plan, floor plan, elevations, and typical sections)
- Specifications
- Critical member sizes and critical construction details
- Product information
- Photographs
- If an engineer is involved, provide the engineer's calculations and sketches, including a producer statement - design.
- Any other information relevant to the project.

## Privacy Statement

Council may hold, use and disclose personal information you have provided:

- to communicate with you for council purposes;
- to tell you about products and services it believes may be of interest to you; and
- to enable it to maintain its records and carry out its statutory functions.

You have the right under the Privacy Act 1993 to access, and have corrected, information held by Upper Hutt City Council, contact details are below.

**THE OWNER** (must be completed and all details must be the owner's)

<p><b>Owners name:</b> [for individuals, state the preferred form of title e.g. Mr, Mrs, Ms, Miss Dr. For companies, trusts and other Organisations provide a contact person's name.]</p>	
<p>Street address/registered office:</p>	
<p>Phone:</p>	<p>Email:</p>
<p>Proof of ownership: (please attach one of the above)</p>	<p>Lease      Rates certificate      Agreement for sale and purchase</p>

**THE OWNER'S AGENT** (only required if application is being made on behalf of the owner)

<b>Agents name:</b> [for individuals, state the preferred form of title e.g. Mr, Mrs, Ms, Miss, Dr. For companies, trusts and other Organisations provide a contact person's name.]	
Agent's mailing address:	
Street address/registered office: (if different)	
Phone:	Email:
Proof of ownership: (please attach one of the above)	Lease      Rates certificate      Agreement for sale and purchase
<b>First point of Contact for</b>	
Invoicing	Owner      Applicant
Correspondence/further Information	Owner      Applicant

**DECLARATION AND SIGNATURES**

All of the information in this application is, to the best of my knowledge, true and correct. In signing this document electronically, and submitting it to Upper Hutt City Council, I declare that I am the person named in this document and that I am either the owner of the property to which the application relates, or the agent acting on behalf of the owner.

**Signed by the owner:**

Signature: .....  
 Print name: .....  
 Date: .....

**Signed by the agent:** (On behalf of, or with authority from, the owner).

Signature: .....  
 Print name: .....  
 Date: .....