



Note to the applicant:

Form D2 is used with Form D1 'Application for determination under section 178 of the Building Act 2004'.

Please photocopy the form if you need more copies.

You must fill in Part 1 before you send this form to the other party, or parties, for them to complete, sign and forward to the Department.

Form D2 Party to an application for determination

Dear Sir or Madam

I/we have made an application to the Department of Building and Housing for a determination under the Building Act 2004. My/our details as the Applicant are recorded in Part 1 of this form.

As Applicant, I/we have named you as a party to this application.

I/we have enclosed copies of all the information we have sent to the Department, so that you will know that the Department has received the application and that you have also received the information provided to support the application.

The Department needs to know that you have received this advice. This form has been sent to you so that you can:

- acknowledge that the application has been made
- advise whether you wish to make a submission about the matter being determined
- advise whether you wish to be heard at a hearing
- advise whether you wish to be represented by an agent.

IMPORTANT

As soon as you can, please fill in Part 2 of this form, **sign it** and send the form to the Department of Building and Housing. You will find the address on the reverse of this page. Your prompt response will help the Department make a decision without delay.

PART 1 (TO BE COMPLETED BY THE APPLICANT)

Applicant's name and mailing address:	
Name:	
Address:	
Phone:	Fax:
Email:	
The application is about (describe the subject of the determination) at (street address or legal description):	

PART 2 (TO BE COMPLETED BY EACH OF THE OTHER PARTIES)

1 ACKNOWLEDGEMENT	
I/we have received a copy of Form D1 and each of the attachments listed in section H of that form.	
Name:	
Mailing address:	
Phone:	Fax:
Email:	
2 APPOINTMENT OF AGENT	
Fill in this section if you want someone else to represent you.	
I/we appoint (full name)	
of (mailing address	
to act as my/our agent in this determination.	
3 SUBMISSIONS	
<i>Please tick one of the boxes.</i>	
<input type="radio"/> I want to make a submission.	
<input type="radio"/> I do not want to make a submission.	
4 HEARING	
In most cases a determination is made on the basis of the written submissions. However, you can request a hearing to present your case to the Department and the parties. <i>Please tick one of the boxes.</i>	
<input type="radio"/> I want to speak at a hearing. I will use English.	
<input type="radio"/> I want to speak at a hearing. I will use te reo Māori.	
<input type="radio"/> I do not want to speak at a hearing.	
5 SIGNATURE	
Signature:	Date:
Description of party: (eg, Are you the builder, a neighbour, territorial authority etc?)	
Please return to: Department of Building and Housing Building Controls Determinations Team PO Box 10-729 Wellington	