

# Application for project information memorandum and/or building consent

Section 33 or section 45, Building Act 2004

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## The building

Street address of building:

[for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

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Legal description of land where building is located:

[state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent]

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Building name: [if applicable]

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Location of building within site/block number: [include nearest street access]

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Number of levels: [include ground level and any levels below ground]

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Level/unit number: [if applicable]

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Area: [total floor area; indicate area affected by the building work if less than the total area]

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Current, lawfully established, use: [include number of occupants per level and per use if more than 1]

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Year first constructed: [approximate date is acceptable e.g: c1920s or 1960-1970]

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## The owner

Name of owner: [include preferred form of address, eg, Mr, Miss, Dr, if an individual]

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Contact person: [insert n/a if the applicant is an individual]

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Mailing address:

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Street address/registered office:

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Phone number: Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Daytime: \_\_\_\_\_ After hours: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: [if applicable] \_\_\_\_\_

The following evidence of ownership is attached to this application:  
[ie, copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building]

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**Agent** [only required if application is being made on behalf of the owner, delete if not applicable]

Name of agent: \_\_\_\_\_

Contact person: [insert n/a if the agent is an individual] \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Phone number: Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Daytime: \_\_\_\_\_ After hours: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: [if applicable] \_\_\_\_\_

Relationship to owner: [state details of the authorisation from the owner to make the application on the owner's behalf]

\_\_\_\_\_

First point of contact for communications with the council/building consent authority:  
[state full name, mailing address, phone number(s), facsimile number(s) and email address(es)]

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Intended life of the building if less than 50 years: [number of years]

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List building consents previously issued for this project (if any):

[list who issued the consent, the date of issue and the consent number]

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Estimated value of the building work on which the building levy will be calculated (including goods and services tax):

[state estimated value as defined in section 7 of the Building Act 2004] \$

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**Project information memorandum** [do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: [tick the matters relevant to the project]

- Subdivision
  - Alterations to land contours
  - New or altered connections to public utilities
  - New or altered locations and/or external dimensions of buildings
  - New or altered access for vehicles
  - Building work over or adjacent to any road or public place
  - Disposal of stormwater and wastewater
  - Building work over any existing drains or sewers or in close proximity to wells or water mains
  - Other matters known to the applicant that may require authorisations from the territorial authority: [specify]
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**Building consent** [do not fill in this section if the application is for a project information memorandum only]

The following plans and specifications are attached to this application:

[all plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority]

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The building work will comply with the building code as follows:

[if you're not sure which clauses are applicable, talk to the BCA or your architect]

<b>Clause</b> [tick relevant clause numbers of building code]	<b>Means of compliance</b> [refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications; if not applicable, put n/a]	<b>Waiver/modification required</b> [state nature of waiver or modification of building code required; if not applicable, put n/a]
<input type="radio"/> B1 Structure		
<input type="radio"/> B2 Durability		
<input type="radio"/> C1 Outbreak of fire		
<input type="radio"/> C2 Means of escape		
<input type="radio"/> C3 Spread of fire		
<input type="radio"/> C4 Structural stability during fire		
<input type="radio"/> D1 Access routes		
<input type="radio"/> D2 Mechanical installations for access		
<input type="radio"/> E1 Surface water		
<input type="radio"/> E2 External moisture		
<input type="radio"/> E3 Internal moisture		
<input type="radio"/> F1 Hazardous agents on site		
<input type="radio"/> F2 Hazardous building materials		
<input type="radio"/> F3 Hazardous substances and processes		
<input type="radio"/> F4 Safety from falling		
<input type="radio"/> F5 Construction and demolition hazards		
<input type="radio"/> F6 Lighting for emergency		
<input type="radio"/> F7 Warning systems		
<input type="radio"/> F8 Signs		
<input type="radio"/> G1 Personal hygiene		
<input type="radio"/> G2 Laundering		
<input type="radio"/> G3 Food preparation and prevention of contamination		
<input type="radio"/> G4 Ventilation		
<input type="radio"/> G5 Interior environment		
<input type="radio"/> G6 Airborne and impact sound		
<input type="radio"/> G7 Natural light		
<input type="radio"/> G8 Artificial light		
<input type="radio"/> G9 Electricity		
<input type="radio"/> G10 Piped services		
<input type="radio"/> G11 Gas as an energy source		
<input type="radio"/> G12 Water supplies		
<input type="radio"/> G13 Foul water		
<input type="radio"/> G14 Industrial liquid waste		
<input type="radio"/> G15 Solid waste		
<input type="radio"/> H1 Energy efficiency		

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**Compliance schedule** [do not fill in this section if this is an application for a project information memorandum only] Tick one:

The specified systems for the building are as follows:  
[specified systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the BCA or your architect]

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The following specified systems are being altered, added to, or removed in the course of the building work:

[insert n/a if not applicable]

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There are no specified systems in the building.

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**Attachments**

The following documents are attached to this application: [tick as applicable or put n/a if there are no attachments]

Plans and specifications [list]

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Project information memorandum

Development contribution notice

Certificate attached to project information memorandum

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