

# APPLICATION FOR CERTIFICATE OF ACCEPTANCE

Section 97, Building Act 2004

Office Use:	Received by: _____	Date Received: _____	COA Number: _____
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The Building						
Street Address:		Legal Description:	Lot:		DP:	
			Sec:		Blk:	
			Valuation No:			
Building Name:		Location within block:				
Number of levels:		Level / Unit No:				
Area affected m <sup>2</sup> :		Current, lawfully established use:				
Year First Constructed:						

The Owner	Contact
	<i>Only complete if you are making the application on behalf of the Owner.</i>
Owner's Name:	Contact's Name:
Postal Address:	Postal Address:
Street Address/ Registered Office:	Street Address/ Registered Office:
Contact Person:	Contact Person:
Landline:	Landline:
Daytime:	Daytime:
After Hours:	After Hours:
Mobile:	Mobile:
Fax:	Fax:
Email:	Email:
Website:	Website:

<b>First Point of Contact for communications with Council:</b>		<input type="checkbox"/> <b>Owner</b>	<input type="checkbox"/> <b>Contact</b>
<b>First Point of Contact for communications with Council:</b> <i>If different to the Owner and Contact details above</i>			
<b>Contact's Name:</b>		<b>After Hours:</b>	
<b>Postal Address:</b>		<b>Mobile:</b>	
		<b>Fax:</b>	
		<b>Email</b>	
<b>Landline:</b>			
<b>Daytime:</b>			

<b>The following evidence of ownership is attached to this application showing full name of legal owner(s) of the building:</b>	
<input type="checkbox"/> Copy of certificate of title	<input type="checkbox"/> Agreement for sale and purchase
<input type="checkbox"/> Lease	<input type="checkbox"/> Other ( <i>specify</i> ) _____

<b>I request that you issue a Certificate of Acceptance (COA) for the building work described in this application.</b>		
_____	_____	_____
<b>Signature of Owner/Agent</b> <i>on behalf of and with the authority of the owner (delete one)</i>	<b>Name of Person Signing</b>	<b>Date</b>

<b>Building Work</b>	
<b>Description of building work:</b>	<b>Date</b> the building work was <b>carried out:</b> (DD/MM/YY)
	List <b>building consents</b> previously issued for this project (if any): _____
<b>Intended life</b> of the building if under 50 years _____ years	
Did the building work result in a <b>Change of Use</b> of the building? <input type="checkbox"/> <b>Yes</b> – provide details of new use:	Estimated <b>value of the building work</b> , including GST: <i>State estimated value as defined in Section 7 of the Building Act 2004</i>
_____ <input type="checkbox"/> <b>No</b>	



**Compliance Schedule:**

There are no specified systems in this building.

The specified systems for the building are as follows: *Tick the boxes that are applicable in the below table.*

Systems in the building	Altered/ added to/ removed in the course of the building work	No.	System Name	Systems in the building	Altered/ added to/ removed in the course of the building work	No.	System Name
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 1</b>	Automatic Systems for Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 10</b>	Building Maintenance Units
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 2</b>	Emergency Warning Systems	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 11</b>	Laboratory Fume Cupboards
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 3.1</b>	Automatic Doors & Windows	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 12.1</b>	Audio Loops
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 3.2</b>	Access Controlled Doors	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 12.2</b>	FM Radio Frequency Systems
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 3.3</b>	Interfaced Fire / Smoke Doors / Windows	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 13</b>	Mechanical Smoke Control
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 4</b>	Emergency Lighting Systems	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 14.1</b>	Emergency Power Systems for SS 1 – 13
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 5</b>	Escape Route Pressurisation Systems	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 14.2</b>	Signs for SS 1 – 13
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 6</b>	Riser Mains	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 15.1</b>	Systems for Communicating Evacuation
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 7</b>	Auto Backflow Preventers	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 15.2</b>	Final Exits
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 8.1</b>	Passenger Carrying Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 15.3</b>	Fire Separations
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 8.2</b>	Service Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 15.4</b>	Signs
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 8.3</b>	Escalators & Moving Walks	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 15.5</b>	Smoke Separations
<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 9</b>	Mechanical Vent / Air Con Systems	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 16</b>	Cable Cars

**Attachments – the following are attached to this application:**

Project Information Memorandum (PIM)

Plans and Specifications

Certificates from personal who carried out the building work

Energy Works Certificate

# Southland District Council Fees and Charges for 2017/2018



**Note:**

- Where building work and inspections vary from the examples indicated below specific fees will be calculated.
- National Multi Use Approval applications will have processing component of the fee deducted.
- Indicative building consent fees do not include DBH / BRANZ levies for building work => \$20,000.00 in project value.
- Council's preference is for the invoicing of fees at the time of issuing. The exception being Certificate of Acceptance and Alternative Solution/Waiver applications or where there is a history of poor payment, the fees are to be paid at the time of lodging.
- Processing time and inspections in excess of those indicated will be invoiced as additional charges.
- Costs associated with review of a PS1 will be invoiced as an additional charge. Complex projects may require calculations and/or a PS2 in support of a PS1. A PS2 design review statement will be required for projects exceeding \$1 million.
- Fees and charges outstanding at submission of Form 6 "Application for Code Compliance Certificate" will prevent issuing of the Code Compliance Certificate.
- Processing time charge-out rate: BC Administration (**\$109.00/hr**) - BC Officers (**\$171.00/hr**).
- Inspection charge-out rates of **\$232.00 / 0.75/hr** - **\$275.00 / 1.0/hr** - **\$360.00 / 1.5/hrs** allows a site arrival fee plus time on-site for inspection / compiling field notes and any necessary follow-up.
- **Indicated fees and charges are 15% GST inclusive.**

## Indicative Building Consent Fees

(GST Inclusive)

Building Work Proposed	Time	Standard Fee Includes	Potential Add Fees	Fee
<b>Freestanding Solid-Liquid-Gas Fired Heating Unit</b>	0.25 hrs 0.75 hrs	<u>Processing</u> Final inspection		\$278.00
<b>Inbuilt Solid-Liquid-Gas Fired Heating Unit</b>	0.25 hrs 0.75 hrs 0.75 hrs	<u>Processing</u> Pre-installation Final inspection		\$512.00
<b>Plumbing - Drainage Swimming - Spa Pool Fencing Demolition Other minor works</b>	1.33 hrs 0.50 hrs 0.75 hrs	Site-services assessment <u>Processing</u> Final inspection		\$493.50
<b>Farm Building, Dairy Shed, Deck Conservatory, Garage</b>  <b>Note:</b> National Multi Use Approval applications to have <u>processing</u> component of the fee deducted	1.33 hrs 0.50 hrs 0.75 hrs 0.75 hrs	Site-services assessment <u>Processing</u> Foundation inspection Final inspection	PS1 design review Pre-pour block inspection Precast concrete inspection Pre-lining inspection Post-lining inspection Drainage inspection	\$727.50
<b>Altered Dwelling</b>	1.33 hrs 1.00 hrs 0.75 hrs 0.75 hrs	Site-service assessment <u>Processing</u> Pre-lining inspection Final inspection	PS1 design review Plumbing inspection Skeleton inspection Post-lining inspection Drainage inspection Heating unit inspection	\$815.00
<b>Relocated Dwelling</b>	1.33 hrs 1.00 hrs 0.75 hrs 0.75 hrs 0.75 hrs	Site-service assessment <u>Processing</u> Foundation inspection Drainage inspection Final inspection	PS1 design review Heating unit inspection	\$1,049.00
<b>Addition to Dwelling</b>	1.33 hrs 1.50 hrs 0.75 hrs 0.75 hrs 0.75 hrs 0.75 hrs	Site-service assessment <u>Processing</u> Foundation inspection Pre-floor inspection Pre-lining inspection Final inspection	PS1 design review Pre-pour block inspection Skeleton inspection Plumbing inspection Waterproof membrane Post-lining inspection Pre-plaster inspection Half high brickwork Drainage inspection Heating unit inspection	\$1,370.50

Building Work Proposed	Time	Standard Fee Includes	Potential Add Fees	Standard Fee
<b>New Dwelling</b> ( < 300 m <sup>2</sup> floor area)	1.33 hrs 3.00 hrs 0.75 hrs 0.75 hrs 1.00 hrs 0.75 hrs 0.75 hrs 0.75 hrs 1.00 hrs	Site-service assessment <u>Processing</u> Foundation inspection Pre-floor inspection Skeleton inspection Pre-lining inspection Cladding option inspection Drainage inspection Final inspection	PS1 design review Pre-pour block inspection Waterproof membrane Pre-plaster inspection Half high brickwork Heating unit inspection	\$2,891.00
<b>New Dwelling</b> ( > 300 m <sup>2</sup> floor area)	1.33 hrs 4.00 hrs 0.75 hrs 0.75 hrs 1.50 hrs 0.75 hrs 0.75 hrs 0.75 hrs 0.75 hrs 1.50 hrs	Site-service assessment <u>Processing</u> Foundation inspection Pre-floor inspection Skeleton inspection Pre-lining inspection Post-lining inspection Cladding option inspection Drainage inspection Final inspection	PS1 design review Pre-pour block inspection Waterproof membrane Pre-plaster inspection Half high brickwork	\$3,474.00
<b>Commercial Accommodation</b> <b>Commercial Crowd</b> <b>Commercial Working</b>	1.33 hrs 4.00 hrs 0.75 hrs 0.75 hrs 1.50 hrs 0.75 hrs 0.75 hrs 0.75 hrs 1.50 hrs	Site-service assessment <u>Processing</u> Foundation inspection Pre-floor inspection Skeleton inspection Pre-lining inspection Cladding option inspection Drainage inspection Final inspection	PS1 design review Pre-pour block inspection Pre-cast concrete inspection Plumbing inspection Waterproof membrane Post-lining inspection Pre-plaster inspection Half high brickwork Heating unit inspection	\$2,772.00
Processing limits: Occup > 1,000 WH and WF, FHC 4, > 3 Floors, Spec Design, Alt Sol Fire Design Inspection limits: > 4 Floors		Standard design review Further information request Non-standard design review fee at CP-Eng rates	PS1 Design review PS2 Design review PS4 Construction review	\$322.50 \$108.10 <u>CP-Eng charging rates</u> Jnr Eng: \$281.75 hr Sen Eng: \$368.00 hr Admin: \$139.15 hr Travel per km \$0.92

Other Fees and Charges (GST Inclusive)		
Service Required	Fee/Charges Comprises	Standard Fee
PIM	Project Information Memorandum (PIM only application)	\$190.00
PIM	Project Information Memorandum (issued with consent)	\$18.00
Site - Service Assessment		\$172.00
LIM	Land Information Memorandum (includes single title search)	\$343.00
DBH levy	\$2.01 per \$1,000.00 (for project values => \$20,000.00)	\$2.01 / \$1 k
BRANZ levy	\$1.00 per \$1,000.00 (for project values => \$20,000.00)	\$1.00 / \$1 k
Relocatable Building Report	Single inspection charge + 0.50/hr processing (within SDC area)	\$321.50
Tent/Marquee (> 100 m <sup>2</sup> )	Single inspection charge + 0.50/hr processing	\$321.50
Amusement Device Permit	Single inspection charge (subsidised by SDC)	\$11.55
Amend issued Building Consent	Processing time + any additional inspections if necessary	Actual cost
Compliance Schedule/Statement	1.00/hr processing	\$175.00
Compliance Schedule - Amended	0.50/hr processing	\$87.50
Certificate of Public Use	Single inspection charge + 1.5/hrs processing	\$496.50
Certificate of Acceptance	Two inspection charges + 1.5/hrs processing (paid on lodging)	\$730.50
Alternative Solution or Waiver	Assessment of other than minor alternatives (paid on lodging)	\$875.00
Sale of Liquor Reviews	0.33/hr processing	\$57.00
Building Statistics Report	Per monthly report	\$40.00
Document Filing or Search	0.33/hr processing	\$37.50
Certificate of Title Search	Per title	Actual cost
Copying charge (A4)	Per sheet	\$1.00
Copying charge (A3)	Per sheet	\$1.50
Consent hardcopy scanning	Per consent	\$70.00