

Certificate of Acceptance and Project Information Memorandum Checklist



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BUILDING ACT 2004

Applicants must tick boxes.

Applications may not be accepted or will be returned unprocessed if the application is not fully drawn and specified and accompanied by supporting documentation.

PROVIDE THE FOLLOWING WITH EVERY APPLICATION

Fees

The following fees are payable with the application - refer Marlborough District Council fees (see fee booklet or website).

- Application fee standard Certificate of Acceptance.
 - Application fee minor Certificate of Acceptance.
 - Additional fees for the Certificate of Acceptance are payable and must be paid before the Certificate will be issued.
1. Additional fees and charges for this Certificate of Acceptance will be invoiced by Council. Invoices are due for payment on the 20th of the month following the invoice date. Council will charge interest on overdue invoices at 15% per annum from the date of issue to the date of payment. In the event of non-payment, legal and other costs of recovery will also be charged and recovery can be sought from the Owner and/or the Agent.
 2. Please make invoice out to:

Owner Agent

(if neither is ticked, the invoice will be made out to the Owner)

Note: Additional administration charges may be incurred for any changes to the fee payer once the building consent is issued.

Application Form

- Fully complete all sections.
- The total application will need to be as complete as an application for a new building consent.
- Comprehensive plans and specifications are required to show all the works. Lodge all documents in pdf format or on paper. Do not provide a mixture of paper and electronic documents.
- Provide one copy of the current Record of Title less than 3 months old (Council can provide at a cost of \$20).
- Project description is accurate and describes all work involved in the project.

Project Information Memorandum

If no application has been made for a Project Information Memorandum for the work and one is required, then complete an application for one. Not required for minor Certificate of Acceptance.

Plans

Plans are required to be lodged to the same standard as if this is an application for a new building consent.

Site Plan (To scale usually 1:200 or 1:100) showing:

- Complete Building Consent Application checklist and attach.
- One copy of paper documents attached or disk with pdf documents saved.

Specifications

Detailed specifications of the project are required. They must be specific to the project. Standard specifications or multi-choice specifications will not be accepted.

Specifications attached.

Other Documentation

Supporting documentation such as Producer Statements, Engineering Calculations, Inspection Reports, and Product Certificates should be provided with the application. Include a statement of why the Certificate is required and why a Building Consent was not obtained.

Information attached.

Services

If connections are made to Council sewer, stormwater or water mains, then these will need to be paid for and checked. If the connections were not previously applied for, then attach a copy of each applicable form completed and signed.

Services application form attached.