


# APPLICATION FOR MINOR CERTIFICATE OF ACCEPTANCE

**Section 97, BUILDING ACT 2004  
FORM 8**

OFFICE USE				
Date Received Stamp				
Property Number				
E			N	
PIM Receipt Number				



**THIS FORM CAN BE USED TO APPLY FOR A MINOR CERTIFICATE OF ACCEPTANCE (no change to any building footprint)**

## **Complete the form in full and lodge with completed application checklists**

Complete the last page if the building has or will have a Compliance Schedule.  
Lodge the application at the Blenheim office. Electronic applications are preferred. This should be in PDF form. Applications can be lodged on disk or wholly on paper.  
Applications that are incomplete will be returned to the applicant without being processed.

### **MARLBOROUGH DISTRICT COUNCIL**

**BLENHEIM**  
Seymour Street  
PO Box 443  
Blenheim 7240  
Ph: (03) 520 7400  
Email: [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz)

**PICTON**  
67 High Street  
Picton 7220  
Ph: (03) 520 7493  
website: [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

## APPLICATION CHECKLISTS

Your application must include a fully completed application checklist. Provide at least one of the following:

BAC0002.1	Residential work
BAC0002.5	Commercial/industrial work
BAC0002.4	Garages, sheds and carports
BAC0002.11	Building relocated to a new site
BAC0002.3	Jetties and jetties with boat sheds
BAC0002.7	Drainage and plumbing

## WORK ACCEPTED AS MINOR FOR CERTIFICATE OF ACCEPTANCE APPLICATIONS

- Work that would not usually require a Project Information Memorandum or Planning and Services Confirmation.
- Internal work with no roofing or cladding involved.
- Installation of log fires or solar water heating systems.
- Wall position changes (not affecting structural components).
- Low level open decks.
- Playground and play equipment.
- Minor plumbing and drainage work such as adding a shower or bath.

## FEES

### Minor Certificate of Acceptance Fees

Certificate of Acceptance fees are set in accordance with the standard Marlborough District Council fees. All fees and charges are listed in full on the Council website. The application fee must be paid on application and the balance of the fees will be invoiced. These must be paid before the Certificate of Acceptance will be issued. Refer also to the Certificate of Acceptance brochure for more information about fees. All fees and charges are listed on the Council website. Website: [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

## PLANS

Good plans are required and are essential. Plans and specifications must accurately describe and show the proposed building work. They must show sufficient information so that the Council can determine exactly how the building was constructed and what materials were used. Plans should clearly show how compliance with the NZ Building Code is achieved and how compliance with the Council Resource Management Plans are met.

All components of the building should be covered and the certificate will be delayed if missing items have to be requested.

**The preparation of plans is a skilled job and unless you know the NZ Building Code and how to draw plans then we recommend that you seek the services of a trained professional.**

## AGENT

Where an agent is acting on behalf of the owner, then the agent will be the first point of contact for all communications regarding the application and construction of the project.

## APPLICATION FORMAT

Applications should include all of the relevant documentation called for in the application checklist, including the checklist itself, and a fully completed application form. Applications must be fully complete otherwise they are likely to be returned unprocessed. Electronic applications are preferred. Applications should be lodged on disk. Please do not lodge applications on memory sticks. Paper copies are **not** wanted if the application is lodged electronically.

The electronic format for the applications should be PDF for preference. Documents produced in Word or Excel can be lodged in those formats.

Where colour coding is used for highlighting details or other items (such as truss layouts) please provide those in colour.

When saving documents for lodgement we would prefer that they be saved as single PDF documents for each group. For example save all plans as a single document. Bookmarking pages is very helpful.

Single paper copies may still be lodged but these will be scanned at the Council before being accepted and processed. Please do not mix and match applications. Applications should be fully electronic or fully on paper. We will not accept a mixture.

# APPLICATION FOR A MINOR CERTIFICATE OF ACCEPTANCE

## The Building [Project Location]

**Street address of building:**

**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]

**Building Name:** [if applicable]

**Location of building within site:** [include nearest street access]

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

**Level/Unit Number:** [if applicable]

**Area:**  
Existing floor area: \_\_\_\_\_  
New floor area: \_\_\_\_\_  
Total floor area: \_\_\_\_\_

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

**Year first constructed:** [insert year, approximate date is acceptable eg c1920s or 1960-1970]

## The Owner [Must be completed for all applications and all details must be the owners]

**Name of Owner/Applicant:** [include preferred form of title, eg Mr, Miss, Dr if an individual and the contact person's name if a company, trust or similar]

**Owner's mailing address:**

**Street address/Registered Office:**

**Owner's contact details:**

Telephone number: _____	Mobile: _____
Facsimile number: _____	After Hours: _____
Email: _____	

**Proof of ownership:**

<input type="checkbox"/> I have provided a Record of Title <small>(no older than 90 days)</small> or	If the applicant is not the legal owner as stated on the title or Rates Demand, please also provide:
<input type="checkbox"/> Marlborough District Council to provide a Record of Title	<input type="checkbox"/> A signed Sales and Purchase Agreement or
	<input type="checkbox"/> Signed Lease Agreement; and
	<input type="checkbox"/> Letter of approval from the Lessor

**Agent** [only required if application is being made on behalf of the owner]

**Name of agent:** [include the contact person's name if a company, trust or similar] - Note: the agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices.

**Agent's mailing address:**

**Street address/Registered Office:**

**Agent's contact details:**  
Telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_ After Hours: \_\_\_\_\_  
Email: \_\_\_\_\_

**Application**

The information on this form is required to be provided under the Building Act 2004. A failure to disclose this information means the Marlborough District Council will not be able to process your application. Council holds and stores the information, including the form and all associated reports and attachments, on the Council property file and internally by the Council. If you would like to request access to, or correct any details, please contact us.

The details of your application and any related communications will be made available to the public on the Council property files. If there is any communication or information that you would like to remain confidential, please note this in your communications with Council officers, or contact the Council's Privacy Officer at [privacy@marlborough.govt.nz](mailto:privacy@marlborough.govt.nz). Please note that your (the applicant) main details (name and address) cannot be confidential.

For further information on your privacy rights, please see the Council's [Privacy Statement](#).

**Declaration**

I am

- the owner of the building
- the representative of the owner of the building and have their written approval to act on their behalf
- [other – please specify] \_\_\_\_\_

and confirm that all information in this application is true and correct and that I have read, understood and agree to the above terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## The Project

Description of the building work *[provide sufficient description of building work to enable scope of work to be fully understood]*

Date building work carried out: \_\_\_\_\_

## Personnel who carried out the building work are as follows:

Name	Address	Phone Number	LBP or Registration No

Did the building work result in a change of use of the building?

If yes, provide details of the new use:

Intended life of the building if less than 50 years: \_\_\_\_\_ years

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

Who Issued the Consent	Date of Issue	Consent Number

**Estimated value of the building work (including goods and services tax):**

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

\$ \_\_\_\_\_

*[only applies if an application for a Certificate of Acceptance is made under Section 96(1)(a) of the Building Act 2004]*

**Reasons why a Certificate of Acceptance is required:** *[tick applicable options]*

The owner, or the owner's predecessor in title, carried out building work for which a building consent was required but a building consent was not obtained because:

A building consent could not practically be obtained in advance because the building work had to be carried out urgently: *[tick one option only]*

for the purpose of saving or protecting life/health or preventing serious damage to property as follows:

in order to ensure that a specified system was maintained in a safe condition or made safe as follows:

The Building Consent Authority that granted the building consent is unable or refuses to issue a Code Compliance Certificate in relation to the building work and no other Building Consent Authority will agree to issue a Code Compliance Certificate for the building work

Who Issued the Consent	Date of Issue	Consent Number

**Compliance Schedule**

The specified systems for the building are as follows:

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

There are no specified systems in the building.

**Attachments**

**The following documents are attached to this application:** *[tick one option only]*

Plans and Specifications     
  Project Information Memorandum     
  Energy Works Certificate  
 Certificates from personnel who carried out the building work     
  Copy of Record of Title

**Waiver/modification to NZ Building Code required for following parts of Code:**