

# Project Information Memorandum and Building Consent Application Checklist - Demolition or Removal of Building



**MARLBOROUGH  
DISTRICT COUNCIL**

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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**

## Important Notes

- If a building is being relocated from one property to another then two Building Consents are needed. One for removal from the original location and the second for placement on the new site.
- Resource Consent may be required for relocated buildings.
- This application will generally only cover new foundations, new services and any new work on the building on its new site.

## Fees

### Project Information Memorandum Fees (when applied for)

Fees for the Project Information Memorandum will be invoiced at the time of issuing. The fees for an optional PIM are set in accordance with standard Marlborough District Council fees (see fee booklet or website).

### Building Consent Fees

Fees for the Building Consent are additional to the Project Information Memorandum fee. Building Consent fees are set in accordance with the standard Marlborough District Council fees. Building Consent fees will be invoiced at the time the Building Consent is issued.

1. The fees and charges for this building consent 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 Applicant and/or the Agent.

2. Please make the 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 applicable sections (include the names and registration numbers for all LBPs involved with the project).
- Provide the correct legal description.
- Provide one copy of the current Record of Title less than 3 months old (Council can provide at a cost of \$20).
- Provide legal document to prove ownership of the building (if not on your property).
- State the project location (street address or location details as near as possible if no address).
- Sign and date the form.
- Project description is accurate and describes all work involved in the project.

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

- All lot boundaries and significant site features such as streams, water courses and banks.
- All buildings on the site plus vehicle access point, drives, paths and crossings.
- Legal description and north point.
- All dimensions from boundaries to buildings.