

1. PROJECT DETAILS

Building Consent Number: 	Issued by: Queenstown Lakes District Council
Street address of Building: 	Legal Description [Lot & DP]:

2. THE OWNER

Name of Owner (include preferred title; Mr, Mrs, Ms, Other):

Contact Person (if not individually owned e.g. trust or company):

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s): Email address:

The following evidence of ownership is attached:

☐ As listed on Building Consent ☐ Lease Agreement ☐ Agreement for Sale and Purchase ☐ Certificate of Title ☐ Other document

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent (include preferred title; Mr, Mrs, Ms, Other):

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s): Email address:

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]
☐ Owner ☐ Agent

4. APPLICATION

Completion Date (Date all building work carried out under the building consent specified on this form was completed):

Restricted Building Work

Residential construction or alteration work affecting primary structure and weather-tightness

List licensed building practitioner(s) who carried out or supervised restricted building work (use separate page if necessary)

Name	Licensing Class & Number LBP Number (or reg. no. (BA s291))	Work Carried Out Particular work carried out or supervised
	Class – Carpentry	
	Class – Foundations	
	Class – Roofing	
	Class – Brick & Blocklaying	
	Class – External Plastering	

Self Certified Plumbing and/or Drainlaying Work

The self-certification endorsed plumber(s) and/or drainlayer(s) who did, assisted in doing, or supervised the self-certifiable plumbing or self-certifiable drainlaying described in the building consent is/are as follows:

Name	Plumbers, Gasfitters, and Drainlayers Board registration number	Work Carried Out Particular work carried out or supervised

Other Building Work

Personnel who carried out building work that is not restricted building work

List names, addresses, telephone numbers, and (where relevant and if not provided above) licenced building practitioner numbers or Plumbers, Gasfitters and Drainlayers board registration numbers.

Name	Email Address	Phone Number	Work carried out (i.e. plumbing, carpentry)	Trade registration number (if relevant)

Note: Continue on another page if necessary

I request that you issue a Code Compliance Certificate (CCC) for this work under Section 95 of the Building Act 2004.

Signature (of owner/agent on behalf of and with the authority of the owner):

Date:

Name of person signing:

☐ Owner ☐ Agent

The Code Compliance Certificate should be sent to:

☐ Owner ☐ Agent

Specified Systems (only complete this section if the building has had specified systems installed during construction)

The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

SS Number & Name			
	SS1 - Automatic Systems for Fire Suppression		SS11 – Laboratory Fume Cupboards
	SS2 – Emergency Warning Systems		SS12.1 – Audio Loops
	SS3.1 – Automatic Doors		SS12.2 – FM Radio and Infrared Beam Transmission Systems
	SS3.2 – Access Controlled Doors		SS13.1 – Mechanical Smoke Control
	SS3.3 – Interfaced Fire or Smoke Doors or Windows		SS13.2 – Natural Smoke Control
	SS4 – Emergency Lighting Systems		SS13.3 – Smoke Curtains
	SS5 – Escape Route Pressurisation Systems		SS14.1 – Emergency Power Systems
	SS6 – Riser Mains		SS14.2 – Signs
	SS7 – Automatic Backflow Preventers		SS15.1 – Systems for Communicating Evacuation
	SS8.1 – Passenger Carrying Lifts		SS15.2 – Final Exits
	SS8.2 – Platform, Low-Speed and Service Lifts		SS15.3 – Fire Separations
	SS8.3 – Escalators and Moving Walks		SS15.4 – Signs for Facilitating Evacuation
	SS9 – Mechanical Ventilation or Air Conditioning System		SS15.5 – Smoke Separations
	SS10 – Building Maintenance Units		SS16 – Cable Car

5. ATTACHMENTS [The following documents are attached to this application]

Refer to Form 5 – Building Consent, section 'Construction Documentation Requirements' to find all required attachments.

Attachments include (as per Issued Form 5);

☐ Information requested on the issued building consent, including:

- Producer Statements Construction Review (PS4)
- Producer Statement Construction (PS3)
- Certification (e.g. Gas and Electrical Certificates)

☐ Records of work for restricted building work

☐ Certificate(s) of compliance for the self-certifiable plumbing done, assisted with, or supervised.

☐ Certificate(s) of compliance for the self-certifiable drainlaying done, assisted with, or supervised.

☐ Evidence for Specified Systems listed on the issued building consent

☐ Current manufacturer's certificate, if applicable

☐ Other documents to assist with issue of CCC