

AF EX- Application for Building Consent Exemption



Granting of a building consent exemption under Section 41 of the Building Act.

This form is used to request a Territorial Authority discretionary exemption approval from the requirements of a building consent under [Schedule 1, Part 1, Exemption 2 of the Building Act](#).

Exemption 2 is the only exemption in Schedule 1 that requires a Territorial Authority to make a decision about any proposed building work. For all other Schedule 1 exemptions, it is the property owner who makes the decision as to whether their building work is exempt.

| Exemption 2 -Guidance Criteria | |
|--------------------------------|---|
| Applies | Criteria |
| <input type="checkbox"/> | Building work with a value less than \$20,444 (no BRANZ or MBIE levy requirement) |
| <input type="checkbox"/> | <p>The following building work, which do not fully meet the m2 area limitations of Schedule 1 Part 1 exemptions, and/or the scope/complexity of work, indicates that a consent process is overly onerous.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marquee & tents >100m² floor area, to be used for not more than 1 month <input type="checkbox"/> Closing in an existing veranda or patio >30m² <input type="checkbox"/> New porch, veranda or awning >30m² <input type="checkbox"/> Retrofitting/installing insulation in external walls <input type="checkbox"/> Wet area showers on a concrete slab at ground level. <input type="checkbox"/> Other |
| <input type="checkbox"/> | <p>Building work for 'simple, low-risk structures', typically non habitable buildings or parts of buildings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Farm Buildings 110sqm-220sqm <input type="checkbox"/> Proprietary garage 30sqm- 60sqm <input type="checkbox"/> Carport >40sqm <input type="checkbox"/> Other |
| <input type="checkbox"/> | <p>Building work for more 'complex' projects where designed and supervised by chartered professional engineers, either for temporary or permanent structures, where the TA considers the inspection procedures adequately covered by the engineer.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction or removal of a retaining wall located in a residential zone <input type="checkbox"/> Decks, platforms, bridges, boardwalks & similar where fall height >1.5m <input type="checkbox"/> Statues <input type="checkbox"/> Music stages/Lighting Towers <input type="checkbox"/> Private wharf/jetty construction or repairs <input type="checkbox"/> Other |

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| The Building | |
|--|--|
| Street Address: | |
| Legal Description of land where building is located: | |
| Year of Construction: | |
| *Current, lawfully established use: | |

*Classified Use: ref Building Regulations 1992 Clause A1-Classified Use

| Owner Information | |
|--------------------------------|--|
| Name: | |
| Postal Address: | |
| Phone Number: | |
| Email: | |
| Evidence of ownership attached | <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other document |

| Agent Information (if submitting on behalf of Owner) | |
|--|--|
| Name of Agent/Company: | |
| Postal Address: | |
| Phone Number: | |
| Email: | |

| Project Information: Please provide sufficient description of building works to enable scope of building work to be fully understood) | |
|--|--|
| Description of the proposed building works | |

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| | |
|---|--|
| for which an exemption is requested: | |
| Estimated value of work (incl. GST): | |
| *Intended life of project: | |

*Include number of days & dates for projects such as an event marquee

Required Fees

Please refer to the [AF CALC](#) for the exemption fee. Please make payment of the initial fee using the following bank account details:

- BNZ Queenstown Account Number: **02 0948 0002000 000**
- Particulars: **(Payee Name)**
- Code: **(Property Address)**
- Reference: **(BC Number)**

Would like an invoice to be generated? **Yes** **No**

The invoice should be sent to **Owner** **Agent**

Owner Disclaimer

The owner acknowledges that:

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule 1(2) of the Building Act 2004.
- The Owner is responsible for ensuring that the building work complies with the building code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.
- Assessment of the information provided with this application has only been made in consideration of the Building Act 2004. Additional authorizations may be required under other legislation including the Resource Management Act, Health Act, Liquor Act etc. and remain the responsibility of the owner.

| | |
|---|-------------|
| Signature <i>(of owner/agent on behalf of and with the authority of the owner)</i> | Date |
|---|-------------|

| Applicant to Complete | | Documentation Checklist | Council Use Only | |
|------------------------------|--------------------------|--|--------------------------|--------------------------|
| Yes | N/A | | Accepted? | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of plans: site, foundations, floorplan, elevations etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of specifications | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Producer Statements (PS1, PS2 etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Photographs | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Determinations/Opinions | <input type="checkbox"/> | <input type="checkbox"/> |

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| | | | | |
|--------------------------|--------------------------|--------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Other: | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------|--------------------------|--------------------------|

QLDC Office Use Only:

| | | | |
|--|--|--------------|--|
| Building Control Officer Signature: | | Date: | |
|--|--|--------------|--|

APPROVED

This building consent exemption is **granted** under Section 41 of the Building Act 2004 for work for which a building consent is not required under Schedule 1 Part 1 Exemption 2

A building consent is not required because either:

- The completed building work is likely to comply with the building code;
- If the completed building work does not comply with the building code, it is unlikely to endanger people or any building, whether on the same land or on other property

NOT APPROVED

This building consent exemption is **refused** under Section 41 of the Building Act 2004 and Schedule 1 Part 1 Exemption 2

- The applicant must apply for a Building Consent (Form2).**
- The application is refused because the proposed works are already exempt under Schedule 1 Part 1, 2 or 3.**

Comments: