

Form 2AA: Application for project information memorandum for non-consented small standalone dwelling

Section 33, Building Act 2004

1. THE BUILDING

Street address of building (if no street address – details of nearest intersection):

Legal description

Lot:

DP:

Valuation number:

Section:

Proposed location of building within site:

Total floor area (m²):

2. OWNER

Name of owner (include preferred title; Mr, Mrs, Ms, other):

Contact person (if applicant is not an individual):

Mailing address:

Street address / registered office (if different from above):

Contact number(s):

Email address:

The following evidence of ownership is attached to this application:

Record of title Lease agreement Agreement for sale and purchase Certificate of title Other document (showing full name of legal owner(s) of building)

3. AGENT (Only required if application is being made on behalf of the owner)

Name of agent:

Mailing address:

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

Contact number(s):

Email address:

Relationship to owner (give details of authorisation from owner to make application on owner's behalf):

First point of contact for communications with the Council / Territorial Authority: Owner (at above contact details) Agent (at above contact details)

Billing (Payer) details: Owner Agent Other (name and email)

4. APPLICATION

I request that you issue a project information memorandum for a non-consented small standalone dwelling described in this application.

Name of person signing:

Signature:

Date:

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

5. PROJECT

Description of the proposed building work:

Important: Include information about known natural hazards and how they are accounted for in designs and plans, and information about how the dwelling meets the requirements of a small standalone dwelling set out in clause 1 of Schedule 1A of the Building Act 2004, that is, that the dwelling has the following characteristics: Standalone, new, floor area of 70 square meters or less, single storey.

Name of builder (if known):

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

Estimated value of the building work:

\$ [State estimated value as defined in [section 7](#) of the Building Act 2004]

6. PROJECT INFORMATION MEMORANDUM

The following matters are involved in the proposed project (Select those matters that apply):

- Alterations to land contours
- New or altered connections to public utilities
- New or altered access for vehicles
- Disposal of wastewater
- Building work over any existing drains or sewers, or in close proximity to wells or water mains

Other matters known to applicant that may require authorisations from the Territorial Authority (specify):

7. ATTACHMENTS

The following documents are attached to this application (nominate as applicable):

- Preliminary design plans for the proposed building work (which must include site plans, elevations, and basic sections and may also include floor plans)
- Product certificates (if applicable)