

# Notification of Exempt application checklist

Please complete with Notification of Exempt Work application

Address of building

Use this check sheet, to help you to lodge a complete Exemption application and to avoid processing delays. Please attach the completed check sheet and **two copies** of the following information with your completed application form.

Tick each relevant box and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

| Customer use             |   | Office use only          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <b>a. Date of construction</b><br>Provide proof of date of construction, ie signed/dated building contract invoices.  | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>b. Evidence showing building work complies</b><br>Provide supporting evidence that the building work complies with the current building code <ul style="list-style-type: none"> <li>• Architectural drawings – Site plans, elevations, floor plans</li> <li>• Relevant certification ie. Electrical certificate</li> <li>• Photographs</li> <li>• PS4 from supervising engineers (if applicable)</li> <li>• Expert opinion reports</li> </ul> PS3 from plumber, drainlayer etc | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>c. Application fee</b><br>Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the Council's "fees and charges" available from <a href="https://www.fndc.govt.nz/feesandcharges">https://www.fndc.govt.nz/feesandcharges</a>   | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>d. Proof of ownership</b><br>A current certificate of title less than 6 months old and any listed certificated eg. Consent notices, building line restrictions etc.<br><br>If a current certificate of title is not supplied we will obtain this on your behalf and invoice you for the cost.  | <input type="checkbox"/> |

Please note : If the application is received without the correct information it will not be processed and will be returned.

## For owner/agent use only

Name:

Signature:

Date:

## For office use only

Officer verification

Name:

Signature:

Date:

Application Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

## **Notification of exempt building work under Schedule 1 of the Building Act 2004.**

**Please note that an application fee applies. Refer to our Fees and Charges for details.**

There is no statutory requirement to notify the Council of work being undertaken as long as it is within the scope of Schedule 1 of the Building Act 2004, however, as the owner of a property, for the purpose of public records, you can choose to notify the Council of work that you believe to be exempt building work under Schedule 1 of the Building Act 2004.

Notifications and plans supplied will be checked for compliance to Schedule 1 Council. It is your responsibility to ensure that the work undertaken is exempt by seeking advice from a suitably qualified or competent person. Undertaking building work that is not exempt without a building consent is an offence under the Building Act 2004 that can lead to prosecution.

It is important to contact Council planning team on 09 401 5200 for any resource consent requirements that may apply.

### **The Building – Project location**

**Description of building work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule 1 Exemption Number:** \_\_\_\_\_  
(Identify which Schedule 1 Exemption applies. Please see guidance document on [www.building.govt.nz](http://www.building.govt.nz))

**Street address of building:** (For structures which do not have a street address number, state the nearest street intersection and the distance and direction from that intersection, or the closest RAPID no):  
\_\_\_\_\_  
\_\_\_\_\_

**Legal description of land and where building is located:**  
(if the land is proposed to be subdivided, include details relevant lot number and subdivision consent)

**Lot #** \_\_\_\_\_ **DP#** \_\_\_\_\_

**Valuation Roll Number:** \_\_\_\_\_  
(This can be found on your Valuation Notice, Rates Invoice or ask at any Council Service Centre).

**Area:** \_\_\_\_\_ **m<sup>2</sup>** **Year first constructed:** \_\_\_\_\_  
(Total floor area - indicate area affected by the building work if less than the total area)

**Current, lawfully established, use:** (Include number of occupants per level and per use if more than 1)  
\_\_\_\_\_

**The Owner – Must be completed for all applications**

**Name of owner** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

\_\_\_\_\_

**Contact details:** Email Address \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

**The Agent – With authorisation and on behalf of the owner**

**Name of Agent** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

\_\_\_\_\_

**Contact details:** Email address \_\_\_\_\_

Landline \_\_\_\_\_ Mobile \_\_\_\_\_

**Application**

**Property owner**

I understand that it is my responsibility to obtain appropriate advice from a suitably competent person on whether the building work is exempt under Schedule 1. I understand that it is my responsibility to comply with any resource consent requirements

**Owner's agent**

I am the agent acting on behalf of the owner of the above property. I understand that the building work in question is exempt under Schedule 1. I understand the responsibility to comply with any resource consent requirements.

I understand that:

- Council accepts no liability for the content or accuracy of the plans supplied that relate to the building work undertaken.
- Council will not be undertaking any checking of plans, conducting inspections or issuing a code compliance certificate as a result of this building work.
- These plans will be placed on file. This is only as a public record of the building work undertaken at property and will be used for inclusion in a Land Information Memorandum

**I hereby certify that, to the best of my knowledge, the information given in this application is true, complete and correct.**

**Signed by:**       Owner       Agent on behalf of and with the authority of the owner

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Assessment of exemption number \_\_\_\_\_ has been completed and Territorial Authority deems this application:

**Compliant**     

**Non-Compliant**     

With Schedule 1 of the Building Act 2004.

Note: \_\_\_\_\_

**Building Compliance Officer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **About Exempt building work under Schedule 1 of the Building Act 2004**

The Building Act 2004 and Building Amendment Act 2013 allows certain buildings to be exempt from requiring a building consent. This includes the exemptions listed in Schedule 1.

Building practitioners, architects, engineers, building surveyors, building consultants and building owners who are considering undertaking or advising about building work can read the Ministry of Building Innovation and Employment's (MBIE) guidance about building work that does not require a building consent.

Exemptions under Schedule 1 recognise that minor and low-risk building work need not be subject to building consent process requirements. Low-risk work presents little danger to people or property; therefore, the compliance costs associated with approving this type of work, are not outweighed by the benefits obtained from the building consent process.

Exempt building work or plans will be checked for compliance to Schedule 1 by the Far North District Council. If the building work has already been completed a Certificate of Acceptance will be required to be applied for and further enforcement action may be taken. We record the information against the property.

All building work must comply with the Building Code regardless of whether a building consent is required.

Often this means engaging a skilled building practitioner to undertake the building work.

### **Provide documentation**

Documentation must be suitable for scanning and can only include information relevant to the work which is the subject of this notification. We can't accept photocopies of previously approved applications or building work for the purpose of recording exempt building work. Plans provided with this application must clearly depict the work you claim to be exempt.

### **Fees**

There is an administration fee charged for this service covering the cost to council of checking the plans and entering the information and ongoing storage. Details available on web site and Fee Schedule.

### **Check other Acts**

Work exempt under Schedule 1 does not allow building work to be undertaken if that building work would be in breach of any other Act (i.e. Resource Management Act, Historic Places Act, etc).

Our role is to protect public assets and public amenities, such as public drainage systems and building height and location restrictions. Restrictions are administered under the District Plan and the Resource Management Act 1991. Council strongly recommends that all building owners check resource consent is not required with the Council planning team before doing any building work. Contact us via our web site, phone 09 401 5200 or call in to one of our main service centres in Kerikeri or Kaitaia for advice.

Resource consent may be necessary for a number of reasons, including but not limited to: zoning, site coverage, or height in relation to boundary.

### **Building consents**

If building work is exempt under Schedule 1, an owner may still apply for a building consent if they wish.

Apply in the normal way and note the usual costs, processing and inspection criteria apply. See "how the building consent and code compliance certification process works" or our web site. Undertaking building work that is not exempt is an offence under section 40 of the Building Act. A person who commits such an offence may be liable to a fine not exceeding \$100,000 and, in the case of a continuing offence, to a further fine not exceeding \$10,000 for every day or part day during which the offence continues.