APPLICATION FOR A DISCRETIONARY EXEMPTION FROM BUILDING CONSENT

Building Act 2004 - Schedule 1, exemption (2)

A building consent exemption under Schedule 1(2) of the Building Act 2004 is the formal decision issued by a territorial authority confirming a building consent is not required for the intended building works.

Complete this form and lodge online at: Simpli portal

Further information: Building work not needing consent | Hutt City Council

I request that you issue an exemption on the basis:	☐ (a) The completed work is likely to comply with the building code if it is carried out in accordance with your proposal; **AND/OR** ☐ (b) If the completed work were not to comply with the building code, it would unlikely endanger any people or building provided it is carried out in accordance with your proposal.
I request that you send the approved documents to me:	☐ via email (no charge) ☐ Hard copy (charges will apply) ☐ Collect OR ☐ Post

THE BUILDING (project location)

Building name: [if applicable]
Building street address:
Legal description of land where building is located: [state legal description as at the date of application and if subdivision is proposed, include details of relevant lot numbers and subdivision consent.]

THE PROJECT

Detailed description of work:	
Does the building or site have any cultural heritage significance, or is it a marae? [refer to district plan] ☐ Yes ☐ No	Estimated value of building work: [includes GST] $ _____

EXEMPTIONS DETAILS

Means of Compliance: [Specify the standards, acceptable solutions, or MBIE guidance documents that may apply.]
Design responsibilities: [Who is carrying out the design work? What qualifications and experience do they have to carry out work of this complexity?]
Construction responsibilities: [Who is carrying out the building work? What qualifications and experience do they have to carry out work of this complexity?]
Quality assurance: [For example, a summary of any QA system used, including details of site inspections by architect, designer, engineer, site supervisor etc.]

SUPPORTING DOCUMENTS

With your application include information relevant to the project which may include:

- ☐ All relevant drawings (site plan, floor plan, elevations, typical sections)
- ☐ Specifications
- ☐ Critical member sizes and critical construction details
- ☐ Product information
- ☐ Photographs
- ☐ If an engineer is involved, provide engineer's calculations and sketches, including a producer statement - design.
- ☐ Any other information relevant to the project

PRIVACY STATEMENT

We collect, use and disclose personal information you provided:

- to communicate with you for council purposes,
- to tell you about products and services we believe may be of interest to you, and
- to enable us to maintain our records and carry out statutory functions.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. Please contact us at informationmanagementteam@huttcity.govt.nz.

For more information see our privacy statement.

THE OWNER (must be completed and all details must be the owner's)

Owner's name: [for individuals, state the preferred form of title eg, Mr, Mrs, Ms, Miss, Dr. For companies, trusts and other organisations provide a contact person's name.]		
Owner's mailing address:		
Street address/registered office:		
Owner's contact details:	**Landline:**	**Mobile:**
	After hours:	**Fax:**
	Email:	
Proof of ownership: [please attach one of the following as evidence, as appropriate to the circumstances.] ☐ Copy of certificate of title, no more than three months old. ☐ Lease ☐ Agreement for sale and purchase		

THE OWNER'S AGENT (only required if application is being made on behalf of the owner)

Agent's name: [for individuals, state the preferred form of title eg, Mr, Mrs, Ms, Miss Dr. For companies, trusts and other organisations provide a contact person's name.]		
Agent's mailing address:		
Street address/registered office:		
Agent's contact details:	**Landline:**	**Mobile:**
	After hours:	**Fax:**
	Email:	
First point of contact for:		
Invoicing	☐ Owner OR	☐ Applicant
Correspondence/further information	☐ Owner OR	☐ Applicant

DECLARATION AND SIGNATURES

All of the information in this application is, to the best of my knowledge, true and correct. In signing this document electronically, and submitting it to Hutt City Council, I declare that I am the person named in this document and that I am either the owner of the property to which the application relates, or the agent acting on behalf of the owner.

Signed by the owner:

Signature: .....

Print name: .....

Date: .....

OR

Signed by the agent:
[On behalf of, or with authority from, the owner]

Signature: .....

Print name: .....

Date: .....