

OWNER SUPPLIED PROPERTY INFORMATION



- Complete this form and lodge online using [Kiteworks](#).
- Application fee – refer to Council’s Building Consents fees list.

1. I/we request to have the attached documentation lodged in my **“Property File”** held at Hutt City Council.

Full name	
Company/organisation	
Address (include postcode)	
Address for service (if different)	
Phone	
Email	

2. Date when the building work was carried out

3. Detailed description of building work (if more space required, please attach as a separate page)

4. Tick if submitted
- | | |
|--------------------------|--|
| <input type="checkbox"/> | Plans |
| <input type="checkbox"/> | Reports |
| <input type="checkbox"/> | Specifications and or other documentation as described above |

5. Type of information submitted

<input type="checkbox"/>	Building work carried out before 1 July 1992 (pre Building Act 1991)
<input type="checkbox"/>	Building work that is exempt under Schedule 1 of Building Act 2004

For more information about exempt building work, take a look at [MBIE’s guidance webpage](#).

6. Acknowledgement by property owner

It is agreed that acceptance of the submitted documentation by the Hutt City Council, is to have these documents lodged on my **Property File** only. Hutt City Council takes no responsibility or liability for the described un-permitted/un-authorized building work.

Signature of owner (or person authorised to sign on behalf of submitter)	Date
Full name	