

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

Section 33, Building Act 2004



THE BUILDING

Street address of site:

Proposed location of building within site:

Total floor area:

THE OWNER

Name of owner:

(include preferred form of address e.g. Mr, Miss, Dr if an individual)

*Contact person:

*(*insert n/a if the applicant is an individual)*

Mailing address:

Postcode:

Street address/
registered office*:

*(*select one)*

Phone number:

*(*specify preferred contact number for owner (mobile telephone or landline))*

Email address:

*Website:

*(*omit if owner does not have a website)*

The following evidence of ownership is attached to this application: Certificate of Title Lease agreement
 Sale & Purchase agreement Other document showing full name of legal owners of the building

THE AGENT *(only complete this section if the application is being made on behalf of the owner)*

Name of agent:

*Contact person:

*(*omit if the agent is an individual)*

Mailing address:

Postcode:

Street address/
registered office*:

*(*select one)*

Phone number:

*(*specify preferred contact number for agent (mobile telephone or landline))*

Email address:

*Website:

*(*if applicable)*

Relationship to owner:

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

FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH COUNCIL / BUILDING CONSENT AUTHORITY

Owner (as above contact details) Agent (as above contact details) Applicant

(Points of contact must be in New Zealand)

Full name:

Mailing address: Postcode:

Mobile: Email address:

BILLING

All consent related invoices to be billed to: Owner: Agent: Applicant:

Purchase order/Reference number: (if applicable)

Please note: any refunds are paid to the receipted name unless written authorisation has been received from the receipted person or company stating otherwise

APPLICATION

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

Name: Owner: Agent: Applicant:

Signature: Date:

If you are signing this application on behalf of a company/trust/other entity (the agent), you are declaring that you are duly authorised to sign on behalf of the owner to make this application.

PROJECT

Description of proposed building work:

*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:

- is standalone:
- is new:
- has a floor area of 70 square metres or less:
- has a single storey.

Previously issued building consents or project information memoranda (if any):

Estimated value of building work:
(specify estimated value as defined in section 7(1) of Building Act 2004)

\$

Name of builder
(if known):

PROJECT INFORMATION MEMORANDUM *(the following matters are involved in the proposed project)*

Alterations to land contours

New or altered connections to public utilities

New or altered access for vehicles

Disposal of stormwater

Disposal of wastewater

Building work over any existing drains or sewers or in close proximity to wells or water mains

Other matters known to the applicant that may require authorisations from the Building Consent Authority, please specify:

ATTACHMENTS *(the following documents are attached to this application)*

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 *(omit if not applicable)*