

Application for project information memorandum for non-consented small standalone dwelling

Section 33, Building Act 2004 – Form 2AA

Complete this form and submit via the following methods:

- Email: vetting@ccc.govt.nz
- Post to: Building Consenting, PO Box 73013, Christchurch 8154.
- Hand delivered to: Civic Offices, 53 Hereford Street, Christchurch Central or any Council service desk (ccc.govt.nz/contact-us).

Development contributions

Development contributions may apply to your small standalone dwelling. Council will assess whether a development contribution is payable in accordance with the Local Government Act 2002 and the Council's Development Contributions Policy. If a development contribution is required, Council will issue a Development Contribution Notice. Payment is due within 20 working days after completion of the building work.

For information about whether development contributions may apply to your project, please contact the Development Contributions Team at developmentcontributions@ccc.govt.nz.

Building

Street address of site:

Proposed location of building within site:

Total floor area:

Owner

Name: (include preferred form of address, eg, Mr, Miss, Ms, Mrs, Dr, or an individual))

*Contact person: (*omit if the applicant is an individual)

Mailing address:

☐ Street address / ☐ Registered office*: (*select one)

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

Email address:

*Internet site: (*omit if owner does not have an internet site)

The following evidence of ownership is attached to this application: (copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)

☐ Record of title ☐ Lease ☐ Agreement for sale and purchase ☐ Other document

Agent* (*Omit all details under this heading if the owner is not represented by an agent)

Name:

***Contact person:** (*omit if the agent is an individual)

Mailing address:

☐ Street address / ☐ Registered office*: (*select one)**Phone:** (specify preferred contact number for agent (mobile telephone or landline))

Email address:

***Internet site:** (*omit if agent does not have an internet site)**Relationship to owner:** (give details of the authorisation from owner to make application on owner's behalf)**First point of contact for communications with territorial authority:** (specify full name, mailing address, phone number(s) and email address(es)*)
(*points of contact must be in New Zealand)**Application****I request that you issue a project information memorandum for the non-consented small standalone dwelling described in this application.**

I / we understand that the fees charged at lodgement are a deposit only, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application. These will be paid before the PIM is issued. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page one.

All of the included information on this form is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

I / we understand that no work is to commence until the PIM is issued.

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application. Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

By signing this application, you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

PRIVACY INFORMATION: The Council is subject to the Privacy Act 2020. For a full privacy statement see: ccc.govt.nz/the-council/how-the-council-works/privacy-statement. If you would like to request access to, or correction of, your details, please contact the Council.

Date:

Day

Month

Year

Signature of:
☐ owner / ☐ agent on behalf of, and with the authority of the owner*
(*select one)
Space for territorial authority use:

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): (list)

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: (*select those matters that apply)

- ☐ *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 territorial authority: (specify)

Attachments

Attach the documents specified below.

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)