

Withdrawal request of a project information memorandum (PIM) and/or building consent application

About this form

- Please check on our website (ccc.govt.nz/building-consent-forms-and-guides) that the form that you are using is current at the time of application as forms are subject to change without notice.
- General information can be found on our website at ccc.govt.nz/goahead
- The owner of a property may withdraw an application for a building consent at any time prior to the consent being granted. If building work has not started within 12 months of issuing the consent is lapsed as per Section 52 of the Building Act 2004.
- Depending on the timing of the request, there may be either a refund or a charge for additional fees, as costs to date will be charged. The Council will respond to this request with a confirmation including details of any refund or fees to pay (and where to pay these).
- A project information memorandum (PIM) is a report issued by the Council prior to or in conjunction with a building consent. A PIM report provides information known to the Council which is relevant to your building proposal.
- A building consent is the formal approval issued by a Building Consent Authority (BCA) to ensure certain works meet the requirements of the Building Act 2004, Building Regulations and New Zealand Building Code.

GENERAL INFORMATION:

- Application fees and charges: The latest Building Consents Fee Schedule is available on our website at ccc.govt.nz/fees-building-control or from one of our Council service desk (ccc.govt.nz/contact-us).
- For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online** via onlineservices.ccc.govt.nz. You will need to register to use Online Services. You can register at onlineservices.ccc.govt.nz
- **Post** (additional costs apply) your application to: Building Consenting, PO Box 73013, Christchurch 8154
- **Hand delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk (ccc.govt.nz/contact-us).

Please complete all fields unless marked otherwise

1. The building

Project number:

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Is this application earthquake related? ☐ No ☐ Yes

If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Arrow, Fletchers, etc?

☐ No ☐ Yes - name of PMO:

2. The owner (All details must be the owner's)

Name of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

Contact person: *(not required if the applicant is an individual. Must have a New Zealand address)*

New Zealand Companies Registered Number: *(If applicable - Refer to business.govt.nz/companies)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

Website:

Bank account details: *(required)*

If the ownership has changed since the application was made, new evidence of ownership will need to be provided (i.e. Record of Title).

3. Declaration (To be completed and signed by Owner/Agent)

I / we understand that the fees charged at lodgement was a non-refundable deposit, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application if it exceeds the original deposit.

All of the above information 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. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page one. 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".

Note: All documents submitted as part of the application will be archived electronically.

Signature of: ☐ owner / ☐ agent

Date:

Print name:

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.

4. Council use only

Are the building works required to satisfy enforcement action?
(If yes, escalate to Team Leader for further action.)

☐ No ☐ Yes

	PAID	COST	CREDIT / CHARGE
PIM/Development Check			
Accept/Issue			
Process			
Issue Code Compliance Certificate		Nil	
Building Research Levy		Nil	
Building Levy		Nil	
Compliance Schedule		Nil	
Inspections			
SEW Sewer Opening		Nil	
STW Stormwater Opening		Nil	
VCI Vehicle Crossing Inspection		Nil	
WAL Water Supply Headworks		Nil	
WCN Water Connection			
WST Treatment Plant Upgrade		Nil	
WRU Waste Water Reticulation		Nil	
CIC Community Infrastructure		Nil	
RCC/S Reserve Contribution		Nil	
Other fees			
TOTAL:			☐ CREDIT ☐ CHARGE
Authorising Officer:			Date: