

# Building Location Certificate

For guidance on how to complete this certificate, please refer to [ccc.govt.nz/building-location-certificates](http://ccc.govt.nz/building-location-certificates).

|                                                    |  |
|----------------------------------------------------|--|
| <b>Building consent number:</b>                    |  |
| <b>Issue date on approved BC document</b>          |  |
| <b>Property address:</b>                           |  |
| <b>Date Survey was undertaken:</b>                 |  |
| <b>Survey firm name &amp; job reference number</b> |  |

## Certification Stage

This certificate is reviewing Stage \_\_\_\_\_ of \_\_\_\_\_ as per the building consent construction documentation and advice notes attached to the building consent

Comments:

☐ **Building location**
☐ **Floor Level**
☐ **Recession Plane**

## Building Location

1. Measured site level origin is in terms of:

☐ Absolute (Local authority datum)
 ☐ Absolute (LINZ official datum)
 ☐ Relative (False assumed Datum)

Datum Name: \_\_\_\_\_ Origin point: \_\_\_\_\_ Reduced Level: \_\_\_\_\_

Site Benchmark Description: \_\_\_\_\_ Reduced Level: \_\_\_\_\_

☐ Site level origin not provided as building location certificate only for boundary setbacks

2. Are the surveyed building elements in accordance with the dimensions shown on the approved building consent plans (within reasonable survey tolerances)?

☐ Yes ☐ No

Note: If the answer is 'No' the owner or their agent must contact Council as variations will need to be assessed as a change to the building consent and may require a resource consent. This certificate and attached plan will be used to assist Council in this decision process.

3. Please attach a marked up copy of the relevant approved building consent plans. These marked up plans must align your measured dimensions with dimensions on the approved plans. If the siting of the building is not in accordance with the approved building consent plans, please highlight these departures, provide summary comments below and include photos if relevant to assist the reviewer.

Comments:

## Declaration

We have been engaged to carry out the necessary field survey(s) to establish the items above and believe on reasonable grounds that the information provided is true and accurate within reasonable survey tolerances.

The tolerances adopted are those within the Cadastral Survey Rules 2021.

I understand that this certificate will be used by the building consent authority as a reasonable step to ensure that building work is being carried out in accordance with a building consent.

Name of Licensed Cadastral Surveyor: *[print]*

Phone:

License Number:

Email:

Signature:

Date:

## A copy of this certificate must be sent to the relevant Council

**Christchurch:** [Buildinginspections@ccc.govt.nz](mailto:Buildinginspections@ccc.govt.nz)

Where a variation to the approved plan is identified, also contact: [Dutyplanner@ccc.govt.nz](mailto:Dutyplanner@ccc.govt.nz)

**Selwyn:** via the online customer portal

**Waimakariri:** [buildinginfo@wmk.govt.nz](mailto:buildinginfo@wmk.govt.nz)

**Hurunui:** [building@hurunui.govt.nz](mailto:building@hurunui.govt.nz)

**Ashburton:** [building@adc.govt.nz](mailto:building@adc.govt.nz)