Request for Service - Building

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| FOR COUNCIL USE  |
| BSR Number: |  |
| Receipt Date:  |  |

General information:This form is for requesting building services from the Building Consenting Unit including:* engagement in a Fire Engineering Brief (FEB);
* temporary venue application;
* building compliance technical advice;
* increase in occupancy load; and/or
* any other services.

Submitting your request:Please fill out this form and follow its instructions. You can submit your request via email to engineering.services@ccc.govt.nz .You will then be contacted by a Council staff member to discuss the timeframe, based on the type of the request. |

*Items/Sections marked \* are mandatory for all requests.*

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| 1. Request type\**(select service that best describes your request)*

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| [ ]  | FEB | [ ]  | Temporary Venue Application | [ ]  | Building Compliance Technical Advice | [ ]  | Increase in Occupancy Load | [ ]  | Other |

Description of the request, including any other notes that you wish to make\*

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Have you spoken to Council staff about this matter? Please note who and when:

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Site address:

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Legal description:

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Current use of the site:

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| 2. Requester details\*Name:*(include the preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

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Mailing address:

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Contact details:

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| Landline: | Mobile: | Email Address: |
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| 3. Cost* Staff costs for any administration costs, research, advice, or meeting (as applicable) will be incorporated into total charge.
* The charge will be as per the officer charge out hourly rate rates on [Building Consent Fees Schedule](https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/fees-and-charges/fees-building-control/), In addition, any associated costs incurred by the Council will be passed on to the payer.
* Subsequent correspondence on the same request will have additional invoice.
* Where an invoiced amount has not been paid by the stated 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.
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| [ ]  | *I / we accept responsibility to pay all actual costs incurred by the Christchurch City Council for this service request.*\* |