

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).

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.

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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)