

# 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](mailto: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](http://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:**

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)