

Staged building consent approval request form

General information:

- When an applicant wishes to stage the building work to construct or alter a building, there is a requirement that the staging is approved by council officers before an application for the first stage is lodged.
- This is best achieved by arranging a pre-application meeting and completing and attaching this form to the [P006 Pre-application meeting request for building and planning form](#).
- A building consent officer will undertake an initial review of your staging proposal (as detailed in the form below) and will make a decision to accept the proposal or request that your proposal is discussed further at a pre-application meeting.
- If a pre-application meeting is not required because the proposal has been accepted, the meeting can still go ahead if the customer wishes to discuss other matters regarding their project.

Submitting your request:

- Please fill out the form and submit it along with the P006 Pre-application meeting request for building and planning form ([Word](#) or [PDF](#)) using one of the following methods:
- You can email your request to: CCGRegulatoryAdvice@ccc.govt.nz or;
- You can post your request to: CCG Business Services Team, Christchurch City Council, PO Box 73010, Christchurch 8154.
- You will be contacted by a council staff member after your proposal has been reviewed.

Items marked * are mandatory for all applications.

1. Applicant Details *

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

Mailing address:

Contact details:

Landline:

Mobile:

Email Address:

2. Project details (please clearly identify the site) *

Address:

Description of building work:

3. Staging proposal:

For where staging is accepted as necessary, the number of stages are to be kept to a minimum and the building work covered by each stage clearly defined.

Please provide us with your reason(s) for staging the project:*

Please enter the details of the proposal below: *

Stage	Extent of building work being added by each stage	Reasons for the extent of each stage	Approximate value of building work	Approximate application date of each stage
1				
2				
3				
4				
5				

Is this project already being cased managed by our Partnership Approvals service?

Yes - Please provide the name of your case manager:

No – You may wish to consider this service. For more information visit [Partnership Approvals](#).