



Application No: _____
 Property ID #: _____

NOTIFICATION OF CHANGE OF USE

Section 114, Building Act 2004

1. THE BUILDING [if item is not applicable put N/A in the space]

Street address of building:
[If no street address – details of nearest intersection]:

Legal description of land where building is located: Lot _____ DPS

Building name:

Valuation No:

Location of building within site/block number: *[Include nearest street access]*

Number of levels: *[Above & below ground]*

Level/Unit No:

Floor area: _____ : (sq m) *[Indicate area affected by the building work]*

Current, lawfully established, use:

Year First Constructed:

[Add no. of occupants per level and per use if more than 1]

2. OWNER

Name of Owner:

Contact person:

Mailing address:

Street address/registered office:

Phone No: _____ Landline: _____
 Mobile: _____ Daytime: _____
 After hours: _____ Facsimile: _____

Email: _____

Website: _____

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

Certificate of Title Lease Agreement
 Agreement for Sale and Purchase Other document

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent:

Contact person:

Mailing address:

Street address/registered office:

Phone No: _____ Landline: _____
 Mobile: _____ Daytime: _____
 After hours: _____ Facsimile: _____

Email: _____

Website: _____

Relationship to owner: *[State details of the authorisation from the owner to make the application on the owner's behalf]*

FIRST POINT OF CONTACT *[Mark boxes as appropriate]*

Further information Agent Owner

Invoicing: Agent Owner

Correspondence Agent Owner

4. APPLICATION [Tick if applicable]

Name:

Signature:

Date:

The signature is that of the: Owner or Agent on behalf of and with the approval of the Owner.

To be completed in lieu of Authorisation Letter:

I _____ as the owner of the property, authorise _____ to act as my agent.

Signature:

Date:

5. THE PROJECT

The change of use relates to:

*All of the building Yes No

*Part of the building Yes No

*The part of the building includes:

Describe the affected part of the building, for example, location within the building, level/unit number etc

Building height:

Building area (m2) total or footprint area:

Building layout (describe, reference plans):

Age of building/year first constructed:

The period for which the building is proposed to be used in its new use [temporary, no intention to change again]:

Reason for change of use [new occupancy, temporary Christchurch accommodation]:

Is building work proposed? Yes No

*The building work proposed is for:

*For upgrades required by Section 115 Yes No

*Not in direct relation to section 115 requirements Yes No

The location of the building in relation to other buildings, public places, and natural hazards:

The specified intended life/expected useful life of the building:

6. THE USE

Current use(s):

Proposed/new use:

*The change involves incorporating a household unit where one did not exist before: Yes No

7. CURRENT USE

Occupant load [employees, contractors on site etc]:

Occupant frequency [office hours, after hours, weekends]:

Fire hazard category for building/part of the building [insert number]:

Public access Yes No

*Type of public access [primary purpose, occasional etc]:

*Frequency of public access [how many people spend time in or in the vicinity of the building]:

*Building activities [office work, manufacturing etc]:

8. NEW USE(S)

Occupant load [employees, contractors on site etc]:

Occupant frequency [office hours, after hours, weekends]:

Fire hazard category for building/part of the building [insert number]:

Public access: Yes No

*Type of public access [primary purpose, occasional etc]:

*Frequency of public access [how many people spend time in or in the vicinity of the building]:

*Building activities [office work, manufacturing etc]:

9. COMPLIANCE COMPARISON

Provisions of the Building Code under s115	Current compliance/features	Full compliance/features	Upgrade required?
Means of Escape from fire	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Protection of other property	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sanitary facilities	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/> No <input type="checkbox"/>
Structural performance	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/> No <input type="checkbox"/>

Fire-rating performance	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access and facilities for people with disabilities (if applicable).	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Building Code aspects (for new uses that are SH or SR)	[List/describe]]	[List/describe]]	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. THE PROPOSED UPGRADES (delete if not applicable)

Provisions of the Building Code under s115	Proposed upgrades
Means of Escape from fire	[refer to attached consent number if applicable]
Protection of other property	[refer to attached consent number if applicable]
Sanitary facilities	[refer to attached consent number if applicable]
Structural performance	[refer to attached consent number if applicable]
Fire-rating performance	[refer to attached consent number if applicable]
Access and facilities for people with disabilities (if applicable).	[refer to attached consent number if applicable]
Other Building Code aspects(for new uses that are SH or SR)	[refer to attached consent number if applicable]

11. ATTACHMENTS

The following documents are attached to this written notice:

*Compliance worksheets:	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
*Cost benefit analysis :	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
*Plans and specifications :	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
*Maps :	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
*Fire reports :	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

8. WRITTEN NOTICE

*I consider no upgrade requirements are required for the building in its new use, and I request the territorial authority supply me with written notice allowing the change of use to proceed: Yes N/A

*I consider the upgrades proposed above are sufficient to ensure the building complies with the required aspects of the Building Code as nearly as is reasonably practicable, on this basis I request the territorial authority supply me with written notice allowing the change of use to proceed: Yes N/A

Signature:

Position:

On behalf of [name of building owner describe]

Date:

COUNCIL USE ONLY

Change of use: *Accepted* *Refused*

Reason for acceptance or refusal:

Any further action required by the owner:

Owner advised in writing of outcome: Yes

Signed:

Date:

FEE PAYABLE

TOTAL BALANCE PAYABLE \$ _____

Lodgement deposit \$ _____

Date paid _____

Receipt No. _____

Consent fee balance \$ _____

Date paid _____

Receipt No. _____