

### 1. PROJECT DETAILS

Building Consent Number: <input type="text"/>	Issued by: <b>Queenstown Lakes District Council</b>
Street address of Building: <input type="text"/>	Legal Description [Lot & DP]: <input type="text"/>

### 2. THE OWNER

Name of Owner (include preferred title; Mr, Mrs, Ms, Other):

Contact Person (if not individually owned e.g. trust or company):

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s):  Email address:

The following evidence of ownership is attached:  
 As listed on Building Consent   
 Lease Agreement   
 Agreement for Sale and Purchase   
 Certificate of Title   
 Other document

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

Name of Agent (include preferred title; Mr, Mrs, Ms, Other):

Mailing address:

Street address / Registered address (if different from above):

Contact Number(s):  Email address:

Relationship to owner (State details of the authorisation from the owner to make the application on the owner's behalf):

First Point of Contact: [for communications with the Council / Building Consent Authority]  
 Owner     Agent

### 4. APPLICATION

**Completion Date** (Date all building work carried out under the building consent specified on this form was completed):

**Restricted Building Work**  
Residential construction or alteration work affecting primary structure and weather-tightness  
List licenced building practitioner(s) who carried out or supervised restricted building work (use separate page if necessary)

Name	Licensing Class & Number LBP Number (or reg. no. (BA s291))	Work Carried Out Particular work carried out or supervised
	Class – Carpentry	
	Class – Foundations	
	Class – Roofing	
	Class – Brick & Blocklaying	
	Class – External Plastering	

**Other Building Work**

Personnel who carried out building work that is not restricted building work

List names, addresses, telephone numbers, and (where relevant and if not provided above) licenced building practitioner numbers or Plumbers, Gasfitters and Drainlayers board registration numbers.

Name	Email Address	Phone Number	Work carried out (i.e. plumbing, carpentry)	Trade registration number (if relevant)

**Note:** Continue on another page if necessary

**Specified Systems** (only complete this section if the building has had specified systems installed during construction)

The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

SS Number & Name	
SS1 - Automatic Systems for Fire Suppression	SS11 – Laboratory Fume Cupboards
SS2 – Emergency Warning Systems	SS12.1 – Audio Loops
SS3.1 – Automatic Doors	SS12.2 – FM Radio and Infrared Beam Transmission Systems
SS3.2 – Access Controlled Doors	SS13.1 – Mechanical Smoke Control
SS3.3 – Interfaced Fire or Smoke Doors or Windows	SS13.2 – Natural Smoke Control
SS4 – Emergency Lighting Systems	SS13.3 – Smoke Curtains
SS5 – Escape Route Pressurisation Systems	SS14.1 – Emergency Power Systems
SS6 – Riser Mains	SS14.2 – Signs for Systems
SS7 – Automatic Backflow Preventers	SS15.1 – Systems for Communicating Evacuation
SS8.1 – Passenger Carrying Lifts	SS15.2 – Final Exits
SS8.2 – Platform, Low-Speed and Service Lifts	SS15.3 – Fire Separations
SS8.3 – Escalators and Moving Walks	SS15.4 – Signs for Facilitating Evacuation
SS9 – Mechanical Ventilation or Air Conditioning System	SS15.5 – Smoke Separations
SS10 – Building Maintenance Units	SS16 – Cable Car

**5. REQUEST TO ISSUE CCC**

I request that you issue a Code Compliance Certificate (CCC) for this work under Section 95 of the Building Act 2004.

Signature (of owner/agent on behalf of and with the authority of the owner):

Date:



Name of person signing

Owner  Agent

The Code Compliance Certificate should be sent to:

Owner  Agent

**6. ATTACHMENTS** [The following documents are attached to this application]

Refer to Form 5 – Building Consent, section 'Construction Documentation Requirements' to find all required attachments.

Attachments include (as per Issued Form 5);

- Information requested on the issued building consent, including:
- Producer Statements Construction Review (PS4)
  - Producer Statement Construction (PS3)
  - Certification (e.g. Gas and Electrical Certificates)
- Records of work for restricted building work
- Evidence for Specified Systems listed on the issued building consent
- Current manufacturer's certificate, if applicable
- Other documents to assist with issue of CCC