



Rotorua Lakes Council
 1061 Haupapa Street
 Private Bag 3029
 Rotorua Mail Centre, Rotorua 3046
 P: 07 348 4199
 F: 07 346 3143
 E: info@rotorualc.nz
 W: www.rotorualakescouncil.nz

File No: P _____

NOTIFICATION OF EXEMPT BUILDING WORK

1st SCHEDULE OF NZ BUILDING ACT 2004

THE BUILDING

Street address of building: _____

[for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]

Legal description of land where building is located: _____

[state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent]

Building name: _____

[insert building name]

Location of building within site/block number: _____

[include nearest street access]

Area: _____

[total floor area; indicate area affected by the building work if less than the total area]

Current lawfully established, use: _____

[include number of occupants per level and per use if more than 1]

THE OWNER

Name of owner: _____

[include preferred form of address, eg, Mr, Miss, Dr, if an individual]:

Contact person: _____

Mailing address: _____

Street address/registered office: _____

Phone number: Landline: _____ Mobile: _____

Daytime: _____ After hours: _____

Facsimile number: _____ Email address: _____

APPLICATION

I am aware that any building work must comply with the Building Code and that Council will not assess this notification for compliance with the building code.

I request that this notification of building work be placed onto the associated property file.

Signature of: _____ Name: _____

Date: _____

DESCRIPTION OF BUILDING WORK

Description of the building work: _____

Date of work undertaken, proposed to be undertaken: _____

Personnel who will carry out the building work: *[list names, addresses, phone numbers, and registration numbers]*

The following plans and / or elevations are attached to this notification to exempt building work: ***[NB: Construction details not to be supplied. Do include site, floor plans and elevations where appropriate]***

OFFICE USE ONLY

LODGEMENT: \$ _____ APPROVED / DECLINED BY: _____

SIGNATURE: _____

DATE: _____

- | | |
|---|----------|
| <input type="checkbox"/> Notification been forwarded to any other relevant departments within Council | YES / NO |
| <input type="checkbox"/> Exemption letter generated | YES / NO |
| <input type="checkbox"/> All information sent to be placed on to the property file | YES / NO |