To: Rotorua Lakes Council
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046

Attention:

Application for time extension to provide engineering assessment

I am the owner of the above building and seek an extension of time to provide an engineering assessment because I am not able to provide the assessment by

[Due date on potentially EQP letter] _____

I confirm this time extension request application is being made at least two months prior to the due date for the engineering assessment.

The reason I am unable to provide the engineering assessment is because *[insert reason]*

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I will be able to provide the engineering assessment by:

[Insert date] _____ (maximum of 12 months from the due date noted above.)

I understand that if the time extension is approved by Council that no further time extensions can be granted.

Name: _____.

Signature: _____.

Email address: _____.

Contact number: _____.

Date: _____.