

# NOTIFICATION OF CHANGE OF USE

Use this form to notify Council of a change of use under section 114 of the Building Act 2004

THE BUILDING	
Street address of building: _____	
Legal description: Lot: _____ DP: _____ Sec: _____ Blk: _____	
Building Name: (if known) _____	No of Levels: _____

THE OWNER	
<i>Attach evidence of ownership to this notification</i>	
Name of Owner: _____	Street Address/registered office: _____
Contact Person: _____	_____
Postal Address: _____	Email: _____
_____	Website: _____
Landline Phone: _____	Mobile Phone: _____

FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH THE COUNCIL	
<input type="checkbox"/> Owner – as per details above	<input type="checkbox"/> Contact – as per details below
Contact Name: _____	Email: _____
Postal Address: _____	Website: _____
_____	_____
Landline Phone: _____	Mobile Phone: _____

THE PROJECT	
The Change of Use relates to:	<input type="checkbox"/> All of the building <input type="checkbox"/> Part of the building
The part of the building includes: (describe the affected part of the building, e.g., location within the building, level/unit number)	
_____	
No. of Levels Affected: _____	Building Area Affected (m <sup>2</sup> ): _____
Age of building / Year 1 <sup>st</sup> constructed: _____	
Reason for the Change of Use: (e.g. new occupancy) _____	
_____	
Is new building work proposed: <input type="checkbox"/> No <input type="checkbox"/> Yes	
The new building work is for: <input type="checkbox"/> Upgrades required by Section 115 <input type="checkbox"/> Not in direct relation to Section 115	
Building Consent Number (if known): _____	

THE USE														
<i>As per the Specified Uses in the Building Regulations 2005, Schedule 2 -</i>														
<a href="http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html">http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html</a>														
Current/Old Use: (describe use in words & select appropriate Specified Use below) _____														
CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed/New Use: (describe use in words & select appropriate Specified Use below) _____														
CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ATTACHMENTS**

<input type="checkbox"/> Sec 115 Gap Analysis	<input type="checkbox"/> Plans & Specifications	<input type="checkbox"/> Fire Report
<input type="checkbox"/> Structural Assessment	<input type="checkbox"/> Other _____	

**WRITTEN NOTICE**

**Option 1** – 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.

**Option 2** – 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.

**Please take note:** *It is possible a change of use to your building may also require a resource consent – please contact the ICC Planning Department to discuss this on (03) 211 1777.*

**APPLICANTS SIGNATURE**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**On behalf of: (name of building owner)** \_\_\_\_\_ **Position:** \_\_\_\_\_

**OFFICE USE ONLY – WRITTEN NOTICE**  
*Office Use only*

**B46b Change of Use Notification Accepted Letter generated** – BCO to complete areas that are highlighted.

**B46c Change of Use Notification Not Accepted Letter generated** – BCO to complete areas that are highlighted & include reasons why notification was not accepted.

**OFFICE USE ONLY – TERRITORIAL AUTHORITY ACCEPTANCE**  
*Office Use only*

**Accepted** – The Change of Use Notification is accepted because I am satisfied on reasonable grounds that;

<input type="checkbox"/> The information provided by the applicant is sufficient to show no upgrade requirements are required for the building in its new use.	<input type="checkbox"/> The upgrades proposed are sufficient to ensure the building complies with the required aspects of the building code as nearly as is reasonably practicable.
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**Not accepted** – because of the following reason;

<input type="checkbox"/> Further information is required before a Change of Use Notification could be accepted – refer B46c letter.	<input type="checkbox"/> The proposed change does not constitute a Change of Use – refer B46c letter.
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**Processing Officer Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MBRS Approval:**  **Agree** with decision – Ok to accept  **Disagree** – not accepted

**Reasons for not accepting:** \_\_\_\_\_

**Senior Officer Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Admin:**  Lodged against property **Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Lodgement No:** \_\_\_\_\_