

# NOTIFICATION OF EXEMPT BUILDING WORK

under Schedule 1 of the Building Act 2004



Building owners are responsible for: Ensuring the building work is exempt from requiring a building consent and building work complies with the New Zealand Building Code.

For further information on exemptions refer to the [Ministry of Business, Innovation & Employment](https://www.mbe.govt.nz/) website. Please refer to the current Buildings [fee schedule](#) for filing fee. Notifications can be emailed to: [building@icc.govt.nz](mailto:building@icc.govt.nz)

## PROPERTY LOCATION:

Address:	
Legal Description:	

## Owner details:

Full Name:			
Mailing Address:		Postcode:	
Email Address:		Telephone (day):	

## Agent details: (if applicable, and with the owner's authorisation)

Full Name:			
Mailing Address:		Postcode:	
Email Address:		Telephone (day):	

First point of contact: Owner ☐ Agent ☐

Name for Invoice: (name of person or company to be invoiced)	
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## Project details:

Please state which clause of Schedule 1 of the Building Act 2004 this work comes under:	
Description of proposed work:	

## Authorised professionals' details (if applicable):

Some exempt building work requires that an authorised professional carry out, supervise, design or review the design of the proposed work. Please complete below and include supporting information with this notification:

Authorised professionals' first and last name:			
Practice Field:		Registration Number:	

☐ **Attachments** (e.g. report/plans)

I declare that I have determined that the above building work is exempt from the requirement to obtain building consent as set out in Schedule 1 of the Building Act 2004. I accept that Council will not review any reports or attachments to this form and will not assess or inspect the building works referred to.

I accept that Council cannot make any representation or warranty to the accuracy, completeness or reliability of the information contained in any supporting documents or determine whether the building works comply with the Building Act/Code or Regulations. Council will not assess nor make any representation to the quality of the building works. I accept that it is my responsibility to advise interested parties about this exempt building work.

I understand that all plans, documentation and reports submitted to Council are public record and may be disclosed on request.

☐ **Declaration - must be nominated**

Name: \_\_\_\_\_ Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For Council Use Only:		
Notification reference:	Actioned (Name):	Date: