

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 ²): _____
Age of building / Year 1 st 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> http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html	
Current/Old Use: (describe use in words & select appropriate Specified Use below) _____	
CS	CL
<input type="checkbox"/>	<input type="checkbox"/>
CO	CM
<input type="checkbox"/>	<input type="checkbox"/>
SC	SD
<input type="checkbox"/>	<input type="checkbox"/>
SA	SR
<input type="checkbox"/>	<input type="checkbox"/>
SH	WL
<input type="checkbox"/>	<input type="checkbox"/>
WM	WH
<input type="checkbox"/>	<input type="checkbox"/>
WF	IA
<input type="checkbox"/>	<input type="checkbox"/>
ID	<input type="checkbox"/>
Proposed/New Use: (describe use in words & select appropriate Specified Use below) _____	
CS	CL
<input type="checkbox"/>	<input type="checkbox"/>
CO	CM
<input type="checkbox"/>	<input type="checkbox"/>
SC	SD
<input type="checkbox"/>	<input type="checkbox"/>
SA	SR
<input type="checkbox"/>	<input type="checkbox"/>
SH	WL
<input type="checkbox"/>	<input type="checkbox"/>
WM	WH
<input type="checkbox"/>	<input type="checkbox"/>
WF	IA
<input type="checkbox"/>	<input type="checkbox"/>
ID	<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
<input type="checkbox"/> 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.
<input type="checkbox"/> 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
<i>Office Use only</i>
<input type="checkbox"/> B46b Change of Use Notification Accepted Letter generated – BCO to complete areas that are highlighted.
<input type="checkbox"/> 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	
<i>Office Use only</i>	
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
Processing Officer Name: _____ Signature: _____ Date: _____	
MBRS Approval: <input type="checkbox"/> Agree with decision – Ok to accept <input type="checkbox"/> Disagree – not accepted	
Reasons for not accepting: _____	
Senior Officer Name: _____ Signature: _____ Date: _____	

OFFICE USE ONLY		
Admin: <input type="checkbox"/> Lodged against property	Initial: _____	Date: _____ Lodgement No: _____