



Purpose

The purpose of this document is to record the request for cancelling a building consent
BLD-4.2-PROC, Applying for a building consent

The building

Street address			
Legal description			
Building name (if applicable)			
Building consent number			
Project description			

The owner

Name of owner				
Contact person				
Mailing address				
Phone numbers:	Landline		Mobile:	
	Daytime		After hours:	
Facsimile no.				
Email address				

Require evidence of ownership, ie. Certificate of Title.

Please cancel the above building consent application concerning the above property, as it is not my intention to proceed with the building work. I agree to pay any outstanding fees from the processing the application to date, plus costs associated with the cancellation.

Applicant's name (please print)

Signature

Date

It is Auckland City council's policy to make refunds to the person who made the original payment on lodgement of the building consent. If there has been a change of ownership since the consent was issued, written authorisation will be required to enable refunds being paid out to a subsequent owner.

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	Name	Title		Date
Author	Peter King	Senior Specialist – Building Regulatory Services		
Approved by				
Issued by				
Version	Draft 1	Date issued	Expiry date	



FOR OFFICE USE			
	Amount paid	Cost	Credit/Charge
DBH Levy (formerly BIA Levy)			
BRANZ levy			
Inspections			
CCC fee			
Compliance schedule – set up fee			
Compliance schedule – Separate items			
Vehicle crossing			
Other fees			
TOTAL			Credit/Charge (delete one)

Checked. OK to cancel and refund/charge:

Name: (Print) _____ **Signed:** _____

Confirmation letter sent: (please tick) Yes No

Invoiced raised (please tick) Yes No

Invoice/Refund actioned by:

Name (please print)

Signature

Date