BUILDING CONSENT AUTHORITY FUNCTION: TECHNICAL
PROCESS NAME: NOTICE TO FIX – CONTENT OF NOTICE
PROCESS CHART/PURPOSE: TO DEMONSTRATE WHAT INFORMATION IS REQUIRE
KEY PROCESS OWNER: SENIOR BUILDING OFFICER INSPECTIONS/SENIOR BUILDI

NEW PLYMOUTH DISTRICT COUNCIL
newplymouthnz.com

Introduction Date: 1 June 2006		**VERSION:** 2.0
Issue Date: 5 March 2007		**PAGE:** 1 OF 1
Review Date: 5 September 2007		**PROCESS CODE:** T-31.2

KEY Process stage | Process stage described in narrative | Process external to this document | Decision | BCA function | TA function

INPUTS

Content of notice

SECTIONS 154 AND 163-168

NOTICE TO FIX – CONTENT OF NOTICE

The **specified** person responsible for remedying the contravention must be identified

- Building owner
- Person carrying out the work
- Person supervising the work

The contravention must be specified

The notice to fix must be issued on Form 13

The notice to fix must specify a reasonable timeframe for the notice to be complied with

The notice to fix must state how the contravention is to be corrected

Instruct the owner how to apply for a certificate of acceptance for work carried out without consent

Instruct the specified person to contact the relevant Building Consents authority on completion of the work (if applicable)

Where applicable, state any work that is to be carried out immediately to make building safe

Where applicable, state whether any work must cease immediately, and explain when work is allowed to resume and whether an amendment is required

The requirement (if any) for inspection of work being rectified

Any other matters the Building Consent Authority considers relevant

OUTPUTS