



Purpose

The purpose of this document is to outline the public information policy. This policy describes how current guidance information will be maintained and made available to the public.

Policy

Auckland City Environments (ACE) will ensure that up-to-date guidance information is made available to members of the public.

Information will be made available both in hard copy and electronically.

- Hard copy – Available at Auckland City Environments, 35 Graham St. Auckland.
- Electronic version – Can be downloaded / accessed from the Council’s website (www.aucklandcity.govt.nz)

The content of the information provided will be reviewed at least once annually to ensure it is both relevant and useful. Changes to legislation and/or standards will also trigger a review of information provided.

New or altered information will be disseminated in the following manner:

Hard copy information will be printed and withheld until such time as changes are made to the electronic version and this goes live. At this time, any hard copy reference material will be removed and replaced with the new material. All new information will be controlled and imprinted with an effective date.

For a list of current forms, brochures and website information refer to the following appendices in this document.

Appendix 1, List of publications used by ACE

Appendix 2, Screen images

©Auckland City Environments, ACE, 2007 controlled document. This document has been prepared solely for the use of ACE. Any unauthorised use or disclosure or copying is strictly prohibited.

	Name	Title			Date
Author	Peter King	Senior Specialist – Building Regulatory Services			
Approved by	Bob de Leur	Principal Building Officer – PATS			
Issued by	Ian McCormick	Manager Building Control – Regulatory Services			
Version	Final 1	Date issued	13.7.07	Expiry date	30.6.2009

**Appendix 1: List of forms used by ACE**

Form number	Description of form	Date implemented	BCA Reference	Review date
	Producer Statement Information and Guidelines	06/06	BLD 8.0	
ACE	Practice Note 16 – Alternative Solutions	16 Jul 2003	BLD 32.0	
ACE	Practice Note 31 - Amendments	29 Aug 2005	BLD 20.0	
CENV 0007	Land information memorandum – property information and application form	08/06	Not quoted	
CENV 2071	Building code certificate – application form	07/04	Not quoted	
CENV 4008	Request for inspection of relocated buildings	03/98	Not quoted	
CENV 4021	Producer statement – Design	09/06	BLD 8.2	
CENV 4022	Removal or demolition of residential dwellings	07/99	Not quoted	
CENV 4024	Keeping your dirt on your site	07/99	Not quoted	
CENV 4026	Building work exempt from building consents	03/05	Not quoted	
CENV 4027	Producer statement – Design review	09/06	BLD 8.2	
CENV 4028	Producer statement – Construction review	09/06	BLD 8.2	
CENV 4029	Producer statement – Construction	09/06	BLD 8.2	
CENV 4031	As built drainage plan	10/05	Not quoted	
CENV 4032	Permit to construct vehicle crossing	02/07	BLD 46.2	
CENV 4045	Disconnection from NZ Fire Service – Building consent application	03/05	Not quoted	
CENV 4052	Producer statement – Construction – exterior stucco	03/05	BLD 8.2	
CENV 4070	Producer statement – Construction – plumbing	03/05	BLD 8.2	
CENV 4071	Application for amendment to compliance schedule	02/07	BLD 26.2 & BLD 31.2	
CENV 4072	Application for a certificate of acceptance	07/06	BLD 34.2	
CENV 4073	Application for code compliance certificate	07/06	BLD 6.2 & BLD 31.0	
CENV 4076	Compliance schedules and building warrants of fitness	03/05	Not quoted	
CENV 4077	Project Information memoranda and building consents	04/05	Not quoted	
CENV 4080	Application for project information memorandum and building consent – Installation of Solid Fuel appliance	05/05	BLD 5.2	
CENV 4081	Application for certificate of public use	07/05	BLD 6.2	
CENV 4085	Building consent application for temporary structure	07/06	Not quoted	



Form number	Description of form	Date implemented	BCA Reference	Review date
CENV4078	Residential Building consent and/or project information memorandum application	08/06	BLD-4.0, BLD 4.3, BLD 6.2, BLD 9.0, BLD 9.2, BLD 18.0, BLD 18.2	
CENV4079	Commercial Building consent and/or project information memorandum application	05/05	BLD-4.0, BLD 4.4, BLD 6.2, BLD 9.0, BLD 9.2, BLD 18.0, BLD 18.2	
DBH	Form D2 – Party to an application for a determination		BLD 35.2	
DBH	Form D1 – Application for determination		BLD 35.2	
PRNT 0012	Residential final	07/06	BLD 28.2	
PRNT 0014	Drainage	07/06	BLD 28.2	
PRNT 0015	Insulation/postline/fire-rated ling/tanking	07/06	BLD 28.2	
PRNT 0016	Solid Fuel Appliance	07/06	BLD 5.2	
PRNT 0019	Foundation	07/06	BLD 28.2	
PRNT 0020	Concrete masonry/concrete reinforcing	07/06	BLD 28.2	
PRNT 0021	Concrete floor slab	07/06	BLD 28.2	
PRNT 0022	Preline building	07/06	BLD 28.2	
PRNT 0023	Preline plumbing	07/06	BLD 28.2	
PRNT 0024	Vehicle crossing checklist	02/04	BLD 46.2	
PRNT 0025	Commercial final	07/06	BLD 28.2	
PRNT 0047	Wraps and Cavity	07/06	BLD 28.2	
PRNT 0052	Site Meeting	07/06	BLD 28.2	
PRNT 0053	Precladding	07/06	BLD 28.2	
PRNT 0054	Cladding	07/06	BLD 28.2	
PRNT 0077	Site Instruction to property owner	09/06	BLD 28.2 & BLD 31.2	
PRNT 0091	Re-clad strip off	03/07	BLD 28.2	
PRNT 0092	Re-clad remedial	03/07	BLD 28.2	
PRNT 0093	Re-clad site meeting	03/07	BLD 28.2	
PRNT 1009	Liquor license	07/06	Not quoted	
PRNT 1012	Multi-unit spreadsheet	07/06	BLD 28.2	
TFRD 1021	Street damage deposit refund request	08/06	BLD 31.2	



Appendix 2: Screen images

Screen images were taken from

www.aucklandcity.govt.nz/council/services/guides/default.asp#building

[Planning certificate \(133k PDF\)](#) (2 pages) 

Use this form to apply for a planning certificate. The planning certificate, when granted, confirms that the proposed use of the premises meets requirements of the Resource Management Act 1991.

For [information on planning certificates](#) on this website.

[Building code certificate application form \(119k PDF\)](#) (2 pages)

Use this form to apply for a building code certificate. The building code certificate, when granted, confirms that the proposed use of the premises meets requirements of the Building Act.

For [information on building code certificates](#) on this website.

[Liquor licensing temporary authority - application form \(378k PDF\)](#) (3 pages)

Use this form to apply for a temporary liquor licensing authority for any person who has any 'right title estate or interest' on a premise that already has an on or off license - as liquor licenses are not transferable, this enables the premise to continue operating while the new owner obtains his/her own licence.

For [information on temporary authorities](#) on this website.

[Managers certificate application form \(349k PDF\)](#) (3 pages)

Use this form to apply for a Managers certificate. At all times when liquor is being sold or supplied to the public on any licensed premises a manager must

Building development

[Application for a code compliance certificate \(588k PDF\)](#) (2 pages)

[Application for a code compliance certificate \(300k Interactive PDF\)](#) (2 pages)

Use this form to apply for a code compliance certificate.

For [information on code compliance certificates](#) on this website.

For [information on using the fill-in interactive PDF](#).

Building consents

[Residential application for PIM and/or building consent \(164k\) PDF](#) (10 pages)

Use this form to apply for residential building consent and/or project information memorandum.

[Commercial application for PIM and/or building consent \(166k\) PDF](#) (10 pages)

[Commercial application for PIM and/or building consent \(733k Interactive PDF\)](#)

(10 pages)

Use this form to apply for commercial building consent and/or project information memorandum.

For [information on building consents](#) on this website.

For [information on project information memorandum](#) on the website.

For [information on using the fill-in interactive PDF](#).

[Application for PIM and building consent - installation of solid fuel appliance \(139k\) PDF](#) (4 pages)

Use this form when applying for building consent and/or project information



[Application for PIM and building consent - installation of solid fuel appliance \(139k\) PDF](#) (4 pages)

Use this form when applying for building consent and/or project information memorandum for the installation of a solid fuel appliance.

For [information on building consents](#) on the website.

For [information on project information memorandum](#) on the website.

[Building consent application for temporary structure \(598k PDF\)](#) (4 pages)

Use this form to apply for building consent for erecting a temporary structure, such as a marquee, portable building, scaffold, etc.

For [information on building consents](#) on the website.

[Claim for confidentiality for building consent plans and specifications \(115k PDF\)](#) (1 page)

Use this form to mark the plans and specifications associated with a building consent application as confidential either because of the need to safeguard the copyright of the plans or specifications or because of any requirements of the owner of the building relating to the security of the building.

[Confidentiality release form for building consent plans and specifications \(208k PDF\)](#) (2 pages)

Use this form to remove or waive the confidentiality of building consent plans and specifications - can only be released by the site owner, subsequent owners or copyright owner.

Producer statements



[Producer statement design - form \(20k PDF\)](#) (1 page)

The designer fills in this form once completing any designing work as part of a building consent.

[Producer statement design review - form \(20k PDF\)](#) (1 page)

The independent Auckland City approved designer fills in this form once completing the review of the design as part of a building consent.

[Producer statement construction - form \(19k PDF\)](#) (1 page)

The constructor fills in this form once completing any construction work as part of a building consent.

[Producer statement construction review - form \(20k PDF\)](#) (1 page)

The independent Auckland City approved constructor fills in this form once completing the review of the construction work as part of a building consent.

[Producer statement - construction, exterior stucco \(135k PDF\)](#) (1 page)

The plasterer fills in this form once completing any fixing or installation of exterior solid plaster stucco surfaces as part of a building consent.

[Producer statement - construction plumbing \(120k PDF\)](#) (1 page)

The plumber fills in this form once completing any plumbing work as part of a



[Producer statement - construction plumbing \(120k PDF\)](#) (1 page)

The plumber fills in this form once completing any plumbing work as part of a building consent.

Other consents and permits

[Consent from neighbour to construct private drains under section 461 of the local government act 1974 \(168k PDF\)](#) (2 pages)

Use this form if you need to request consent to lay and connect drainage through neighbouring properties. (Note: this is not a building consent). For information on how to [order private drainage plans online](#)

[Permit to construct vehicle crossing - application form \(169k PDF\)](#) (2 pages) 

Use this form if you need to apply for a permit to construct a vehicle crossing (driveway from the road to the property boundary).

[Application for amendment to compliance schedule under section 106 of the Building Act 2004 \(169k PDF\)](#) (2 pages)

Use this form to request that the compliance schedule for building work be amended.

[Application for certificate of acceptance \(139k PDF\)](#) (6 pages)

Use this form if you require a certificate of acceptance, reasons why it may be required: The owner or the owner's predecessor carried out building work for

[Application for certificate of acceptance \(139k PDF\)](#) (6 pages)

Use this form if you require a certificate of acceptance, reasons why it may be required: The owner or the owner's predecessor carried out building work for which a building consent was required, but not obtained; for some reason a building consent could not practicably be obtained in advance because the building work had to be carried out urgently; the building consent authority that granted the building consent is unable or refuses to issue a code compliance certificate in relation to the building work and no other building consent authority will agree to issue a code compliance certificate for the building work. For [information on unapproved building work](#).

[Application for certificate of public use \(Section 363\(A\) Building Act 2004\) \(369k PDF\)](#) (2 pages)

Use this form when no code compliance certificate has been issued for the building work, but it is intended to permit members of the public to use the premises.

[Disconnection from NZ Fire Service \(135k PDF\)](#) (2 pages)

Use this form to apply for disconnection from the NZ Fire Service.

[Permit to use explosives - application form \(24k PDF\)](#) (1 page)

Use this form to apply for a permit to use explosives in the carrying out of blasting work within the Auckland City are under certain conditions outlined in the application form.

[Request for inspection of relocated buildings - application form \(21k PDF\)](#) (1



[Request for inspection of relocated buildings - application form \(21k PDF\)](#) (1 page)

Use this form to request an inspection of a relocated building.

[Removal or demolition of residential dwellings - applicant guide \(21k PDF\)](#) (1 page)

A guide on applying for a permit to remove or demolish residential dwellings.

[Signs confirmation/dispensation - application form and guide \(52k PDF\)](#) (2 pages)

Use this application form and guide to apply to erect a sign or billboard.

[Billboard registration - application form and guide \(111k PDF\)](#) (2 pages)

Use this application form to apply to register your billboard.

For [information on billboard registration details](#) on this website.

[As Built Drainage Plan - form \(19k PDF\)](#) (1 page)

[Stormwater detention tank - application form \(174k PDF\)](#) (1 page)

[Street damage deposit refund request \(72k PDF\)](#) (2 pages)

[What you should know about the fencing law \(393k PDF\)](#) (2 pages)

[Billboard registration - application form and guide \(111k PDF\)](#) (2 pages)

Use this application form to apply to register your billboard.

For [information on billboard registration details](#) on this website.

[As Built Drainage Plan - form \(19k PDF\)](#) (1 page)

[Stormwater detention tank - application form \(174k PDF\)](#) (1 page)

[Street damage deposit refund request \(72k PDF\)](#) (2 pages)

[What you should know about the fencing law \(393k PDF\)](#) (2 pages)

[Certificate of compliance with inspection maintenance and reporting procedures \(232k PDF\)](#) (2 pages)



Development engineering

[Engineering application for public drainage, water and roadworks \(135k PDF\)](#) (4 pages)

Use this form for an engineering application for public drainage, water and road works.