

Notification of change of use Application

Section 114 of the Building Act 2004



| Building | | | |
|--|-----|----------|----|
| Street address of building: | | | |
| Legal description | Lot | | DP |
| Building name: | | | |
| The Owner | | | |
| Name of owner: | | | |
| *Contact person: | | | |
| Mailing address: | | | |
| Street address/registered office: | | | |
| <p>First point of contact: for communications with the Council: [Give full name, mailing address, phone number/s, facsimile number & e-mail address, which must be located in New Zealand. This person must have authority to permit a person to enter the building for the purpose of inspecting any specified systems.]</p> | | | |
| Phone : | | Mobile: | |
| Facsimile: | | | |
| Email address: | | Website: | |



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| Project | |
|---|--|
| The change of use relates to: *All of the building *Part of the building : | |
| The part of the building includes: [describe the affected part of the building, for example, location within the building, level/unit number etc.] Building height (m) | |
| Building area (m2) [total or footprint area] | |
| Building layout [describe, reference plans] | |
| Age of building/year first constructed | |
| The period for which the building is proposed to be used in its new use [temporary, no intention to change again] | |
| Reason for change of use [new occupancy, or temporary accommodation] Is building work proposed? [Y/N] | |
| *The building work proposed is for *for upgrades required by Section 115 *not in direct relation to section 115 requirements | |
| The location of the building in relation to other buildings, public places, and natural hazards | |
| The specified intended life/expected useful life of the building | |
| The use | |
| Current/old use: | |
| Proposed/new use: | |
| See section 7 of the Building Act 2004 and Clause A1 – Classified Uses under Schedule 1 of the Building Regulations 1992. | |
| *The change involves incorporating a household unit where one did not exist before Current use(s) <ul style="list-style-type: none"> • Occupant load [employees, contractors on site etc.] • Occupant frequency [office hours, after hours, weekends] • Fire hazard category for building/part of the building [insert number] • Public access [Y/N] • *Type of public access [primary purpose, occasional etc.] • *Frequency of public access [how many people spend time in or in the vicinity of the building] • *Building activities [office work, manufacturing etc.] | |



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New use(s)

- Occupant load [employees, contractors on site etc.]
- Occupant frequency [office hours, after hours, weekends]
- Fire hazard category for building/part of the building [insert number]
- Public access [Y/N]
- *Type of public access [primary purpose, occasional etc.]
- *Frequency of public access [how many people spend time in or in the vicinity of the building]
- *Building activities [office work, manufacturing etc.]

Compliance comparison

| Provisions of the Building Code under s115 | Current compliance/features | Full compliance/features | Upgrade required? |
|--|-----------------------------|--------------------------|-------------------|
| Means of escape from fire | [List/describe] | [List/describe] | Y/N] |
| Protection of other property | [List/describe] | [List/describe] | Y/N] |
| Sanitary facilities | [List/describe] | [List/describe] | Y/N] |
| Structural performance | [List/describe] | [List/describe] | Y/N] |
| Fire-rating performance | [List/describe] | [List/describe] | Y/N] |
| Access and facilities for people with disabilities (if applicable) | [List/describe] | [List/describe] | Y/N] |
| Other Building Code aspects (for new uses that are SH or SR only) | [List/describe] | [List/describe] | Y/N] |

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Attachments

| | |
|--|-----------------------------------|
| The following documents are attached to this written notice: | |
| *Compliance worksheets | <i>(delete if not applicable)</i> |
| *Cost benefit analysis | <i>(delete if not applicable)</i> |
| *Plans and specifications | <i>(delete if not applicable)</i> |
| *Maps | <i>(delete if not applicable)</i> |
| *Fire reports | <i>(delete if not applicable)</i> |
| Written Notice | |
| <p>*I consider no upgrade requirements are required for the building in its new use, and I request the territorial</p> <p>Authority supply me with written notice allowing the change of use to proceed</p> <p>*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</p> | |

| | |
|---|--|
| Signature: | |
| Position: | |
| On behalf of : [name of the building owner] | |
| Date: | |