



What is registration of unpermitted or unrecorded works?

For work carried out prior to July 1992, New Plymouth District Council (NPDC) will only accept the lodgement of plans and other building information for record purposes. To place these documents on record, customers should complete this form.

No site inspection will be carried out and no report or confirmation as to integrity of the building work will be provided by NPDC. An administration fee applies at the time of application for the costs of lodgement and processing of documentation.

1. Property details

1a. Site address (specify unit/level number, location of building within site/block number, building name and street name)

Text input field for site address

1b. Legal description

Text input field for legal description

1c. Rapid number

Text input field for rapid number

2. Property owner details

2a. Full name

Text input field for first name(s)

Text input field for surname

First name(s)

Surname

2b. Contact person (if owner is a corporation, partnership or trust)

Text input field for contact person

2c. Postal address (include postcode)

Text input field for postal address

2d. Contact details

Text input field for home contact

Text input field for mobile contact

Text input field for work contact

Home

Mobile

Work

2e. Email

Text input field for email

3. Applicant details

3a. I am the

Property owner As stated in section 2. Proceed to 3f.

Lessee Provide details below.

Agent authorised by owner/lessee. Provide details below.

3b. Full name

Text input field for first name(s)

Text input field for surname

First name(s)

Surname

3c. Postal address (include postcode)

Text input field for postal address

3d. Contact details

Text input field for home contact

Text input field for mobile contact

Text input field for work contact

Home

Mobile

Work

3e. Email

Text input field for email

3f. Preferred means for formal correspondence

Mail

Email

OFFICE USE ONLY

Form for office use: Date received, Time received, Received by

Form for office use: Property #, Land #, Owner #, Applicant #

Form for office use: Application #, Document #, Amount paid

#### 4. Description of building work and use

4a. Description, e.g. garage, deck, dwelling, shop, plumbing and drainage

4b. Type of work                      Alteration                      Addition                      Relocation

Plumbing and drainage only                      Repile existing building

4c. Category of work                      Residential                      Outbuilding/ancillary

Other

4d. Total floor area affected by the building work                       sq.m

#### 5. Attachments

Two copies of each of the following documents are attached to this application:

Site/floor plan showing location of unpermitted or unrecorded works, including measurements to boundaries of new external structures.

Report on the condition of the building by an engineer, building surveyor or other independent professional.

#### 6. Applicant's declaration and privacy statement

##### Privacy Statement

Information you provide in this application is required to process your application. This information may be made available to members of the public upon request, other units of NPDC, NPDC's approved contractors and other government agencies.

This information will also be held in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct any personal information it holds about you.

##### Declaration

I confirm that I have read and understood the above privacy statement and that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

I accept that I have lodged this application with NPDC for inclusion in the building records system and that it will be used in accordance with building record procedures.

As such, I believe that the information I have lodged is a true and accurate record of the building work subject to this registration and may be relied upon by others.

I am submitting a report from an independent suitably qualified person and I understand and confirm that:

- NPDC does not accept any liability for the content of the report.
- NPDC does not accept responsibility for the accuracy of the report which represents the opinion of a third party.
- The report does not constitute a code compliance certificate for the purposes of the Building Act, and NPDC is not obliged to issue a code compliance certificate as a result of the report.
- NPDC is not obliged to undertake any further inspections to the property as a result of the report.
- The report is only relevant to building works that have been undertaken prior to the Building Act 1991.
- The report will not authorise any building works undertaken without a building consent, and will not limit NPDC's ability to enforce the provisions of the Building Act in the future.
- The report will be placed on the property file as a public record only.

Signature of applicant

Date