

Manukau Building Consultants Ltd [MBCL] will manage your Building Consent process [including your Project Information Memorandum (PIM) application] from start to finish to ensure a seamless and hassle free building consent process. Please complete this form and provide with your building consent and other requested documentation. MBCL will complete all necessary Council documentation on your behalf.

Phone us on 0800 4 A CONSENT (0800 4 2 26673) to arrange for a lodgement appointment or call into our offices at 277 Te Irirangi Drive [corner of Te Irirangi Dr & Ormiston Rd]. We are located directly above the Coffee Club at Botany Junction.

Application for: PIM only Building Consent only PIM & Building Consent

LOCATION OF PROJECT

Project Address:					
Lot No:		DP No:			
Site Area [M ²]:		Floor Area [M ²]:		Value [\$]:	

Description of Proposed Work:

APPLICANTS DETAILS [main point of contact through consent processing]

Name:					
Address:					
Phone [home]:		[work]		[mobile]	
Fax:		Email:			

OWNERS DETAILS [if not applicant]

Owner's Name:					
Owner's Address:					
Phone [home]:		[work]		[mobile]	
Fax:		Email:			

DOCUMENTATION

<input type="checkbox"/>	3 full sets of working drawings with 2 copies specifications, bracing and engineering calculations, engineers reports, producer statements where applicable etc., OR
<input type="checkbox"/>	PIM application only - 2 sets drawings [elevations, floor plan & site plan]
<input type="checkbox"/>	Resource Consent Plans and / or approvals if applicable - Resource Consent no: _____
<input type="checkbox"/>	Manukau Water meter / approval application form signed
<input type="checkbox"/>	Certificate of Title [within 3 months of age] – Required for all new PIM only & BC applications

Invoices to: Applicant Owner

Other [please specify]: _____

By signing this application form you are acknowledging you have read, understood, accept and abide by the terms and conditions as advised within the contents of this application form.

Signature: _____ **Date:** _____

Name of Person signing [please print]: _____ Owner Applicant

I / we required that the plans specifications be treated as confidential in order to protect the security of the building copyright

TERMS OF ENGAGEMENT

I hereby authorise Manukau Building Consultants Ltd [MBCL] to prepare and lodge a Building Consent, and / or PIM application(s) on my behalf.

I have read and understood and accept all terms and conditions set out in this application.

I declare that the information contained in this application and otherwise provided to MBCL is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of this application are required to be kept available for public record. Therefore the public may view this application once submitted.

I/we accept that we are liable for all charges, fees, development contributions, levies and other costs with respect to lodgement and processing of my / our Building Consent application, and the PIM lodgement including Manukau City Council [and Manukau Water Ltd] charges. See the guidelines at the end of this application for more information on fees and charges.

Fees are payable on demand prior to consent issue. Payment should be made by cheque payable to Manukau City Council.

Code Compliance Certificate will not be issued if fees, including Development Contribution, are outstanding.

I / we agree that MBCL is entitled to disclose the plans and specifications to Manukau City Council and Manukau Water Ltd during the building consent / PIM Process

I / we declare that we are authorised by the owner to provide the information required under and to sign, this application.

The provisions of the Consumer Guarantees Act 1993 will not apply to services supplied by MBCL for the purposes of my / our business

MBCL liability [whether in contract, tort (including negligence and breach of statutory duty) or otherwise] for any loss, cost, damage or injury, however arising, is limited to an amount equal to the fees paid by the applicant / owner in respect of this application. MBCL is not liable for any consequential, indirect loss or damage, loss of business or profit or other economic loss of any kind whether arising from negligence, breach of contract or otherwise.

I / we acknowledge that MBCL provides services to Manukau City Council including processing building consent applications, undertaking inspections of property and ensuring compliance with building consent conditions. In undertaking the preparation and lodgement of this application, MBCL is deemed to be acting in its capacity as service provider to Manukau City Council.

FEES & CHARGES

Building consents are required to be collected and outstanding fees paid with 21 days of notification that the consent is available for collection. Consents are liable for cancellation after this dated.

Where a building consent is cancelled, you will be charged for all costs incurred by Manukau Building Consultants Ltd and Manukau City Council [including for administration and processing] up to the time of cancellation plus the applicable cancellation fee.

PIM and building consent fees are set out in Manukau City Council's Building Act and Associate Charges document located at www.manukau.govt.nz [on the Building Consent Forms page] or available from our office.

PIM fees will comprise the non-refundable base fee with the recovery of costs on an hourly charge-out basis for applications taking more than the standard one hour processing time.

IMPORTANT TERMS

Commencement of Work

A building consent cannot be issued for any work that has been commenced / completed to the granting of the building consent. Carrying out building work before a consent is granted is an offence under Section 40 of the Building Act 2004 and could result in the owner and contractors being prosecuted or fined.

Other Consents

If the building work requires a Resource Consent of the consent of a network utility operator such as Manukau Water Ltd, and such consents and / or approvals have not been obtained, the building consent will be issued with a restriction that no work may commence until all these other necessary consents and / or approvals have been granted and paid for.

Check your Project Information Memorandum

The details of the PIM should always be checked closely. Should the project infringe the District Plan this will be advised in the PIM. A Resource Consent or a re-design of the building work may be necessary to resolve the infringement. However, processing of the application will not be suspended as a result of the District Plan infringement unless specifically requested by the applicant.