

# AF EX - Application for Building Consent Exemption

Granting of a building consent exemption under Section 41 of the Building Act. This form is used to request a Territorial Authority discretionary exemption approval from the requirements of a building consent under [Schedule 1, Part 1, Exemption 2 of the Building Act](#).

Exemption 2 is the only exemption in Schedule 1 that requires a Territorial Authority to make a decision about any proposed building work. For all other Schedule 1 exemptions, it is the property owner who makes the decision as to whether their building work is exempt.

Exemption 2 - Guidance Criteria	
<p>The following guidance criteria have been developed by QLDC to assist with the evaluation of Schedule 1, Part 1 Exemption 2 requests. Please note that all applications still need to be accompanied by plans and/or specifications appropriate for the scope of works as if a consent application was being submitted and approval of the exemption is required before building work commences.</p>	
Applies	Criteria
<input type="checkbox"/>	<p><b>Building work with a value less than \$30,000 and the scope and complexity of work indicates that a consent process is overly onerous.</b></p>
<input type="checkbox"/>	<p><b>Building work which does not fully meet the limitations of Schedule 1 Part 1 exemptions, and/or the scope and complexity of work indicates that a consent process is overly onerous.</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Marquee &amp; tents &gt;100m<sup>2</sup> floor area, to be used for not more than 1 month</li> <li>• Closing in an existing veranda or patio &gt;30m<sup>2</sup></li> <li>• New porch, veranda or awning &gt;30m<sup>2</sup></li> <li>• Retrofitting/installing insulation in external walls</li> <li>• Installation of additional sanitary fixture</li> <li>• Wet area showers on a concrete slab at ground level</li> </ul>
<input type="checkbox"/>	<p><b>Building work for 'simple, low-risk structures', typically non-habitable buildings.</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Proprietary garage/shed/farm building</li> <li>• Carport &gt;40sqm</li> <li>• Outbuildings sited closer than their own height to a boundary (but still more than 1m from boundary)</li> </ul>
<input type="checkbox"/>	<p><b>Building work for more 'complex' projects where all the work is <u>designed and supervised</u> by chartered professional engineers, either for temporary or permanent structures, where the TA considers the inspection procedures adequately covered by the engineer.</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Construction of a retaining wall located in a residential zone</li> <li>• Decks, platforms, bridges, boardwalks &amp; similar where fall height &gt;1.5m</li> <li>• Short-term structures such as event stages/lighting towers</li> <li>• Private wharf/jetty construction or repairs</li> </ul>

The Building	
Street Address:	
Legal Description of land where building is located:	
Year of First Construction:	
Classified Use: <a href="#">NZBC Classified Use</a>	

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Owner Information	
Name:	
Mailing Address:	
Email:	
Phone Number:	
Evidence of ownership attached	<input type="checkbox"/> Certificate of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other document

Agent Information (if submitting on behalf of Owner)	
Name of Agent/Company:	
Mailing Address:	
Email:	
Phone Number:	

Project Information: Please provide sufficient description of building works to enable scope of building work to be fully understood)	
Description of the proposed building works for which an exemption is requested:	
Estimated value of work (incl. GST):	
Intended life of project: *For temporary projects such as an event marquee	

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## Required Fees

An invoice will be generated on receipt of the application. Refer to our [Building Services Fees and Charges](#) for the building consent exemption application fee. Please make payment of the invoice using the following bank account details.

- BNZ Queenstown Account Number: **02 0948 0002000 000**
- Particulars: **Payee Name**
- Code: **Property Address**
- Reference: **EX Number**

The invoice should be sent to  Owner  Agent  Other:

## Owner Disclaimer

The owner acknowledges that:

- The Council takes no liability for checking the compliance of work that has been carried out with an exemption under Schedule 1(2) of the Building Act 2004.
- The Owner is responsible for ensuring that the building work complies with the building code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.
- Assessment of the information provided with this application has only been made in consideration of the Building Act 2004. Additional authorizations may be required under other legislation including the Resource Management Act, Health Act, Liquor Act etc. and remain the responsibility of the owner.

<b>Signature</b> <i>(of owner/agent on behalf of and with the authority of the owner)</i>		<b>Date</b>	
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Yes	N/A	Documentation Checklist (Applicant to complete)
<input type="checkbox"/>	<input type="checkbox"/>	Copies of plans: site, foundations, floorplan, elevations etc.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of specifications
<input type="checkbox"/>	<input type="checkbox"/>	Producer Statements (PS1, PS2 etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Photographs
<input type="checkbox"/>	<input type="checkbox"/>	Other:

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## QLDC Office Use Only:

<b>Building Control Officer Signature:</b>		<b>Date:</b>	
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**APPROVED**

This building consent exemption is **granted** under Section 41 of the Building Act 2004 for work for which a building consent is not required under Schedule 1 Part 1 Exemption 2

A building consent is not required because either:

- The completed building work is likely to comply with the building code;
- If the completed building work does not comply with the building code, it is unlikely to endanger people or any building, whether on the same land or on other property

**NOT APPROVED**

This building consent exemption is **refused** under Section 41 of the Building Act 2004 and Schedule 1 Part 1 Exemption 2

- The applicant must apply for a Building Consent (Form 2).**

## Comments: