

Notification of exempt building work under Schedule 1 of the Building Act 2004

There is no statutory requirement to notify the Council of work being done under Schedule 1 of the Building Act 2004. However, as the owner of a property, for the purpose of public records, you can choose to notify the Council of work that you believe to be exempt building work under Schedule 1 of the Building Act 2004.

Notifications and plans supplied are not checked or inspected by the Council. It is your responsibility to ensure that the work undertaken is exempt by seeking advice from a suitably qualified or competent person. Undertaking building work that is not exempt without a building consent is an offence.

It is important to contact Council planning team on 801 3590 for any resource consent requirements that may apply.

Address for the property to which the exempt building work relates

Property owner's name(s) - must be the legal owner(s)

Description of building work and relevant records (please list the documents you are submitting for public record)

Please tick as applicable

- Property owner**
I understand that it is my responsibility to obtain appropriate advice from a suitably competent person on whether the building work is exempt under Schedule 1. I understand that it is my responsibility to comply with any resource consent requirements
- Owner's agent**
I am the agent acting on behalf of the owner of the above property. I understand that the building work in question is exempt under Schedule 1. I understand the responsibility to comply with any resource consent requirements.
- Administration fee included \$100**

I understand that:

- Council accepts no liability for the content or accuracy of the plans supplied that relate to the building work undertaken.
- Council will not be undertaking any inspections or issuing a code compliance certificate as a result of this building work.
- These plans will be placed on file. This is only as a public record of the building work undertaken at property.

Please read overleaf or page 2 if online

Submitter's details

Owner / agent signature

Date

Agent name (print)

Agent mailing address

Postcode

About Exempt building work under Schedule 1 of the Building Act 2004

The Building Act 2004 and Building Amendment Act 2013 exempts certain building work from requiring a building consent. This includes the exemptions listed in Schedule 1.

Building practitioners, architects, engineers, building surveyors, building consultants and building owners who are considering undertaking or advising about building work can read the Ministry of *Building Innovation and Employment's (MBIE) guidance about building work that does not require a building consent*.

Exemptions under Schedule 1 recognise that minor and low-risk building work need not be subject to building consent process requirements. Low-risk work presents little danger to people or property; therefore, the compliance costs associated with approving this type of work, are not outweighed by the benefits obtained from the building consent process.

Exempt building work or plans are not checked or inspected by Wellington City Council. We record the information against the property.

All building work must comply with the Building Code regardless of whether a building consent is required. Often this means engaging a skilled building practitioner to undertake the building work.

Provide documentation

Documentation must be suitable for scanning and can only include information relevant to the work which is the subject of this notification. We can't accept photocopies of previously approved applications or building work for the purpose of recording exempt building work. Plans provided with this application must clearly depict the work you claim to be exempt.

Fees

Our \$100 fee (inc GST) covers the cost of entering the information into Council databases and storing the information on file for the building's life.

Check other Acts

Work exempt under Schedule 1 does not allow building work to be undertaken if that building work would be in breach of any other Act (ie Resource Management Act, Historic Places Act, etc).

Our role is to protect public assets and public amenities, such as public drainage systems and building height and location restrictions. Restrictions are administered under the District Plan and the Resource Management Act 1991. Council strongly recommends that all building owners check resource consent is not required with the Council planning team before doing any building work. **Email planning@wcc.govt.nz** or phone 04 801 3590.

Resource consent may be necessary for a number of reasons, including but not limited to: zoning, site coverage, or height in relation to boundary.

Building consents

If building work is exempt under Schedule 1, an owner may still apply for a building consent if they wish. Apply in the normal way and note the usual costs, processing and inspection criteria apply. **See *Apply for a building consent***. Undertaking building work that is not exempt is an offence under section 40 of the Building Act. A person who commits such an offence may be liable to a fine not exceeding \$100,000 and, in the case of a continuing offence, to a further fine not exceeding \$10,000 for every day or part day during which the offence continues.

Office use only

Receipt No

Date