

# Extension of time to complete seismic work (previous notice) application form

Absolutely Positively  
**Wellington City Council**

Me Heke Ki Pōneke

Under Schedule 1AA(2)(5), Building Act 2004

## Notes for the applicant

Use this form to apply for additional time to resolve your building's earthquake-prone building status.

Please note that this form can only be used where your building has:

- previously been issued an earthquake-prone building notice prior to 1 July 2017; and
- that previous notice has a shorter timeframe than what a current notice would give you (for example your prior notice gave you 10 years to complete seismic work and a notice issued under current legislation would give you 15 years).

If you have any questions, visit [wellington.govt.nz/earthquake-prone-buildings](http://wellington.govt.nz/earthquake-prone-buildings), email [buildingresilience@wcc.govt.nz](mailto:buildingresilience@wcc.govt.nz), or phone us on **04 499 4444**.

Email the completed application to [buildingresilience@wcc.govt.nz](mailto:buildingresilience@wcc.govt.nz). Alternatively, you can:

Post the completed application to us at:

**Resilient Buildings Team  
Wellington City Council  
PO Box 2199, Wellington**

Or hand it to us at a Council Service Desk at:

**Te Awe Library, 29 Brandon St – 8am-5pm Mon-Fri  
Johnsonville Library, 34 Moorefield Rd – 10am-5pm Mon-Fri**

## Building

EPB investigation service request number

Building address

aka Address

Building name/letter

## Applicant details

Full name

Postal address

*(if different from building address)*

Phone

Mobile

Email

## Signature

Signed

Date

Please refer to the next page for information on documentation that should be provided alongside this application form.

## Information which may be taken in account in determining whether to grant an extension

Council has a wide discretion in assessing whether to grant an extension of time. To assist applicants, we've set out the type of factors we may consider relevant when making this determination.

To assist Council in determining whether to grant an extension, **please provide any/all evidence as noted below.**

Whether the Owner has outlined reasonably practicable steps to manage or reduce the risks associated with the building or part of the building that is earthquake-prone, examples include reducing or removing number of persons occupying building, warning signage or barriers to protect public etc.

- *Please attach documentation outlining these steps, and evidence of them being carried out*

Whether the Owner has a detailed seismic assessment (DSA) and strengthening concept for the building, completed after 1 July 2017

- *Please attach relevant evidence of a DSA and strengthening concept for the building*

Whether the Owner has been issued a building consent to strengthen/demolish the building

- *Please reference the building consent service request number:*

Whether the Owner has a detailed program plan of works, with key milestones that the owner agrees to adhere to

- *Please attach relevant evidence of a program plan of works*

Whether strengthening/demolition works relevant to resolving the building's earthquake-prone status have begun on site

- *Please attach photos confirming that works have begun on site*

Additional factors Council will take into account in determining an extension include the building's importance level (IL), size, occupancy, use, location, and length the current earthquake-prone notice has been in place.