

Notification of change of use - when no building work is proposed

Council use only
SR number:

Notes for the applicant

Use this form if you are changing the use of a building but there is no building work involved.

Because of the level of technical detail required, we strongly recommend asking your architect or another advisor to help you fill in this form.

If you have any questions, email bcc@wcc.govt.nz or phone the Building Compliance and Consents team on 04 801 4311.

Send the completed application to: Building Compliance and Consents
Wellington City Council
PO Box 2199
Wellington 6140

Or email it to: bcc@wcc.govt.nz

Building details

Street address:

Legal description:

LOT

DP

Building name (if applicable):

BWoF number:

Owner details

Full name:

Email:

Phone:

Postal address:

Postcode:

Tick the box to show which of the following proof of ownership documents are attached to your application. Your document must be less than 3 months old.

Copy of record of title

Copy of lease agreement

Agreement for sale and purchase

Other document showing full name of legal owner

Are you using an agent?

Yes

No

If yes, complete the following

Who is the first point of contact for further correspondence?

Agent

Owner

Who is the first point of contact for invoicing?

Agent

Owner

Agent details

Full name:

Email:

Phone:

Postal address:

Postcode:

Project details

The change of use relates to: All of the building Part of the building*

*The part of the building includes:

(Describe the affected part of the building – for example, location within the building, level/unit number etc)

Building height (m):

Building area (m2):

Year first constructed/age of the building:

The use

Current/old use¹:

Occupant numbers:

Fire risk group²:

Proposed/new use¹:

Occupant numbers:

Fire risk group²:

¹ www.building.govt.nz/managing-buildings/change-of-use-and-alterations

² Risk group taken from Table 1.1 C/AS2

Does the change involve incorporating a household unit where one did not exist before?

Yes – attach details

No

The proposed period for the new use: *(For example, temporary/6 months/permanent)*

Reason for change of use: *(For example, new occupancy/temporary accommodation)*

Compliance comparison

Section 115 of the Building Act 2004 requires the Council to assess the building or part of the building undergoing a change of use for compliance as nearly as is reasonably practicable (ANARP) with specified provisions of the NZBC.

For the Council to be able to assess this application, you will need to provide enough information in the relevant 'Change of use' form. The more details you provide, the smoother and faster the assessment will be.

Note: *If upgrade building work is needed you may require a building consent. We recommend talking to your architect or other advisor for guidance.*

Has an assessment been undertaken to demonstrate how the building in its proposed new use will comply ANARP with the Code *(as required by section 115 of the Building Act 2004)*?

Yes – attach details

No – complete the form "Change of use – supporting information"

Attachments

The following are attached to this notice:

Proof of ownership
Fire report
Compliance assessment
Accessibility report
Structural report
Change of use - supporting information
Existing and proposed floor plans
Other *(please specify)* _____

Declaration

I declare that all the information in this form is true and correct and the owner *(if not myself)* has been notified of the content of this notification.

Full name:

Position:

On behalf of *(name of property owner)*:

Signature:

Date: