

# Record of exempt building work

Exempt building work is not checked or inspected by Stratford District Council. It is your responsibility to ensure that the work is exempt by seeking advice from a suitably competent person. Undertaking building work without a building consent that is not exempt is an offence. As the owner, you can place a record on your property file regarding work you believe to be exempt by completing this document.

## TO BE COMPLETED BY THE PERSON SUBMITTING THIS RECORD

Address of property to which the exempt building work relates:


Owner's name(s): must be legal owner of property

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


Please tick as applicable

**Owner**

I am the owner. I understand that it is my responsibility to obtain appropriate advice from a suitably competent person (third party) whether building work is exempt

**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 of the Building Act 2004

**Fee included**

I acknowledge and agree that

- Council accepts no liability for the content or accuracy of the plans, which represent the opinion of the third party
- Council is not obliged to undertake any inspections or issue a code compliance certificate as a result of this building work
- These plans will be placed on the property file, as a public record ONLY

**Important notes:**

- Please refer overleaf

Owner / Agent  
signature:

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Date:

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If an agent submits this report, please provide letter of authority, signed by the owner, for the agent to act on the owner's behalf and provide contact details.

Agent name:  
(print)

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Agent mailing  
address:

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Postcode:

## GUIDANCE INFORMATION

The Building Act 2004 exempts certain building work from the requirement to obtain a building consent. This includes the exemptions listed in Schedule 1.

Schedule 1 recognises that minor and low-risk building work should not be subject to the requirements of the building consent process. 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.

The Ministry of Building Innovation and Employment (MBIE) have provided guidance information about building work that does not require a building consent. The document is intended for building practitioners, architects, engineers, building surveyors, building consultants and building owners who are considering undertaking or providing advice about building work.

- This information can be viewed on the Ministry's website at [www.building.govt.nz](http://www.building.govt.nz)
- Exempt building work is not checked or inspected by Stratford District Council

### Important notes:

Even if building work is exempt, an owner may still apply for a building consent if they wish. In this circumstance, an application for building consent can be made in the normal manner and is subject to the usual processing and inspection criteria.

All building work regardless of whether a building consent is required, must comply with the New Zealand Building Code. Often this will require the engagement of a skilled building practitioner to undertake the building work. An exemption does not permit building work if that building work would be in breach of any other Act (i.e. Resource Management Act, Historic Places Act, etc).

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 \$200,000 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.

Council needs to protect public assets and public amenity such as public drainage systems and building height and location restrictions. These restrictions are administered under the District Plan and the Resource Management Act 1991. Council **strongly recommends** that all building owners check with a Planning Officer before undertaking any building work to ensure that resource consent is not required.

Resource consents maybe necessary for a number of different reasons including but not limited to:-

- zoning
- site coverage
- height in relation to boundary

### Documentation:

Documentation must be suitable for scanning purposes and only include information relevant to the work, which is the subject of this notification. Please note, photocopies of previously approved applications or building work cannot be used for the purpose of recording exempt work. Plans provided with this application must clearly depict any work claimed to be exempt.

### Fees:

Where information is received requesting that a record of exempt building work be placed on a property file, there is an administration charge pertaining to filing, which covers the costs of storing the information on the property file, for the life of the building.