

Building Operations Unit

Withdrawal request of a project information memorandum (PIM) and/or building consent application

1. About this form

For Office Use

Date received:

- A project information memorandum (PIM) is a report issued by the Council prior to or in conjunction with a building consent. A PIM report provides information known to the Council which is relevant to your building proposal.
- Please check that the forms that you are using are current at the time of application as they are subject to change without notice.
- General information can be found on our website at ccc.govt.nz/goahead
- A building consent is the formal approval issued by a Building Consent Authority (BCA) to ensure certain works meet the requirements of the Building Act 2004, Building Regulations and New Zealand Building Code.

2. The building

Earthquake related work	Is this application earthquake related?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Hawkins, Arrow, Fletchers, etc?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, name of PMO: <i>Fletchers EQR</i>		

Project number: *ABA10121857*

Street address of building: *34 Carters Road Aranui, Chch*

Legal description of land where building is located: Lot No: *8* DP: *24238* Other:

3. The owner (as defined by the Building Act 2004)

Full name(s): *Craig WILLIAMSON*

Contact person: *same*

Address: Street no./name: *34 caters rd*

Suburb: *Aranui* City: *Chch* Post code: *8061*

Postal: ☒ Same as above

Box / Street name:

Suburb: City: Post code:

Phone numbers: Daytime: Mobile:

After hours: Fax:

Email: *craigtw.online@gmail*

Bank account details (required): *Fletcher EQR*

If the ownership has changed since the application was made, new evidence of ownership will need to be provided (i.e. Certificate of Title).

4. Declaration


To be completed and signed by Owner/Agent.

I / we understand that the fees charged at lodgement are a **deposit only**, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application.

All of the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. All development contributions charges (where applicable) will be billed to the owner(s) as shown on page one.

Note: All documents submitted as part of the application will be archived and refund of any fees will be made to the original payer.

Owner's/Agent signature:



Date: 30/10/2013

Print name: Brendan Glanfield

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

PRIVACY INFORMATION:

If you would like to request access to, or correction of, your details, please contact the Council.

5. Information

GENERAL INFORMATION:

1. The owner of a building may withdraw an application for a building consent at any time prior to commencement of the work and a project information memorandum (PIM) application may be withdrawn prior to its issue.
2. Depending on the timing of the request, there may be either a refund or a charge for additional fees, as costs to date will be charged. The Council will respond to this request with a confirmation including details of any refund or fees to pay (and where to pay these).
3. For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz

SUBMITTING AN APPLICATION:

Online Services applications:

- You can submit your application online at <http://onlineservices.ccc.govt.nz>
- You will need to register to use Online Services. You can register at <http://onlineservices.ccc.govt.nz>

Build Express (Aconex) applications:

- As part of our Build Express service for earthquake repairs and rebuilds, the Christchurch City Council is using the Aconex online collaboration system. Aconex is used widely within the construction industry and allows organisations to share information instantly and efficiently.
- To register to use Aconex or to find out more about this service please send an email request to buildingapprovals1@ccc.govt.nz and we will reply with instructions.

An application can also be lodged via the following methods:

- Post (*additional costs apply*) your application to: Christchurch City Council, Building Approvals Office, PO Box 73013, Christchurch 8154
- Hand delivered (*additional costs apply*) to Civic Offices, 53 Hereford Street, Christchurch Central where technical assistance is available. Applications can also be dropped off and uplifted at the Service Centres listed on our website at ccc.govt.nz/contact however no technical assistance is available.

All applications will be checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully and completed the checksheet to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe will not start until the missing information has been provided.

6. Council Use Only

Are the building works required to satisfy enforcement action?
(If yes, escalate to Team Leader for further action.)

☐ No ☐ Yes

	PAID	COST	CREDIT / CHARGE
PIM/Development Check			
Accept/Issue			
Process			
Issue Code Compliance Certificate		Nil	
Building Research Levy		Nil	
Building Levy		Nil	
Compliance Schedule		Nil	
Inspections			
SEW Sewer Opening		Nil	
STW Stormwater Opening		Nil	
VCI Vehicle Crossing Inspection		Nil	
WAL Water Supply Headworks		Nil	
WCN Water Connection			
WST Treatment Plant Upgrade		Nil	
WRU Waste Water Reticulation		Nil	
CIC Community Infrastructure		Nil	
RCC/S Reserve Contribution		Nil	
Other fees			
TOTAL:			<input type="checkbox"/> CREDIT <input type="checkbox"/> CHARGE
Authorising Officer:			Date: