

07/02/2020

RAMAJO, MRS JOESPHINE BORJA  
5 BERYL PLACE  
PUKEHANGI  
ROTORUA 3015

Dear Sir or Madam:

**Request for Further Information on PIM / BC Application.**

**Building Consent Number: 80328 P21846**

**Project Location: 5 BERYL PLACE, PUKEHANGI**

**Project Description: CONVERT GARAGE TO SLEEPOUT**

You may or may not be aware that the Building Act 2004 requires a territorial authority to be satisfied on reasonable grounds that the provisions of the Building Act will be met if the building work were properly completed in accordance with the plans and specifications that accompany the Building Consent application.

As Code Compliance Certificate will be issued against the approved plans and specifications it is now imperative that the plans and specifications clearly reflect code compliance.

Having assessed your plans and specifications, we require the following additional details / amendments to ensure compliance is properly demonstrated and enable Building Consent to be issued:

**Two copies** of all further information is required to be lodged together and shall include a reference clearly indicating how and where this information has been provided and can be found within the documents.

Amended/updated plans that were originally signed by the Design Engineer must be resigned prior to submission to Council.

Further information can be forwarded by mail or lodged with Customer Services. Alternatively you can contact the writer 24 hours prior to lodgment and arrange a meeting where each of the outstanding items can be assessed in person.

We appreciate that requests for those items may be frustrating but unless compliance can be clearly demonstrated Building Consent cannot be issued. We have suspended Building Consent processing until the above information is provided. Please be assured of our earliest attention to completion of processing and issuing of building consent on receipt of this information.

Yours sincerely