

14 April 2026

20 Paddocks Limited
177 Old Taupo Road
Utuhina
Rotorua 3015

Tēnā koe,

Re: Certificate of Acceptance application

Certificate of Acceptance number:	COA26-010105
Project:	Carport
Project Location:	177 Old Taupo Road Utuhina Rotorua 3015

We have vetted your certificate of acceptance application for the above address, and regret to advise that in the application is rejected as the information submitted doesn't meet the minimum requirements required by the Building Consent Authority as prescribed in section 97 of the Building Act 2004.

Pursuant to the Building Act 2004, an application for a Certificate of Acceptance (COA) must be supported by sufficient information to enable the Territorial Authority to be satisfied, on reasonable grounds, that the building work complies with the New Zealand Building Code.

As part of the COA application, a technical report is required to accompany the application. The report must assess and address compliance with the relevant clauses of the New Zealand Building Code applicable to the construction and use of the building. The report is to be prepared by a suitably qualified and approved author, demonstrating appropriate competence and experience relevant to the building work being assessed.

A list of approved authors is available at the following link:

<https://www.rotorualakescouncil.nz/property-building-bins/building-resource-consents/minor-work/certificate-of-acceptance>

Upon completion of the report, a further application must be lodged to allow the Territorial Authority to consider the additional information in accordance with the requirements of the Building Act 2004, including the authority's obligation to determine compliance on reasonable grounds.

A complete application meeting the minimum requirements set out in the vetting checklist can be re submitted.

📍 Civic Centre, 1061 Haupapa Street, Private Bag 3029,
Rotorua 3046, New Zealand

☎ +64 7 348 4199 | ✉ info@rotorualc.nz

🌐 rotorualakescouncil.nz

If you have any questions, or would like to discuss this further, please contact us on 07 349 5646, or email us at buildingadmin@rotorualc.nz.

Ngā mihi,

A handwritten signature in blue ink that reads "Carl Lomas".

Carl Lomas
Team Leader Building - Inspection