



**BUILDING WORK**

Use this form for:

- Notice of Work
- Engage the services of Southern Midlands Council Building Surveying Services for a Certificate of Likely Compliance
- Application for a Building Permit

**Section 97  
Section 130  
Section 139**

To:  Permit Authority / Building Surveyor  
 Address  
  Suburb/postcode  
 or Email

Form **2**

In accordance with the *Building Act 2016* I wish to engage the services of Southern Midlands Councils Building Surveying Services to undertake building surveying services for the building work detailed.

I understand that any Certificate of Likely Compliance issued is valid for 2 years (in accordance with Section 99) of the Building Act, and that a further fee will be payable, for a 1 year extension, if the building works are not completed within the 2 year period.

I also understand that in accordance with Section 37(2) of the Building Act, that if the building work is not completed within 3 years of the date of issue of the Certificate of Likely Compliance that the Building Surveyor can "resign their engagement" as Building Surveyor for the project, meaning that all documents are then forwarded to the relevant Permit Authority (Local Council) with a new Building Surveyor then needing to be engaged to enable completion of the building project.

**Application for:** Permit  CLC  Notice of Work  *(X ones applicable)*  
 Certificate of Completion  *(X to grant approval for certificate to be issued following the final inspection)*

**NOTE: Standard of Work Certificate and applicable fees must be submitted prior to Certificate of Completion being issued, in accordance with section 153 or section 104 of the *Building Act 2016***

**Applicant / Owner details:**

*Note: Only an owner or agent of the owner may make an application and Agents must be authorised in writing by the Owner(s) with a copy of the authorisation provided to Council.*

**Owner:**  Contact person:   
 Contact Address:  Phone No:   
  Fax No:   
 Email address:

**Owner builder:** Yes:  (X if applicable) Owner Builder Permit:

Names:  Contact person:

Contact address:  Phone No:

Fax No:

Email address:

**\* Agent:**  Contact person:

Contact Address:  Phone No:

Email address:

**Note:** \* Agent to be authorised in writing by the owner (copy to be provided)

**Details of building work:**

Type of work: Permit work  (X one applicable) Notifiable work  Planning approval granted  (if applicable)

Address:  Certificate of Title & Lot No:

Description of work:  (new building / alteration / addition / repair / re-erection / other)

Use of building:  (main use) Building Class(s)

**Other details:**

Area: m<sup>2</sup> existing building floor:  new floor:  land:

Material: floor:  walls:  roof:  frame:

Value of work: \$  contract price:  estimate:  No. of dwelling units:   
[inclusive of GST] materials and labour (X one applicable)

**Building Services Provider details:**

**Architect - Designer:**  Category:

Business name:

Business address:  Phone No:

Fax No:

Licence No:  Email:

**Building - Designer:**  Category:

Business name:

Business address:  Phone No:

Fax No:

Licence No:  Email:

**Engineer - Designer:**  Category:

Business name:

Business address:  Phone No:

Fax No:

Licence No:  Email:

**Services - Designer:**  Category:

Business name:

Business address:  Phone No:

Fax No:

Licence No:  Email:

<b>Builder's:</b>	<input type="text"/>	Category:	<input type="text"/>
Business name:	<input type="text"/>		
Business address:	<input type="text"/>	Phone No:	<input type="text"/>
	<input type="text"/>	Fax No:	<input type="text"/>
Licence No:	<input type="text"/>	Email:	<input type="text"/>

<b>Documents and certificates provided:</b>	
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The following specified documents and certificates are provided with this application -

\* Documents specified in the Director's Specified List

**Document or certificate description:**

<p>* * *</p>	
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The building work will be carried out in accordance with the **Building Act 2016, the Building Regulations 2016** and the National Construction Code.

	<i>Name: [print]</i>	<i>Signed</i>	<i>Date</i>
Owner / Agent: <small>(Delete one not applicable)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Signed</i>	<i>Date</i>	
Name: [print] Owner / Agent: <small>(Delete one not applicable)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>