

Notification of Proposed Change of Use

If you have applied for a building consent in relation to this change, this form is not required - the change of use will be processed as part of the building consent

Send the completed application to: BA.Compliance@tasman.govt.nz

SECTION 1 - Building details	
Street address:	
Legal description:	
Building name: <i>(if applicable):</i>	

SECTION 2 – Owner Details			
Name(s) of owner(s):			
Owner(s) mailing address:		Postcode	
Owner(s) street address: <i>(if different from mailing address):</i>		Postcode	
Owner(s) email:			
Owner(s) phone number:	Landline:		Mobile:

SECTION 3 – First Point of Contact			
Owner – per details above, OR Other first point of contact – as below:			
Full name:			
Mailing address:		Postcode	
Phone number:	Landline:		Mobile:
Email address:			
First point of contact for invoicing:			
Owner		First point of contact	

SECTION 4 – The Proposed Change of Use

What is the current legal established use? Describe:

CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID

Occupant Load:

Risk Group for all/part of the building All Part

Public Access: Yes No

What is the proposed use? Describe:

CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID

Occupant Load:

Risk Group for all/part of the building: All Part

Public Access: Yes No

Does the change of use relate to all or part of the building?	All of the building Part of the building <i>Describe the affected part of the building, for example; location within the building, level/unit number, etc:</i>
---	---

Is the change in use “temporary”?	Yes - <i>estimate duration in months is:</i> No
-----------------------------------	---

Does the change of use incorporate a household unit where one did not exist before?	Yes (Compliance with Section 115 (a) of the Act is required: the building needs to comply as nearly as reasonably practicable with all relevant building code clauses) No
---	---

Has an assessment been made to how the building in its new use will comply as nearly as is reasonably practicable, with the provisions of the building code as required by section 115, Building Act 2004?	Yes (<i>attach the assessment</i>) No
--	---

Will the proposed change of use require building work to meet the upgrade requirements of section 115, Building Act 2004?	Yes, but it is exempt building work <i>Describe the building work:</i>
---	--

NOTE: Some types of building work may be exempt under Schedule 1, Building Act 2004. This includes provision for a Territorial Authority to approve a discretionary exemption (exemption 2)

Have you applied for building consent or a COA “certificate of acceptance”?	Yes No <i>Please provide details:</i>
---	--

Have you applied for a resource consent in relation to this change?	Yes No <i>Please provide details:</i>
---	--

DECLARATION

I declare that all the information in this form is true and correct and the owner (if not myself) has been notified of the content of this notification

Full name:

Position:

On behalf of (name of property owner):

Signature:

Date:

INFORMATION

The processing of this notification may identify other authorisations that may be required:

- Certificate of Acceptance
- Resource consent
- Retail premises registration
- Food certificate of registration & license
- Alcohol License
- HSNO test certificate (Hazardous Substances)

Please visit our website <https://www.tasman.govt.nz> **ACTUAL LINK TO BE ADDED**

Every building or part of a building has a 'use' that has been categorised by law. For the purposes of the Building Act, that use is specified in Schedule 2 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 (the Regulations). Schedule 2 divides the uses for all or parts of buildings into four broad activity groups:

Crowd		Sleeping		Working		Intermittent	
CS	Crowd Small	SC	Sleeping Care	WL	Working Low	IA	Intermittent Low
CL	Crowd Large	SD	Sleeping Detention	WM	Working Medium	ID	Intermittent Medium
CO	Crowd Open	SA	Sleeping Accommodation	WH	Working High		
CM	Crowd Medium	SR	Sleeping Residential	WF	Working Fast		
		SH	Sleeping Single Home				

Council Use Only

Notification for change of use accepted?

Yes No

Building Consent required?

Yes No

Reason for Decision:

Owner notified:

Date:

Name of Officer:

Date of Decision: