



# APPLICATION FOR A SIGN CONSENT

In accordance with the Building Act 2004



APPLICATION NO: \_\_\_\_\_

BUILDING FILE NO: \_\_\_\_\_

SECTION 1

## PROJECT ADDRESS

Rapid/Street No.: \_\_\_\_\_ Road/Street: \_\_\_\_\_

Legal Description: Lot No \_\_\_\_\_ D.P. No \_\_\_\_\_ Val No \_\_\_\_\_ Sec No \_\_\_\_\_ Blk No \_\_\_\_\_

(of land where building is located [state legal description as at the date of application])

Blk name & No \_\_\_\_\_ ML No \_\_\_\_\_

SECTION 2

## DETAILS OF OWNER

Agent contact must be NZ address **AGENT** (if application made on behalf of owner)

Title: (\*) Mr / Mrs / Miss / Ms ( other \_\_\_\_\_ )

Title: (\*) Mr / Mrs / Miss / Ms ( other \_\_\_\_\_ )

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

First Name(s): \_\_\_\_\_

Contact Person [If owner not an individual]: \_\_\_\_\_

Contact Person [If agent not an individual]: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street Address/Registered Office: \_\_\_\_\_

Street Address/Registered Office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: (Ah) \_\_\_\_\_ (Bh) \_\_\_\_\_

Phone No: (Ah) \_\_\_\_\_ (Bh) \_\_\_\_\_

Mobile No: \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile No: \_\_\_\_\_ Fax : \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Relationship To Owner: \_\_\_\_\_

(state details of authorisation from the owner to make the application on the owner's behalf)

FIRST POINT OF CONTACT for communications with the Council:  OWNER

AGENT

Mail documents to:

\* Please delete items not applicable

SECTION 3

## DESCRIPTION OF PROPOSED WORK

Description of sign to be erected: \_\_\_\_\_

\_\_\_\_\_

PLEASE ATTACH PLANS – SEE CHECKLIST OVERLEAF

The sign is to be erected for: : \_\_\_\_\_

[ Name of person or firm for which sign is to be erected]

ESTIMATED VALUE OF WORK [GST inclusive] \$ \_\_\_\_\_ TOTAL

[State estimated value as defined in section 7 of the Building Act 2004]

I request that you issue a BUILDING CONSENT for the building work described in this application

**X** \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF OWNER / AGENT ON BEHALF OF AND WITH THE AUTHORITY OF THE OWNER

Please complete sec 4 & 5  
**continued over leaf ...**

## KEY PERSONNEL

DESIGNER : \_\_\_\_\_ Registration No\* : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

BUILDER: \_\_\_\_\_ Registration No\* : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

OTHER: \_\_\_\_\_ Registration No\* : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**TO AVOID DELAYS IN PROCESSING OF YOUR APPLICATION  
PLEASE ENSURE YOU HAVE ATTACHED/PROVIDED FOLLOWING INFORMATION:**

- CERTIFICATE OF TITLE. Available from Land Titles Office, Lowe Street or where a certificate of title is not supplied, an additional \$20.00 fee will be added to the total fee payable.
- Two sets of specifications including colour scheme and lighting.
- Location Plan.
- Site Plan (two copies required).
- Two sets of construction drawings showing structural details and elevations.  
*Note: Many pylon type signs are outside the New Zealand Building Code. A PS1 Producer Statement for structural design will be required from the designing engineer.*
- Please check ALL details on this form are filled out and **ENSURE YOU HAVE SIGNED** at the bottom of page one.

## FOR OFFICE USE ONLY

a) A **Resource** Consent is required?  Yes /  Nob) A **Building** Consent is required?  Yes /  No

## PROGRAMMING SHEET

ORDER / OFFICER	OFFICERS NAME	DATE RECEIVED	DATE COMPLETE	INITIALS	✓ = Approved ✗ = Cancelled
Received by					
Programmed By					
Planning Officer					
Structural Engineer					
Building Inspector					<input type="checkbox"/>
Issuing Clerk					