

# OWNER SUPPLIED PROPERTY INFORMATION



Adobe Reader is required to fill this form out online.  
Download for free: [get.adobe.com/reader/](http://get.adobe.com/reader/)

Basic instructions on how to apply are at the end of this form. For additional help go to: [huttcity.govt.nz/apply-online](http://huttcity.govt.nz/apply-online)

Application fee - Refer to Council's Building Consent fees list

1. I/we request to have the attached documentation lodged in my **“Property File”** held at Hutt City Council

Full name	<i>Last</i>		<i>First</i>	
	Company/organisation			
Address	<i>Number</i>		<i>Street</i>	
	<i>Suburb</i>			
	<i>City</i>		<i>Postcode</i>	
Address for service <i>if different</i>				
Phone	<i>Day</i>		<i>Evening</i>	
Fax			<i>Mobile</i>	
Email				

2. Date when the building work was carried out:

3. Detailed description of building work (if more space required, please attach as a separate page):

Tick if submitted

  
  


Plans

Reports

Specifications and or other documentation as described above

4. Type of information submitted

  


Building work carried out before 1 July 1992 (pre Building Act 1991)

Building work that is exempt under Schedule 1 of Building Act 2004

For more information about exempt building work, take a look at the [Guidance document from MBIE](#).

5. Acknowledgement by property owner:

It is agreed that acceptance of the submitted documentation by the Hutt City Council, is to have these documents lodged on my **Property File** only. Hutt City Council takes no responsibility or liability for the described un-permitted/un-authorized building work.

Signature of owner:

*(or person authorised to sign on behalf of submitter)*

	<i>Date</i>
<i>Please PRINT name:</i>	

OFFICE USE ONLY:

Officer: ..... Receipt No: .....

HAC Code: GL 1 7016 110 1000 0000 - 1OwnSupPropInfo Date: .....

## **HOW TO COMPLETE AND SUBMIT THIS FORM**

### **Additional information**

If there isn't enough room on the form for all the information you wish to give us, please include the additional information as a separate PDF with your application (please state your name, the application address, and the question to which the information refers).

### **Electronic signatures**

Hutt City Council Environmental Consents Division will accept this application form with a digital signature created through Adobe or your existing digital signature. If you click on the pink arrow in the signature box, or choose 'Place signatures' from the tools menu on the right hand side, Adobe will prompt you to add your digital signature, or take you through the easy steps to create one.

### **How to submit**

Once you have completed and added the required signatures, please save it to your computer. You can then submit it with your supporting documentation by selecting 'Apply for it' under the 'Do it here' menu at [huttcity.govt.nz](http://huttcity.govt.nz)

If you would prefer to post or deliver your application, please print it, and send or deliver it to:  
Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040

For enquiries, please phone 04 570 6666