

REFUND REQUEST FORM

BUILDING OWNER

Name of Owner: _____

Address of Owner: _____

Contact phone number: _____

BUILDING CONSENT

Building Consent Number: _____

Address of
Building Consent: _____

Name of Owner: _____

REASON FOR REQUEST FOR REFUND

(indicate which option applies by ticking the appropriate box)

The building works have been down scaled:

Following the issue of the code compliance certificate for the building consent indicated above the Council will refund you for any inspections that were not required.

Note: this applies when the *total* number of inspections undertaken is less than the number of inspections you have paid for:

The building works (in the above consent) have not started and will not be undertaken:

By ticking this option you are declaring to the Council that the building consent indicated above is now not required and should lapse in accordance with section 52 of the Building Act: 2004. A refund will be calculated based on the fees paid less any administration costs to date.

The refund will be made through direct credit. Please supply bank details and a deposit slip.

Name of Account: _____

Name of Bank: _____

Bank Account number: _____

Applicant/Owner Signature: _____

OFFICE USE ONLY:

Refund request Received By: _____ Date Received: