A Notice to Fix (NTF)?

What do I do now?



Remove the building work or demonstrate to Council that the building work complies.

Follow this flow chart to help you through this process.

Do I need a Resource Consent?

Please <u>contact us</u> or call our <u>Customer Service Planner</u> on 0800 926 732



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Apply for a Resource Consent.

Got A Resource Consent?

Consider costs to keep building work

See our fees and charges

Get a professional to help you

We recommend you engage a suitably qualified professional i.e. a registered building surveyor to help you through this process.

Keep us in the loop

Email us to advise us that you have applied for a COA.

We know things can take time but keep us informed on how things are progressing.

buildingcompliance@westernbay.govt.nz



Got what you need?

Apply for a
Certificate of
Acceptance
(COA)



Request a COA pre-lodgement meeting

Once you have all the information to demonstrate compliance,
<u>email us</u> to book a pre-lodgement meeting before you apply for a COA.

buildingcounterenquiry@westernbay.govt.nz



Compliant?

Email us that you believe you have complied with the Notice to Fix (NTF).

We will then organise an inspection or ask for proof of compliance.

We will then send you a compliant letter and take the NTF off your property file.