

21 April 2022



HK Lo & SPJ Lee
109a Suva Street
Upper Riccarton
Christchurch 8041

Dear Sir or Madam,

Section 45 request for further information on project information memorandum / building consent application

Reference Number: 220881

Project Location: 2 Rapere Street
Rolleston

Project Description: Construction of detached dwelling - single storey with 4 bedrooms and attached garage

We have received your application for a Project Information Memorandum (PIM)/Building Consent for the above project. Your application has been allocated building consent number BC220881.

A review of your application has been carried out for completeness in accordance with Section 45 of the Building Act 2004. This has identified information missing from your application. To enable us to accept your application for processing please provide further information as outlined below:

Evidence of Ownership / Owner's Permission

Please provide a copy of any consent notices or other instruments or restrictions referenced on the title.

- 11718125.19

This information helps us with processing your application by confirming any registered rights and restrictions that may have an effect on the proposed building work by preventing or limiting building work within areas of your property title.

This information can be sourced from Land Information New Zealand.

Please advise us if you believe any of the above matters are covered by documents already supplied which may have been overlooked.

When responding with this information please ensure:

- You reply directly to this email
- Only the relevant information identified in the letter is provided
- All attachments have been saved in PDF format
- Maximum document size for printing is A3
- All information is supplied within 20 days (or the application may be refused).

Please advise if additional time is required.

The 20 working day timeframe will commence on receipt of all the information requested. Following confirmation that your application is complete it will be queued for processing by a Building Control Officer.

If you have any queries regarding this letter, please reply to this email or contact our Building Advisory Team on 03 347 2839.

Yours faithfully

Hayley Clarke
Senior Building Advisor
On behalf of: Selwyn District Council

Selwyn District Council Bank Account Details
Selwyn District Council
Westpac Banking Corporation
03-1587-0050000-00