

18-Jul-2011

Ref:WOF/3529

Dean Gordon Munro
PO Box 142
Matakana 0948

FIRST REMINDER LETTER. BUILDING WARRANT OF FITNESS:

PROPERTY SITUATED AT:	2-6 Wharf Street, Warkworth 0910
COMPLIANCE SCHEDULE NUMBER:	WOF/3529
LEGAL DESCRIPTION:	Lot 5 DP 27277 (0.0243HA)
USE OF BUILDING:	Commercial
EXPIRY DATE:	23-Aug-2011

This is a reminder that your Building Warrant of Fitness, issued under Section 108 of the Building Act 2004, will expire within the next **28 working days**.

It is the Owner's responsibility under the Building Act 2004 to lodge a copy of the signed Building Warrant of Fitness (BWOFF) annually to the Council and to keep a **copy of the (BWOFF) publicly displayed in the premises at all times**.

The BWOFF is the owner's statutory declaration that all necessary maintenance and inspections requirements under the Building Act 2004 have been carried out in the previous 12 months in accordance with the Compliance Schedule.

Please ensure your records of the maintenance, inspection and reporting on the building systems and features are up to date and send a **copy** of the signed BWOFF together with all inspection certificates to this office.

If you need assistance please contact the Orewa Office of the Auckland Council on (09) 301 0101.
If the ownership of the building has changed, please immediately notify Council of the name and address of the new building owners.

It is an offence under Section 108 of the Building Act 2004 not to display current Building Warrant of Fitness. You can be prosecuted for an offence under this provision which may result in a fine not exceeding \$20,000. A failure to take action in relation to this matter may also result in contravention of the Building Act 2004 resulting in being issued with a notice to fix under Sections 164 or notice under Section 124 in respect to dangerous buildings.

Yours faithfully



Julie Russell
**PROCESS SUPPORT ADMINISTRATOR
BUILDING CONTROL - NORTHERN**