[Date]

[Name of building owner being directed to carry out works]

[Address of building owner being directed to carry out works]

**Notice pursuant to Section 133BX(3) of the Building Act 2004**

**Direction to carry out works for long-term use or occupation of building**

**Building name:** [name of building]

**Site address:** [address of building]

**Legal description:** [legal description of building]

[Name of territorial authority] records show that you are an owner of the building described above.

I require you, as the owner of [name and / or address of building] to carry out works to [explain the intended outcome of the works]. These works are intended to [explain why the works are required, for example, to make the building safe, sanitary, and otherwise suitable to be used or occupied by people on a long term basis].

These works must be completed by [time and date by which information must be provided (allowing for a reasonable time for the works required)].

Building consent [is / is not] required for the directed works.

Resource consent under the Resource Management Act 1991 [is / is not] required for the directed works.

Under section 133BX(4) of the Building Act 2004, the owner of a building must carry out the directed works at the owner’s expense.

Under section 133BX(10) of the Building Act 2004, a person who intentionally fails to comply with a direction under this section:

1. commits an offence; and
2. is liable on conviction to a fine not exceeding $200,000.

If you dispute this notice, you can apply to the Ministry of Business, Innovation and Employment for a determination regarding the power of decision of a responsible person under section 133BX (works for long-term use or occupation of a building) of the Building Act 2004. For more information about determinations see <https://www.building.govt.nz/resolving-problems/resolution-options/determinations/> or contact the Determinations team at determinations@mbie.govt.nz.

If you have any queries about this notice, please phone [insert phone number here] or email [insert email address here].

Yours sincerely

[Name]

[Role]

[Organisation]