



Unreinforced Masonry Buildings Securing Fund application form

Introduction

Following the Hurunui/Kaikōura earthquakes in November 2016, GNS Science has advised there is a heightened earthquake risk in areas that include Wellington, Lower Hutt, Marlborough and Hurunui.

On 28 February 2017 the government introduced a new requirement to secure unreinforced masonry (URM) parapets and facades on buildings in certain areas of Wellington City, Hutt City, Marlborough District and Hurunui District Councils.

Building owners who were issued a notice under section 124 of the Building Act 2004 (in relation to unreinforced masonry buildings with street-facing parapets and facades) from their local council and who wish to access funding for the work completed are required to complete this application form, attach copies of all requested documentation, and submit it to the Ministry of Business Innovation & Employment (MBIE).

It is important that you read and understand the following information before completing this form.

How does MBIE use personal information?

MBIE seeks certain personal information about you, as the building owner(s), to enable the release of Unreinforced Masonry (URM) Buildings Securing funds. This information is held in accordance with the Privacy Act 1993. At any time, you have the right to access personal information MBIE holds about you, and you may request that it be corrected.

The information requested in this form is important to the processing of payments and confirming the correct amounts are claimed. Building owners who do not provide adequate contact details may experience delays in processing and payment. MBIE may also use the information it gathers in an anonymised form, for statistical purposes.

We may contact you or your territorial authority about your application, including the requirements specified in the section 124 notice.

Note: the Ministry of Business, Innovation & Employment reserves the right to audit any application for URM Buildings Securing funding at any time during processing (including once payment has been made to the building owner).

What information will be made public?

All information held by MBIE is subject to the provisions of the Official Information Act 1982. This means that the information provided on this form, or information related to it, may be released on request, unless there are grounds to withhold it. All requests under the Official Information Act 1982 are considered on a case by case basis.

MBIE recommends that you do not provide any details beyond those requested in this form, or send documents other than those requested. If any extra details or documents are provided, they will become part of your file and may be provided to future parties or to the public if requested under the Official Information Act 1982.



BUILDING INFORMATION	
Please complete relevant details below (mandatory fields are marked *).	
*Section 124 notice number:	
*Building Address details:	
Name of building (if applicable):	
*Local council (tick one):	<input type="checkbox"/> Hurunui <input type="checkbox"/> Hutt City <input type="checkbox"/> Marlborough <input type="checkbox"/> Wellington <small>Note: Areas in scope of the Hurunui/Kaikōura Earthquakes Recovery Act 2016.</small>
OWNER(S) NAME(S)*	
Print the full name of the owner(s) of the building, exactly as shown on the Certificate of Title.	
<ul style="list-style-type: none"> • Include all first/given names and surname/family name(s) • If the building is jointly owned, include all owners' names* • If a company owns the building, print the name of the company in full • If the building is held on trust, print the names of the trustees as listed on the certificate of title • A request for funding by a company or trust must be appropriately authorised. <p>*The applicant must be the building owner or an authorised representative of the building owner. Where there is more than one building owner, the applicant must provide written evidence that they have the appropriate authority of all building owners. If you are not the building owner, you need to provide written evidence that you are authorised to submit the application on behalf of the owner(s) which must be signed by the building owner(s).</p>	
IF OWNED BY INDIVIDUALS, FILL IN THE FOLLOWING INFORMATION	
Name(s) of individual owner(s):	
IF HELD ON BEHALF OF A TRUST, FILL IN THE FOLLOWING INFORMATION	
Name of trust:	
Name(s) of trustees as listed on the certificate of title:	
IF OWNED BY A COMPANY, FILL IN THE FOLLOWING INFORMATION	
Name of company:	
Name(s) of authorised signatories:	
DETAILS OF PRIMARY CONTACT PERSON	
Please fill in relevant details below (mandatory fields are marked *) for the primary contact person in relation to this application.	
*Name:	
Company/organisation/business (if relevant):	
*Mailing address:	
*Town:	Postcode:
*Contact phone number:	
*Email address: _____	
Note: By providing an email address, you agree that the Ministry of Business, Innovation & Employment may contact the applicant via email.	
Please state your preferred method of contact (tick one): <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter	

COSTS INCURRED BY BUILDING OWNER

The amount of funding available under the URM Buildings Securing Fund is up to \$15,000 per facade and up to \$10,000 per parapet. The URM Buildings Securing Fund applies only to qualifying facades and/or parapets specified by your local council.

Note: The building owner is responsible for at least 50% of the qualifying work. Please note the building owner is responsible for paying all invoices relating to completion of URM securing work. URM Buildings Securing Fund payments will be deposited into the building owner's nominated bank account.

QUALIFYING WORK

The scope of securing work eligible for funding includes the following direct building work costs (excluding GST):

- Design costs to design and specify the securing solution, including consideration of heritage values
- Supervision costs to ensure the securing solution is constructed correctly
- Tendering and any additional contract supervision costs
- Costs of doing the physical securing work. These include:
 - Labour and material costs
 - Costs associated with the need to access the parapets and facades (such as scaffolding, crane use)
 - Costs associated with safety measures needed to protect those that are doing the securing work, work in or pass by the building, from hazards arising from falling from height, falling building materials and equipment and obstacles in pathways
 - Costs associated with rubbish removal and site clean up
 - Minor cosmetic “making good” work.

The following costs, not directly associated with the securing work, are excluded from funding eligibility:

- Costs associated with demolition (whether partial or full)
- Business interruption costs
- Costs associated with identification of and removal of asbestos or other hazardous substances
- Labour or services to secure provided by the owner or a direct relative of an owner
- Incidental improvements
- Legal costs
- Permits and fees charged by the Council for working vehicle parking, easements, etc.

Note: Costs associated with work completed prior to the 2016 Hurunui/Kaikōura earthquake, are not eligible.

The tables below provide examples of summarised costs, to assist with calculations.

Example 1: Amount claimed for URM with respect to qualifying facades, showing eligible costs summarised from invoices for completed qualifying work.

EXAMPLE 1	This section relates to securing of facade(s):	Total cost incurred	URM Buildings Securing Fund claimed*	Cost to building owner
	Facade #1 – Street name: Abc Street	\$5,840	\$2,920	\$2,920
	Facade #2 – Street name: Xyz Road	\$33,000	\$15,000	\$18,000

*The URM Buildings Securing Fund contribution is up to a maximum of \$15,000 per qualifying facade (excluding GST).

Example 2: Amount claimed for URM with respect to qualifying parapets, showing eligible costs summarised from invoices for completed qualifying work.

EXAMPLE 2	This section relates to securing of parapet(s):	Total cost incurred	URM Buildings Securing Fund claimed*	Cost to building owner
	Parapet #1 – Street name: Abc Street	\$1,750	\$875	\$875
	Parapet #2 – Street name: Xyz Road	\$22,000	\$10,000	\$12,000

*The URM Buildings Securing Fund contribution is up to a maximum of \$10,000 per qualifying parapet (excluding GST).

Please complete the following tables, detailing the costs you have incurred in completing the securing work. Copies of all invoices showing costs for securing work must be attached.

Notes:

- Invoices must be itemised and clearly show all costs for qualifying work
- Invoices must include labour hourly rates and number of labour hours claimed
- If costs are fixed, evidence to be provided that the amount was agreed in advance, as well as agreed escalation payments (if applicable)
- Where building work is completed in addition to the section 124 requirements, invoices should show a clear separation of costs associated with qualifying and non-qualifying work.
- MBIE will make an assessment of the qualifying work on which the URM Buildings Securing Fund contribution will be based.

This section relates to securing of qualifying facade(s)	Total cost incurred	URM Buildings Securing Fund claimed*	Cost to building owner
Facade #1 – Street name:	\$	\$	\$
Facade #2 – Street name:	\$	\$	\$

*The URM Buildings Securing Fund contribution is up to a maximum of \$15,000 per qualifying facade (excluding GST).

This section relates to securing of qualifying parapet(s)	Total cost incurred	URM Buildings Securing Fund claimed*	Cost to building owner
Parapet #1 – Street name:	\$	\$	\$
Parapet #2 – Street name:	\$	\$	\$

*The URM Buildings Securing Fund contribution is up to a maximum of \$10,000 per qualifying parapet (excluding GST).

Please provide a brief description of work completed:

DOCUMENTS REQUIRED

Please include copies of the following information with your completed application form.

Note: This information must be provided in order to process your application.

- Council's written confirmation that the notice issued under section 124 of the Building Act 2004 (in relation to unreinforced masonry buildings with street-facing parapets and facades) has been removed.
- Invoices, detailing costs associated with completing URM remediation work that is eligible for funding.
Note: Invoice(s) must show itemised costs for work completed on parapet(s) or facade(s) and must separate costs that are not eligible under the URM Buildings Securing Fund.
- Bank statement or bank deposit slip showing the bank account details into which the URM Buildings Securing Fund payment is to be deposited.

STATUTORY DECLARATION

Building owners receiving Heritage EQUIP funding through the Ministry for Culture & Heritage cannot receive funding from the URM Buildings Securing Fund for the same type of work. If you own an earthquake prone heritage building it is recommended that you investigate both options before proceeding.

I/we, the person(s) authorised to submit this URM Buildings Securing Fund application to the Ministry of Business, Innovation & Employment, declare that I/we:

- am/are not currently receiving funding from the Ministry for Culture & Heritage, via Heritage EQUIP, for the same work against which URM Buildings Securing funding is claimed
- do not have an application currently lodged with the Ministry for Culture & Heritage, for Heritage EQUIP funding for the same work against which URM Buildings Securing funding is claimed
- do not intend to lodge an application with the Ministry for Culture & Heritage, for Heritage EQUIP funding for the same work against which URM Buildings Securing funding is claimed.

I/we further state that the costs claimed relate only to securing work of qualifying parapets(s) and/or qualifying facade(s) in accordance with the section 124 notice issued to the building owner and do not include any work outside the scope of the requirements specified in the section 124 notice.

By signing this form you certify that the information you have provided is true and correct.

Signed by: _____

Date: _____

AUTHORISATION FOR THE MINISTRY TO SHARE INFORMATION

I _____ (full name) confirm that the owner(s) authorise the Ministry of Business, Innovation & Employment the appropriate territorial authority and/or the Ministry for Culture and Heritage to share relevant information between themselves about this claim. This information will include, but is not limited to all information related to a section 124 notice and steps taken to satisfy the requirements of that notice.

This information will be used to administer the URM Buildings Securing Fund and to monitor the implementation of the scheme for the purpose of section 169 of the Building Act 2004.

Please see overleaf for more information >>

SEND YOUR COMPLETED FORM

There are two ways to send your completed application form and all required documentation.

1. Email your completed form and all required additional documents to: **urm.admin@mbie.govt.nz**
Note: If emailing attachments separately, please clearly note the s124 notice number on each attachment.
2. Post your completed form to:
URM Buildings Securing Fund Applications
Ministry of Business, Innovation & Employment
PO Box 1473
Wellington 6140
Note: If posting your application and required documents, please keep a copy for your records.

Applications must be submitted to the Ministry of Business, Innovation & Employment no later than 30 June 2018, for work completed prior to 31 March 2018, in order to be considered for URM Buildings Securing funding.

MORE INFORMATION

Further information about the URM Buildings Securing Fund is available by phoning 0800 24 22 43, or visiting the Building Performance website: **www.building.govt.nz/urm**.