[Date]

[Name of building or land owner being directed to provide information]

[Address of building or land owner being directed to provide information]

**Notice pursuant to Section 133BU(2) of the Building Act 2004**

**Direction to give information**

**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 or land], to provide the following information in order to determine the risks posed by the building and whether to exercise further powers in relation to the building; or what works, if any, are needed to remove or reduce the risks:

1. [For example, a full structural assessment]
2. [For example, a detailed engineering assessment of observed damaged]
3. [For example, another technical assessment]

This information must be provided to [name and role of person] by [time and date by which information must be provided (allowing for a reasonable time for the conduct of any assessment required)].

Under section 133BU(5) of the Building Act 2004, the owner of a building or land who is given a direction under this section can appeal to the District Court on the grounds that this direction is unreasonable.

Under section 133BU(8) 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:
3. in the case of an individual, to a fine not exceeding $5,000:

(ii) in the case of a body corporate, to a fine not exceeding $50,000.

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]