

APPLICATION FOR CODE COMPLIANCE CERTIFICATE (Form 6)

Section 92. Building Act 2004.

1. What is the Building Consent? *Complete this field*

Building consent number:	
Issued by: (name of building consent authority)	

2. Who owns the building? *Complete all fields, using N/A if a field is not applicable*

Owner name:		Title: e.g. Mr, Mrs, Ms, Dr		
Contact person:				
Owner mailing address:	----- -----			
Street address / registered office:	----- -----			
Owner email address:				
Owner contact numbers:	Ph:	Cell:		
Indicate which of the following Proof of Ownership documents is attached to your application. Your documents must be less than 3 months old.				
	Copy of Certificate of Title	Copy of Lease Agreement	Agreement for Sale & Purchase	Other document showing full name of legal owner
Are you using an Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If Yes, please also complete the following</i>	
Who is the first point of contact for further correspondence?	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner		
Agent name:				
Agent email:				
Agent contact numbers:	Ph:	Cell:		
Agent mailing address:	----- -----			
Relationship to owner:				

3. When was the building work completed? *Complete this field*

All building work to be carried out under the building consent specified on this form was completed on:	<i>dd /mm / yyyy</i>

4. Who completed the building work? *Complete all fields on each line. You will need to complete one line for each building practitioner. Use a separate sheet if necessary.*

The licensed building practitioner(s) who carried out/supervised the restricted building work is/are:			
Name:	Licensing class:	LBP or registration number:	Work carried out / supervised:

Name:	Licensing class:	LBP or registration number:	Work carried out / supervised:
Tradespeople who carried out building work other than restricted building work are as follows:			
Name:	Address:	Contact number:	Registration number:
The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:			

5. Declaration

I understand that this application may *only* be made with the owner's approval. *Please tick to indicate your agreement.*

I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004. The code compliance certificate should be sent to:

Owner
 Agent
 Owner address as per Section 2
 Agent address as per Section 2

Name:

Signature:

Date:

You can add a digital signature to this document, either using Adobe or your existing digital signature.

Once you have filled out the form, including signatures, please save the application to your computer. You can then submit the application with supporting documentation to your local Council.

If you are unsure about what information to include in your application, a guidance document is available ([click here](#)).

6. Have you attached all required documents?

You are required to provide all the necessary documents to support your application. This includes (but is not limited to) the following sections:

- *Memorandum of Licensed Building Practitioners – Record of Work (for each type of building work completed)*
- *Certificates relating to energy work*
- *Evidence that specified systems are capable of performing to the performance standards set out in the building consent (if changed from the building consent)*
- *Other documents from personnel who carried out the work.*

Refer to your building consent approval letter for a full list of documents required to support your Code Compliance Certificate application.