

A Code Compliance Certificate is issued when a job is finished and the Council is satisfied building and plumbing work complies with the Building Code and the building consent.

How to Apply

An application form is available from the Council's offices or website. To help you complete your application, these guidance notes are available on the Council's website.

Once you have completed your application you may:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council in person; or
- email your application form and supporting documents to the Council's Building Consent team.

Notes to completing the form

This form can be completed by hand or electronically.

If completing the writeable pdf:

- fill out the form, including signatures and save the application to your computer.
- Email the application form to the Council, or print off and post or deliver it to the Council.

If completing by hand:

- please use black ink throughout and write clearly in BLOCK CAPITALS only.
- to correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

The following guidance notes provide information covering every section of the form. In addition, the form itself includes prompts to help you fill out each section.

Please make sure that all plans are provided in landscape format and are either A1, A2, A3 or A4 in size. They must be shown in black on white paper; and must be to the correct scale.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

Help and advice: if you have any questions or just need advice, please call the Council for assistance.

Contents of the application form

The Application for Code Compliance Certificate form contains six sections. These are briefly described below:

1 – What is the building consent? This section requires the building consent number and the name of the building consent authority who issued the building consent.

2 – Who owns the building? This section requests information about the owner of the building.

3 – When was the building work completed? This section requests the date that building work was completed on the project.

4 – Who completed the building work? This section requests information about the people involved in the project.

5 – Declaration Your application will not be valid if you have not signed the application form in this section.

6 – Have you attached all required documents? This section provides an indication of the documents that you will need to provide to support your application.

Advice on filling out the form

Additional detail on completing each section of the form is shown in the following pages.

1 – What is the building consent?

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

Building consent number:	
Issued by: <i>(name of building consent authority)</i>	

Please add the building consent number and the name of the building consent authority who issued the building consent.

2 – Who owns the building?

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

Owner name:				Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Contact person:				
Owner mailing address:				
Street address/ registered office:				
Owner email address:				
Owner contact number:				
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 number:				
Agent mailing address:				

This is the person, people, company or organisation shown as the owner on the proof of ownership document OR another person, people, company or organisation who is entitled to charge rent for the property.

Please include your preferred form of title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or similar.

Tick the relevant box. If you are the owner, your contact details have already been entered. For all other parties, please complete the subsequent fields.

3 – When was the building work completed?

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>
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Add the date when the building work was completed

4 – Who completed the building work?

4. Who completed the building work? *Complete all fields on each line. Use a separate sheet if necessary.*

The licensed building practitioner(s) who carried out/supervised the restricted building work:

Name	Licensing class	LBP or registration

Tradespeople who carried out building work other than restricted building work:

Name	Address	Contact number

Please list specified systems installed in the building or use N/A if this section is not applicable N/A

The following specified systems are contained on the compliance schedule for the building, and the personnel who installed them, are capable of performing to the performance level required for the building consent:

Restricted building work is required to be completed by a licensed building practitioner

If your project included restricted building work, any licensed building practitioners who carried out or supervised the work must submit a Record of Work (Construction) form with this application (and provide a copy to the owner of the property). Without this a Code Compliance Certificate cannot be issued.

This form can be downloaded from the Ministry of Business, Innovation and Employment website <http://www.lbp.govt.nz/lbp/im-an-lbp/restricted-building-work-rbw/rbw-forms>

Please supply names, registration and contact details of key individuals (such as plumber, electrician, joiner) involved in your project. Attach an additional page if required.

Please list the specified systems installed as part of the building work. They will be listed on the building's compliance schedule. Attach an additional page if required.

5 – Declaration

5. Declaration

I understand that this application may *only* be made with the owner's approval (*tick to indicate 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:	

Your application form must be signed by the owner or agent on behalf of, or with authority from, the owner. Please tick the box to indicate whether you are the owner or agent; and then the box relevant to your address details.

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

Once you have filled out the form, including signatures, please save the application as a PDF file and then submit the application with supporting documentation to your local council.

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

If you are not the owner, you must also tick the box to indicate that you understand you may only submit an application with the owner's approval.

Your application will not be valid if you have not signed the application form.

6 – Have you attached all required documents?

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 CCC application.

Two copies of each attachment must be supplied, unless otherwise specified.
Please review your application carefully and ensure all the supporting information is attached, otherwise your application will be returned unprocessed.