



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

☎ +64 6 838 7309
☎ +64 6 838 8874
✉ consents@wairoadc.govt.nz

🌐 www.wairoadc.govt.nz
📦 PO Box 54, Wairoa 4160, Hawke's Bay
🏠 Coronation Square, Queen Street, Wairoa

GUIDE TO COMPLETING THE CODE COMPLIANCE CERTIFICATE APPLICATION FORM

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;
- Email your application form and supporting documents to the Council's Building Consent team; or
- Submit your application online, with supporting documents attached as a pdf.

NOTES TO COMPLETING THE FORM

This form can be completed by hand or electronically. 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.

If completing electronically, please note that you may only see sections of the form relevant to your application, depending on the information you include in the initial sections of the form. Nonetheless, the online forms do contain the same information as the paper version of the form.

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 Building Consent form contains thirteen 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

1. What is the building consent?

What Is The Building Consent? (Complete all fields)

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

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

2. Who owns the building?

Who Owns The Building? Complete all fields, using N/A if a field is not applicable

Owner name: (include title, e.G. Mr, miss, dr if an individual, and the contact person's name if a company, trust or similar)

Contact person: _____
 Owner mailing address: _____
 Street address/ registered office: _____
 Owner email address: _____
 Owner contact number: _____

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.

Are you using an Agent? Yes No *If Yes, please also complete the following:*

Who is the first point of contact for further correspondence? Agent Owner

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.

Agent name: _____
 Agent email: _____
 Agent contact number: _____
 Agent mailing address: _____

3. When was the building work completed?

When was the building work completed? (Complete all fields)

All building work to be carried out under the building consent specified on this form was completed on:

____ dd ____ mm ____ yyyy

Add the date when the building work was completed

4. Who completed the building work?

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.

| Name | Licensing class | LBP or registration number | Work carried out/supervised |
|------|-----------------|----------------------------|-----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

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 Building Work 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 www.business.govt.nz/lbp

Tradespeople who carried out building work other than restricted building work are as follows:

| Name | Address | Contact number | Registration number |
|------|---------|----------------|---------------------|
| | | | |
| | | | |
| | | | |

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 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, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

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

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

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. 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?

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.