

# GUIDE FOR COMPLETING AN APPLICATION FOR CODE COMPLIANCE CERTIFICATE

An application for a Code Compliance Certificate is made under the Building Act 2004 and the content of the application form is set by regulation.

This guidance document aims to assist you in completing the application form correctly. If a specific section does not apply please strike through the applicable line or write N/A (not applicable).

Restricted Building Work (RBW) may only be carried out by a Licensed Building Practitioner (LBP) on any building consent containing RBW and received after 1 March 2012. Your building consent will indicate whether RBW is involved.

## Guidance on Completing an Application for Code Compliance Certificate

Section	Guidance Comments
The Building Consent	You should show the correct BC number and ensure the consent has been issued by KCDC.
The Owner	Ensure all contacts details are given. Name, address and phone number are the minimum requirements.
Proof of ownership	Where ownership has changed since the BC application was lodged a recent copy of the RT (or sale & purchase agreement) must be supplied. Where ownership has not changed other evidence will be accepted e.g. rates demand or a signed statement that the ownership has not changed.
Agent	Name & contact details required if applicant is not the owner.
First point of contact	Name & contact details required if different from owner or agent.
Application	Completion date must be provided.
Personnel who carried out work.	Part A is for people who undertook Restricted Building Work. Part B is for people who undertook work <u>not</u> classified as Restricted Building Work. For each relevant space you must enter name, address, contact numbers, product name and manufacturer. Registration numbers must be given, if available e.g. plumbers, drainlayers, gas fitters, electricians.
Compliance Schedule	Form must indicate either: <ul style="list-style-type: none"> <li>• That there are no specified systems, <b>or</b></li> <li>• The specified systems that are present.</li> </ul>
Code Compliance Certificate to be sent to	Name and address required. Note this could be a person not already named as owner or agent.
Signature	All applications must be signed and dated by owner or agent.
Attachments	Indicate if there are documents to be attached to application. <i>See over page for explanation</i>

## Guidance on Attachments to accompany Application for Code Compliance Certificate

Attachment	Explanation of Requirement
Record of Title (RT)	RT required if ownership has changed since the issue of BC, or alternatively, copy of sale & purchase agreement.
Changes/Variations	Copy of any Changes/Variations that have not been approved or provided previously.
Energy Certificates	Copies of electrical and gas certificates if applicable.
Memorandum (Record of Work)	Licensed Building Practitioners (LBP) trades complete for each part of Restricted Building Work (RBW) carried out. <b>These memoranda are vitally important.</b>
Service plans	As built drainage plans. Sewer, stormwater, water supply.
Roofing	Warranties covering both product and installation.
Deck membranes	Warranties covering both product and installation.
Specialist exterior wall claddings	Warranties covering both product and installation.
Concealed spouting/gutter systems	Warranties covering both product and installation.
Other specialist membranes e.g. block / under tile membrane	Warranties covering both product and installation.
Specific design components e.g. fire, structural engineer	Construction reports e.g. PS4's and site reports.
Solid fuel heaters	Installers check sheet completed.

## Tips for preparing for a Final Inspection

1	All required inspections have been completed.
2	All Records of Work are obtained from LBP's who carried out or supervised RBW.
3	All work detailed on Building Consent must be completed. (No interim CCC's)
4	All exterior coatings must be completed including painting of soffits.
5	Hot water services must be on and up to temperature.
6	All service room walls and floors to be sealed (impervious to moisture and capable of being easily cleaned).
7	Stormwater to be in place and connected.
8	Landscaping either completed or provisions made to achieve minimum floor levels and cladding clearances. This will be documented at final inspection.
9	Responsible person to be on site at time of inspection and all Consent documents available.
10	Smoke Detectors in place and working.
11	Vehicle crossing installed, or any damage to footpaths, berms rectified.