

# CHECKSHEET: CERTIFICATE OF ACCEPTANCE



Kapiti Coast District Council,  
175 Rimu Road, Paraparaumu 5032  
Private Bag 60601, Paraparaumu 5254  
For enquiries, phone 04 296 4700

**Address of Project:** \_\_\_\_\_

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing.  
Please attach **a copy** of the following information (unless otherwise specified) with your completed application form.  
**Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **N/A** across the box.

| Customer Use             |   |  | For Office Use Only      |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | a | <b>Date of construction</b><br>Provide proof of date of construction such as signed / dated building contract payments.  | <input type="checkbox"/> |
| <input type="checkbox"/> | b | <b>Work closed in</b><br>Provide supporting evidence that work closed in and now not able to be inspected complies with the current building code: <ul style="list-style-type: none"><li>• Photographs</li><li>• Concrete certificates</li><li>• Material supply dockets</li><li>• PS4 from supervising engineers</li><li>• Expert opinion reports</li></ul> | <input type="checkbox"/> |
| <input type="checkbox"/> | c | <b>Completed building consent application checksheet appropriate for the scope of the work carried out</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> | d | <b>Application fee</b><br>Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.  | <input type="checkbox"/> |