

Application for code compliance certificate

Section 92, Building Act 2004 - Building (Forms) Regulations 2004 – Form 6

About this form

- Please check on our website (ccc.govt.nz/building-consent-forms-and-guides) that the form that you are using is current at the time of application as forms are subject to change without notice.
- A code compliance certificate is the Building Consent Authority (Council) final sign off for your building work. It is the owner's responsibility to apply for a code compliance certificate as soon as possible following the completion of all the consented building/drainage work.
- To obtain a code compliance certificate you will need to have completed and passed all required inspections, complete and submit this application form as well as all documentation as noted in the Construction Documentation and Advice Notes.
- The code compliance certificate will be based on the approved building consent documents. Any variations to the original approved plans are required to be documented and approved prior to the work being carried out.
- A code compliance certificate may not be issued until all the information required on this form relevant to the job is provided to the Council. This includes all names, certificates, registration numbers, producer statements, or any other required documents.
- A code compliance certificate will be issued within 20 working days of application if all information is provided and is correct and all building work complies with the building consent. This period may be suspended if further information is required.

GENERAL INFORMATION:

- **Application fees and charges:** The latest Building Consents Fee Schedule is available on our website (ccc.govt.nz/fees-building-control) or from one of our Council service desks (ccc.govt.nz/contact-us).
- For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

BOOKING AN INSPECTION:

- Final inspections can be booked by phone (03) 941 8222 or online at ccc.govt.nz/bookinspection

SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online** via onlineservices.ccc.govt.nz You will need to register to use Online Services. You can register at onlineservices.ccc.govt.nz
- **Email** codecompliance@ccc.govt.nz with the building consent number in the email subject line.
- **Post** (additional costs apply) your application to: Building Consenting, PO Box 73013, Christchurch 8154
- **Hand delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk (ccc.govt.nz/contact-us).

All applications will be checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe will not start until the missing information has been provided and resubmitted.

Please complete all fields unless marked otherwise

1. The building consent(s)

Building consent number(s):

Issued by:

2. The owner

Name of owner: *(Include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

Contact person: *[not required if owner is an individual]*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone numbers:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

Website:

The following evidence of the ownership is attached to this application: *[copy of certificate of title, lease agreement for sale and purchase, or other document showing full name of legal owner(s) of the building]*

Certificate of title Lease Agreement for sale and purchase Other document

3. Agent (Only required if the application is being made on behalf of the owner)

Name of agent: *(only required if application is being made on behalf of the owner)*

Contact person: *(not required if the agent is an individual, must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone numbers:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email address:

Website:

Relationship to owner: *(State details of the authorisation from the owner to make the application on the owner's behalf)*

First point of contact for communications with the building consent authority: *(contact details must be in New Zealand, mark boxes as appropriate)*

Agent Owner Other: *(if other specify whom and provide contact details as per above)*

4. Application

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

[insert date]

The licensed building practitioner(s) who carried out or supervised the restricted building work is/are as follows:

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Particular work carried out or supervised

The personnel who carried out building work other than restricted building work are as follows: [list names, addresses, telephone numbers, and (where relevant and if not provided above) licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers]

Name	Address	Phone numbers	Where relevant and if not provided above Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers

Note: Continue on another page if necessary.

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:

There are no specified systems in the building

SS1 – Automatic systems for fire suppression	SS11 – Laboratory fume cupboards
SS2 – Emergency warning systems	SS12/1 – Audio loops
SS3/1 – Automatic door	SS12/2 – FM radio and infrared beam transmission systems
SS3/2 – Access controlled doors	SS13/1 – Mechanical smoke control
SS3/3 – Interfaced fire or smoke doors or windows	SS13/2 – Natural smoke control
SS4 – Emergency lighting systems	SS13/3 – Smoke curtains
SS5 – Escape route pressurisation systems	SS14/1 – Emergency power systems
SS6 – Riser mains	SS14/2 – Signs for SS1-13
SS7 – Automatic back-flow preventers	SS15/1 – Spoken information to facilitate evacuation
SS8/1 – Passenger carrying lifts	SS15/2 – Final exits
SS8/2 – Service lifts	SS15/3 – Fire separations
SS8/3 – Escalator and moving walks	SS15/4 – Signs for facilitating evacuation
SS9 – Mechanical ventilation or air conditioning systems	SS15/5 – Smoke separations
SS10 – Building maintenance units	SS16 – Cable cars

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: email or post to: Owner Agent
(state which address, and whether owner or agent)

All consent related invoices to be billed and sent via email or post to: Owner Agent

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt. Please also note that for any refund due, the refund will be credited to the “deserving party” who may not have been the original “payee”.

Signature of: owner / agent on behalf of, and with the authority of the owner

Name of person signing:

Date:

PRIVACY INFORMATION:

If you would like to request access to, or correction of, your details, please contact the Council.

5. Attachments

The following documents are attached to this application:

- Other documents from the personnel who carried out the work
- Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work).
- Certificates that relate to the energy work
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent