

Code Compliance Certificate Decision Checklist - to be completed by Officer

Record your decision using the following key:

BC Number: 2020.8058

(Refer to Intranet notes on: receiving, vetting and lodging a CCC application)

P, Y or ✓ = Adequate / Present

F, N or ✗ = Inadequate / Absent

NA or I = Not Applicable

INSPECTION DECISIONS *Check that all matters have been dealt with in full.*

Inspections:	☒ All passed (See BC conditions/advisories)	☒ Extra inspections paid [Check with admin]
Site instructions:	☒ Issued ☒ Addressed	☒ DCs paid [Check with admin]
Notices To Fix:	☒ Issued ☒ Addressed	☒ Determinations outcomes considered
Amendments:	☒ Addressed ☒ CS details attached (if any)	☒ EQ status considered
Minor Variations:	☒ Addressed ☒ CS details attached (if any)	☒ Warnings and bans considered
CCC application:	☒ Received ☒ Complete	
Complaints:	☒ Addressed (if any) - see comments	

STATEMENTS /CERTIFICATES - RECEIVED AND ADEQUATE. *Check what is required by the Building consent. Refer to PS checklist on final inspections or separate sheet PS-02 (alternative).*

☒ PS4	☒ Electrical	☒ Gas	☒ Pressure test	☒ Truss
☒ Smoke alarm	☒ Sprinklers	☒ Cladding	☒ Glazing	☒ Water proofing
☒ Solar systems	☒ As laid drainage	☒ Insulation	☒ Surveying	☒ Under floor/ Tile heating
☒ Other [specify]: Not Applicable				

REPORTS *Check that the following documents have been received, where relevant to the project.*

☒ H1	☒ Fire	☒ Bracing	☒ Backflow	☒ Structural Engineer
☒ Geo-tech / Soil ☒ Other: [Specify] Solid fuel heater (freestanding)				

RECORDS OF WORK *Check that all relevant elements of restricted building work have been covered by a ROW. Check that all ROW are complete and correct.*

Primary structure:	☒ Foundations & sub floor framing	☒ Walls	☒ Roof	☒ Columns & Beams	☒ Bracing
External moisture management systems:	☒ Roof cladding / roof cladding systems	☒ Damp proofing	☒ Ventilation system		
	☒ Wall cladding / wall cladding systems	☒ Waterproofing			

COMMENTS: (i) Describe unresolved matters and actions to rectify. (ii) Record any complaints & resolution

Incomplete BC application and applicant checklist

CODE COMPLIANCE CERTIFICATE DECISION MAKING (Tick ☒ the appropriate check boxes)

Decision: The CCC ☒ Can be issued ☒ Cannot be issued

Reason for the Decision: (Refer Building Act s92 – 95, s240)

☒ SATISFIED on reasonable grounds that the building work complies with the building consent because the final inspection has passed AND all the required documents have been received and are adequate.

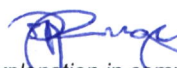
☒ NOT SATISFIED on reasonable grounds that the building work complies with the building consent because:

☒ Work is not complete ☒ Missing documentation ☒ Inadequate documentation

Outcome of Decision:

☒ CCC to be issued ☒ CCC to be issued on payment of fees under s240 ☒ CCC to be refused

Officer's Name: Daniel Kruger

Signature: 

Date: 22.07.2021

☒ CCC to be issued, problems have been addressed (Add explanation in comments section above)

Officer's Name: Not Applicable

Signature: _____

Date: Not Applicable

Job File Checklist - BCA files must meet S216 (2)(3) and S238 of the Building Act 2004

BC Number:

Decision Key: P, Y or ✓ = Adequate / Present F, N or ✗ = Inadequate / Absent NA or I = Not Applicable

Documentation on file

To be completed by appointed Officer (usually Administration)

Application documentation

- ☒ BC Application form: (Form 2)
- ☒ Applicants checklist
- ☒ Plans
- ☒ Specifications
- ☒ Certificate(s) of Design Work (Form 2A)
- ☒ Notice of Owner-Builder (Form 2C)
- ☒ Statutory declaration (Form 2B)
- ☒ Certificate of Title / other proof of ownership
- ☒ CS Details
- ☒ Application to amend compliance schedule
- ☒ CPU application
- ☒ Record(s) of Work (Form 6A)
- ☒ CCC application (Form 6)
- Producer Statements ☒ PS1 ☒ PS2 ☒ PS4
- ☒ Energy certificate(s): (see CCC decisions)

Major Amendments / Minor Variation applications

- ☒ Major: Application form (Form 2)
- ☒ A new applicant's Checklist
- ☒ Minor: minor variation application form
- ☒ Changes to plans and specifications
- ☒ New Certificate Design Work, if dwelling
- ☒ Other: *Not Applicable*

Processing checklists

- ☒ BC
- ☒ Major amendment

Letters:

- ☒ RFI (1)
- ☒ RFI (2)
- ☒ Grant BC
- ☒ Refuse to grant BC
- ☒ Issue CCC
- ☒ Refuse to issue CCC
- ☒ Issue CPU
- ☒ Refuse to issue CPU
- ☒ Other: *Not Applicable*

Issued documents

- ☒ BC (Form 5)
- ☒ PIM
- ☒ CPU (Form 16)
- ☒ PIM certificate (Form 4)
- ☒ CCC (Form 7)
- ☒ COA (Form 9)
- ☒ Compliance Schedule

Other documents / Information

- ☒ Photos labeled
- ☒ Fees - see CCC decisions INS19
- ☒ District Court orders s126
- ☒ Information received from a statutory authority
- ☒ Complaints - see CCC decisions INS19
- ☒ Notice to Fix - see CCC decisions INS19
- ☒ BWOFF
- ☒ Any information from a statutory authority
- ☒ Details about any levy collected under [s53](#)
- ☒ Other: *Not Applicable*

Comments (if needed): *Please note if any required documentation is missing, or appears incomplete.*

PROJECT FILE DECISION MAKING

(Tick ☒ the appropriate check boxes)

Decision: The project file is: ☒ Complete ☐ Not complete

Reason for the Decision: ☒ All required documents are present ☐ Document(s) are missing
☐ Other: *[Specify]*

Outcome of decision: ☒ Forward for scanning / storage ☐ Address missing documents

Officer's Name: *Daniel Kruger*

Signature: *[Signature]*

Date: *27.7.21*

☐ Issues addressed

☐ Issues not addressed (see comments section)

Officer's Name: *Not Applicable*

Signature:

Date: *Not Applicable*

