



Code Compliance Certificate Application Checklist – Form 6 (C)

(In conjunction with Form 6)

Building consent No.		Date received	
Project address			
Has the practical completion inspection been carried out?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
<i>If NO, please book the inspection before proceeding with this application</i>			
NB: The following is required on application in sufficient detail to show compliance with all aspects of the relevant Building Consent. Please complete this Checklist in FULL by placing a tick (✓) in the supplied or Not Applicable boxes. Additional information be requested during processing of the application.	Supplied	Not Applicable	Kaipara BCA use only
Check you have included:			
Completed , dated and signed the application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building consent number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An address for the CCC to be posted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of the current Record of Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check you have listed the key personnel:			
<ul style="list-style-type: none"> Name, address, phone number, registration number for ALL key personnel e.g. builder, electrician, drainlayer, plumber etc 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Trade certificates provided by all key personnel 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check you have included the documentation:			
<ul style="list-style-type: none"> Electrical Certificate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Gas Certificate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Water pressure test (1500KPA) statement, if stated in building consent or if requested by Building Inspector 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting documentation to verify compliance – please list attachments			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Exterior Cladding – Construction Statement required by Building Consent conditions – e.g., plaster cladding, classic stone			
Relocated Building – Copy of Code Compliance Certificate for the building, issued by the local authority whose district the building was the building was constructed in			
Pile Driving records for driven piles			
Septic tanks – confirmation from ECAN that they have received and approved the certificate of construction from the drain layer/designed (Compliance Monitoring report)			
Evidence that specified systems are capable of performing to the performance standards set out in the Building Consent including:			
• Installers Certificates			
• FPIS Certificates			
• Dangerous good location – Test Certificate issued by an ERMA approved test certifier			
Approvals from Other Authorities – approval for discharges to land, air, or water from ECAN			
Note: Once received by the BCA, your CCC application will be considered and either issued or refused within 20 working days. Please note if any further information is requested this time is suspended until that information is received.			

For BCA use only:

This application is **accepted/declined** as all relevant information **has/has not** been supplied.

Name _____ **Signature** _____

Title _____

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