

Form 6

Application for Code Compliance Certificate

SECTION 92, BUILDING ACT 2004



Building Consent Number _____ **Issued By** _____
(name of BCA that granted building consent)

Site Address _____

Description of Work _____

Owner

Name _____

Postal Address _____

Street Address _____

Contact Person _____

Phone _____

Landline _____

Mobile _____

Daytime _____

After Hours _____

Email _____

Fax _____

Website _____

Agent

Agent on behalf of the owner (if applicable)

Name _____

Postal Address _____

Street Address _____

Contact Person _____

Phone _____

Landline _____

Mobile _____

Daytime _____

After Hours _____

Email _____

Fax _____

Website _____

Relationship to owner _____

First Point of Contact for communications with Council

(fill in details below if contact is different to owner or Agent)

☐

Agent

☐

Owner

☐

Other

Name _____ Contact Person _____

Postal Address _____

Phone _____ Email _____

Fax _____

Who should the invoice be sent to

Agent

☐

Owner

☐

Other

☐

Provide Contact Details below if someone other than the Agent/Owner

Name _____

Address _____

Telephone/Mobile Number _____ Email _____

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All building work to be carried out under the above building consent was completed on

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Day

Month

Year

Was there any Restricted Building Work?

Yes

☐

No

☐

The Licensed Building Practitioner(s) who carried out or supervised the Restricted Building work is/are as follows

Full Name	Licensing Class	Licensed Building Practitioner Number (or registration number if treated as being licensed under section 291 of the Building Act 2004)	Particular work carried out or supervised

The personnel who carried out building work other than Restricted Building work are as follows

Full Name	Address	Phone	LBP or Board Registration Number

(where relevant and if not provided above) licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers)

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

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(list specified systems)

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

Agent

☐

Owner

☐

Other

☐

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Provide Contact Details below if someone other than the Agent/Owner

Name	_____
Address	_____
Telephone/Mobile Number	_____
Email Address	_____
Signature	_____ (of owner/agent on behalf of and with the authority of the owner)
Name of person signing	_____
Date	_____

A complete CCC application requires the information listed below (if applicable)

<input type="checkbox"/>	Memoranda (Records of Building Work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised
<input type="checkbox"/>	Certificates that relate to Energy Work (Electrical / Gas)
<input type="checkbox"/>	Current Manufacturers Certificate(s) related to modular components (BuiltReady)

Other Documentation (if applicable)

<input type="checkbox"/>	Evidence that specified systems are capable of performing to the performance standards set out in the building consent
<input type="checkbox"/>	Other documents from the personnel who carried out the work
<input type="checkbox"/>	As Built Drainage Plan, Truss Plan & Layout

Proof of Ownership – must be current, issued within previous three months and attached

<input type="checkbox"/> Record of Title	<input type="checkbox"/> Sale & Purchase Agreement	<input type="checkbox"/> Rates Notice - Fuel Burners only
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For Council Use Only

Received By

Date

All Inspections Undertaken

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, Inspection Date	<input type="text"/>
<input type="checkbox"/>	Entered into computer system – 20-day monitoring started		