

Certificate of Acceptance Application Checklist



Project Details:

Interviewing Officer(s):

Date:

BUILDING OFFICER	Application Criteria	Yes	N/A	No
	Was building work undertaken prior to July 1992? (If 'YES' application for C.o.A must be refused, building work must be assessed as 'Unauthorized building work'.)			
	Does the work relate to Sec 41(1)(c), Building 2004, Building work carried out urgently (<i>to save or protect life, health or prevent serious damage to other property</i>)			
	Was a Building Consent required for the building work, but not obtained?			
	If a Building Consent was issued by PNCC for the project, was a Building Certifier or other BCA involved with the building work to which the Building Consent related? (<i>if 'NO' application for C.o.A must be refused and returned to applicant</i>) (<i>if PNCC issued a BC & inspected the building work a CCC or NTF must be issued</i>)			
	Application Documentation	Yes	N/A	No
	Residential: Two sets of plans and specifications provided?			
	Commercial: Three sets of plans and specifications provided?			
	Site confirmed on City View by applicant?			
	Legal Description Completed?			
	Proof of ownership matches applicant details?			
	Application form signed and dated?			
	Description of work accurate?			
	Trades peoples' details filled out (back page)?			
	Value of work checked?			
	Compliance detail completed on application form?			
	Application form completed & correct?			
	Commercial	Yes	N/A	No
	Fire analysis report alterations to buildings provided?			
	N Z Fire Service Design Review Unit, review required?			
Accessibility route assessment provided?				
Hazardous substances	Yes	N/A	No	
Test certifier location certificate/preliminary test certifier letter of approval provided?				
Plans	Yes	N/A	No	
Plans to standard i.e. to scale, no graph paper, no pencil drawings, no single line drawings?				
Site plans show distance to a minimum of two boundaries (for all buildings)?				
Site plans show location of septic systems & distances to boundaries?				
Slab & foundation detail shown on plans?				
Datum shown?				
Engineer detail shown on plans?				
Drainage detail shown on plans?				
Rooms Identified on floor plan?				
Smoke alarms shown on floor plans?				
Windows shown on plans?				
Ventilation (mechanical detail where no windows / passive ventilation provided)?				
Dimensions shown on plans?				
Cross Section	Yes	N/A	No	
Full cross section – min. 1 for garages?				
Full cross section – min. 2 for dwellings?				
Finished floor levels shown on plans?				
Stair, barrier, handrail detail & dimensions shown on plans?				
Weather Tightness	Yes	N/A	No	
E2 Risk matrix provided, for all walls?				
Flashing of windows, doors, junction, balcony, parapet, int / ext corner details shown on plans?				

BUILDING OFFICER	Specifications	Yes	N/A	No
	Bracing schedule for walls / subfloor provided?			
	Truss design certificate & layout details provided?			
	Timber grade & treatment schedule provided?			
	Lintel schedule provided?			
	Exterior cladding system information provided?			
	Effluent disposal system report and calculations provided? (rural sites only)			
	Relevant & comprehensive specifications provided?			
	Specific Design	Yes	N/A	No
	Engineer calculations & details provided?			
	Existing Vehicle Crossing	Yes	N/A	No
	Location of vehicle crossing and distance to boundary shown on plans?			
	Width of vehicle crossing shown on plans?			

PLANNING OFFICER	Planning Information	Yes	N/A	No
	North direction point & all boundaries shown?			
	Show distances to two boundaries min?			
	Show existing ground spot levels & finished floor level/s?			
	Street frontage identified?			
	Existing building/s & area of work covered by the application shown?			
	Six metre living court shown?			
	Building constructed over two or more allotments (allotment boundaries shown)? (Section 75)			
	Instant resource consent required for separation distances?			
	Neighbour's consent form & plan provided & signed by all property owners?			
	Site area & coverage details provided?			
	Height recession zones shown on plans?			
	Lot & DP number shown on plans?			
	Proximity to stop banks shown?			
Demonstrated compliance to air noise schedules or acoustics report provided? (if applicable)				

OFFICE USE	For Council office use only: Administration Information	Yes	N/A	No
	Letter of confirmation to applicant?			
	Fees calculated?			
	City View plan attached?			
	Receipt number & fee code entered on application form?			
	Risk assessment number entered on fees sheet?			
	Building Officers time entered on fees sheet?			
Fees sheet dated & signed?				

Additional information required from Applicant:
