



## User Guide for Certificate of Acceptance

Please complete this user guide and return to the Central Otago District Council with your completed Certificate of Acceptance application.

**Note: A Certificate of Acceptance can be issued only if:**

- The building work was carried out after 1 July 1992
- A building consent was never obtained for the work concerned except where a Building Certifier or Building Consent Authority refuses to issue a code compliance certificate for work consented before 31 March 2005
- The Council is satisfied on reasonable grounds that the building work complies with the NZ Building Code

Property valuation number:	Applicant to complete		Office use only
	Yes	N/A	
Application form completed correctly and signed and dated	<input type="checkbox"/>		<input type="checkbox"/>
As-built plans and specifications demonstrating compliance with the various provisions of the Building Code	<input type="checkbox"/>		<input type="checkbox"/>
Fees and charges including Department of Building and Housing and BRANZ levies	<input type="checkbox"/>		<input type="checkbox"/>
The project information memorandum (if issued)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection records (if relevant)	<input type="checkbox"/>		<input type="checkbox"/>
Construction reviews (if relevant) (Producer statements)	<input type="checkbox"/>		<input type="checkbox"/>
Any other information applicable	<input type="checkbox"/>		<input type="checkbox"/>

### ***Reasons why a certificate of acceptance is required***

• Explanation of why a building consent not obtained	<input type="checkbox"/>		<input type="checkbox"/>
• Explanation of urgent work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explanation of why building consent authority is refusing to issue a code compliance certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ***Have you attached the following?***

Project information memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificates from personnel who carried out the work	<input type="checkbox"/>		<input type="checkbox"/>
Energy work certificates (Electrical or Gas Certificates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Have you included the following plans and details?**

**Note: include separate existing and as built plans and elevations. Photographs may also be useful to show compliance.**

Site	Applicant to complete		Office use only
	Yes	N/A	
• contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level	<input type="checkbox"/>		<input type="checkbox"/>
• siting dimensions	<input type="checkbox"/>		<input type="checkbox"/>
• public drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• stormwater disposal (downpipes, cesspits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• wastewater disposal (gully traps, vents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• extent of earthworks (cut and fill)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• extent and location of any retaining walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Foundation**

• pile location and centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• strip footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• subfloor bracing calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• finished floor level	<input type="checkbox"/>		<input type="checkbox"/>

**Floor Framing – required for each level**

• joist layout, size and centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• bearer size and centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of waste pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• deck joist, bearer and bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Slab**

• footing size	<input type="checkbox"/>		<input type="checkbox"/>
• reinforcing	<input type="checkbox"/>		<input type="checkbox"/>
• damp proof membrane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• mesh type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• sawcuts and control joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• slab thickening and point load pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of sanitary fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of waste pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b><i>Floor plan – required for each level</i></b>	<b>Applicant to complete</b>		<b>Office use only</b>
	<b>Yes</b>	<b>N/A</b>	
• room use denoted	<input type="checkbox"/>		<input type="checkbox"/>
• location of decks and balconies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• dimensions	<input type="checkbox"/>		<input type="checkbox"/>
• lintel sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• window sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• plumbing layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ***Elevations***

• one elevation for each face of the building	<input type="checkbox"/>		<input type="checkbox"/>
• identification of building products used	<input type="checkbox"/>		<input type="checkbox"/>
• pitch of roof	<input type="checkbox"/>		<input type="checkbox"/>
• finished floor levels	<input type="checkbox"/>		<input type="checkbox"/>
• window openings and sizes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• height in relation to boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### ***Energy Source***

• type of energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• electrical plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location and type of hot water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• location of smoke alarms	<input type="checkbox"/>		<input type="checkbox"/>
• position of heating appliances (full installation instructions needed for solid fuel, gas, or liquid fuel)	<input type="checkbox"/>		<input type="checkbox"/>

### ***Other Documents***

<b>Wall bracing calculations (each level)</b> (bracing plan can be shown on floor plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E2 Risk analysis (each face of building)</b> (weather tightness risk matrix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>List of certified products used</b>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Engineering calculations and plans</b> (Producer Statements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Sectional drawings</b>	<b>Applicant to complete</b>		<b>Office use only</b>
	<b>Yes</b>	<b>N/A</b>	
• one long section (minimum)	<input type="checkbox"/>		<input type="checkbox"/>
• one cross-section (minimum)	<input type="checkbox"/>		<input type="checkbox"/>
• include detail of stairs (pitch, rise, tread)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• weathertightness details	<input type="checkbox"/>		<input type="checkbox"/>
• flashing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Timber framing and treatment levels**

• stud size, height, centres	<input type="checkbox"/>		<input type="checkbox"/>
• truss layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• roof bracing layout	<input type="checkbox"/>		<input type="checkbox"/>
• lintel size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• floor joist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• beam and post size, height connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• deck framing, bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• verandah framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Specifications</b>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Waivers or modifications</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Means of compliance with Building Code</b> (eg NZS 3604 for light timber framed building work)	<input type="checkbox"/>		<input type="checkbox"/>

### **Swimming Pool**

• pool fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• design and engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Septic tank and effluent</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Backflow</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note: If there are specified systems such as fire alarms, access and facilities for people with disabilities etc, a compliance schedule will need to be applied for.**