



User Guide for Certificate of Acceptance

Please complete this user guide, your building consent application form and compile all the necessary documentation. **This user-guide must accompany your application.** When you are ready to lodge your application, please phone 440 0056 [Alexandra] or 445 0211 [Cromwell] to make a PAC (lodgment) appointment. Your application can be couriered to 1 Dunorling St, Alexandra 9340 (if you are unable to lodge it in person)

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance prior to it being accepted. **The application will only be accepted if it appears complete and compliant.** If there is further information required after the application is accepted, you will be contacted requesting this detail. **Complete and technically correct building consent applications are processed FASTER than incorrect ones.**

Applications must be accompanied by the applicable fee.

Fee payment starts the '20 working day clock' which is the time-frame in which we must grant your building consent. How do you wish to pay?

Invoice owner via e-mail Invoice agent via e-mail Pay at lodging (eftpos/ cheque/ cash)

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 fully and correctly completed in pen 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"/>
Certificate of Design Work [COW] provided covering restricted building work	<input type="checkbox"/>	<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 Plan – Scale 1:200	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"/>

<i>Floor plan – required for each level</i>	Applicant to complete		Office use only
	Yes	N/A	
• 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

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

Sectional drawings	Applicant to complete		Office use only
	Yes	N/A	
• 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"/>

Specifications	<input type="checkbox"/>		<input type="checkbox"/>
Waivers or modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Means of compliance with Building Code (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"/>

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