



**WBCA 003**

**Code Compliance Certificate  
 Application**

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

*(Only complete items that are applicable to your project)*

**APPLICATION**

Street Address (or Rapid No if applicable):	Legal Description: Lot: <input type="text"/>	DP: <input type="text"/>
	Valuation Roll Number: <input type="text"/>	
Project Memorandum No. <input type="text"/>	Building Consent No. <input type="text"/>	
Type of Building work <i>Example: three bedroom, single story dwelling and attached garage</i>		
Building Consent issued by: (Name of Building Consent Authority) <input type="text"/>		
<b>Address Code Compliance Certificate to be posted to:</b>		
<input type="text"/>		

**THE OWNER**

Owner's Name: <input type="text"/>	Contact Person: <i>(if owner is not an individual)</i> <input type="text"/>
Mailing/Billing Address: <input type="text"/>	
Street Address/Registered Office: <input type="text"/>	
E-mail Address: <input type="text"/>	Phone Day: <input type="text"/>
Phone A'Hours: <input type="text"/>	Fax: <input type="text"/>
	Cellphone: <input type="text"/>

**THE AGENT** *Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices.*

Agent's Name: <input type="text"/>	Contact Person: <i>(if Agent is not an individual)</i> <input type="text"/>
Mailing/Billing Address: <input type="text"/>	
Street Address/Registered Office: <input type="text"/>	
E-mail Address: <input type="text"/>	Phone Day: <input type="text"/>
Phone A'Hours: <input type="text"/>	Fax: <input type="text"/>
	Cellphone: <input type="text"/>

**KEY PERSONNEL**

Name of Designer: <input type="text"/>	Registration Number: <input type="text"/>
Mailing Address: <input type="text"/>	
E-mail Address: <input type="text"/>	Phone Day: <input type="text"/>

<b>Name of Engineer:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Craftsman Plumber:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Registered Drainlayer:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Registered Electrician:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Craftsman Gasfitter</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	

Add any additional people on another sheet.

<b>NOTES BY APPLICANT (other notes or comments which you as the applicant may wish to add)</b>

<b>SIGNATURE</b>
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I Request That You Issue A Code Compliance Certificate for this work under Section 95 of the Building Act 2004

Signed by or for and on behalf of the  
 Owner:

Owner     Agent    Date: \_\_\_\_\_

**Note:** If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Owner".

**ADDITIONAL INFORMATION TO NOTE/SUPPLY**

1. The Code Compliance Certificate will be based on the approved building consent documents, so any variations to the original approved plans are required to be documented and approved prior to the work being carried out.
2. A Code Compliance Certificate will not be issued until all of the information required on this form that is relevant to the job is provided to the Council. This includes all Names, Certificates from personnel who carried out the work, Registration Numbers, Producer Statements, or any other required documents.
3. Certificates that relate to energy work (Electrical and Gasfitters).
4. The specified systems listed on the attached form are to be contained in the compliance schedule for the building. In the opinion of the personnel who installed them, they are capable of performing to the performance standards set out in the building consent.