



WBCA 003

Code Compliance Certificate Application

(Only complete items that are applicable to your project)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

APPLICATION			
Street Address (or Rapid No if applicable):		Legal Description: Lot:	DP:
		Valuation Roll Number:	
Project Memorandum No.		Building Consent No.	
Type of Building work <i>Example: three bedroom, single story dwelling and attached garage</i>			
Building Consent issued by: (Name of Building Consent Authority)			
Address Code Compliance Certificate to be posted to:			
THE OWNER			
Owner's Name:		Contact Person: (if owner is not an individual)	
Mailing/Billing Address:			
Street Address/Registered Office:			
E-mail Address:		Phone Day:	
Phone A'Hours:	Fax:	Cellphone:	
THE AGENT			
<i>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.</i>			
Agent's Name:		Contact Person: (if Agent is not an individual)	
Mailing/Billing Address:			
Street Address/Registered Office:			
E-mail Address:		Phone Day:	
Phone A'Hours:	Fax:	Cellphone:	

Application

All building work to be carried out under the above building consent was completed on *(insert date)*:

The licensed building practitioner(s) who carried out or supervised the restricted building work is/are as follows:

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under Section 291 of Building Act 2004)	Particular work carried out or supervised

The personnel who carried out building work other than restricted building work are as follows: *(list names, Addresses, telephone numbers and (where relevant and if not provided above) licensed building practitioner numbers or Plumbers, Gasfitters and Drainlayers Board registration numbers)*

Note: continue on another page if necessary.

The following specified systems are continued 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: *(list specified systems)*

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

SIGNATURE

☐ 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.
5. Memoranda (records of Building Work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised.
6. Other documents from the personnel who carried out the work.
7. Evidence that specified systems are capable of performing to the performance standards set out on the building consent.