

Certificate of Acceptance

A Certificate of Acceptance (COA) may be issued by the Council for work that required a building consent but was completed without one. The building work must comply with the Building Code.

What is a COA?

A Certificate of Acceptance (COA) included in the New Zealand Building Act 2004 is an official document issued by a Council (territorial authority) to confirm whether building work carried out without a building consent, complies with the NZ Building Code. A COA is not the same as a building consent with an issued Code Compliance Certificate, but it does provide legal recognition for unconsented building work.

When might I need a COA?

A COA may be applied for when work that required a building consent is carried out without a building consent. An application for a COA does not cancel Section 40 of the Building Act 2004 whereby a person must not carry out building work except in accordance with a building consent.

Under Schedule 1 of the Building Act some building work is exempt from needing Building Consent. Council therefore has no basis to issue a COA for that work. Exempt work must still meet the Building Code under Section 17 of the Building Act 2004.

How do I apply for a COA?

The Council's Certificate of Acceptance Application Form (Form 8) is available online via waimakariri.govt.nz

Alternatively, a hard copy form can be obtained from a Waimakariri District Council Service Centre.



How much do they cost?

Fees are payable as described in Section 97 of the Building Act 2004. Council costs associated with the processing of a COA application, need to be paid in full before the COA can be issued. There may still be fees payable if the application is refused. The deposit is non-refundable, and there are likely to be fees payable in addition to the deposit amount.

Please refer to the Council's Fees and Charges Schedule available online via waimakariri.govt.nz

What should be included in my COA application?

The Council's Certificate of Acceptance Application Form (Form 8) includes a checklist which sets out documents that applicants must attach to their COA application.

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Is a Council inspection required?

A Council Compliance Officer will inspect the building work covered by the COA application. Where there has been invasive testing carried out, these areas should be left exposed so that the Council is able to observe the level of compliance being claimed.

Will my COA be issued by the Council?

Territorial authorities are under no obligation to issue a COA. A territorial authority may, on application, issue a Certificate of Acceptance for work that has already been carried out without a building consent. This does not apply to building work carried out prior to 1 July 1992. To issue a COA, the territorial authority must be satisfied, to the best of its knowledge and belief and on reasonable grounds, that, insofar as it could ascertain, the building work complies with the Building Code.

The Council may refuse to issue a COA. If the building work is not considered dangerous or insanitary, the Council may acknowledge on the property file that unconsented building work has been carried out on the property and that a COA has been refused. This information will be made available on future LIMs for the property.

Questions?

Not sure whether you've got it right? We are here to help. Give us a call on 0800 965 468 or email buildinginfo@wmk.govt.nz

It may be useful to have a Compliance Officer visit your property before a COA application is made. This can be discussed when you contact us.

Disclaimer

This document is for information purposes only and should not be relied upon as a substitute for the Building Act, the Building Code, or any associated regulations.

Find out more at waimakariri.govt.nz, or contact Customer Services on 0800 965 468.