

Certificates of Acceptance (COA)

What are they?

A certificate of acceptance provides building code certification on work that has been carried out without a required building consent, and that we have reasonable grounds to believe complies.

An application can be made if building work has taken place after 1 July 1992 and:

- An owner or previous owner carried out or arranged building work without a building consent (but consent should have been obtained); or
- Where building work has been carried out urgently in accordance with Section 42 of the *Building Act 2004*

Please note: It is an offence not to apply for a Certificate of Acceptance for building work carried out under this section.

The certificate may be qualified to identify parts that could not be inspected by the Council, in which case the Council's liability is limited to the extent that it was able to inspect.

It may also be refused if building work does not comply or where there is not enough evidence of compliance.

Exceptions

This does not apply to building work carried out prior to 1 July 1992.

Cost

A non-refundable application fee is payable on receipt of the COA application to the Council. The fee covers the initial assessment of the application. Should the COA be granted, additional processing charges on an hourly rate will be incurred. On building work over \$20,000 government levies must be collected by the Council on their behalf.

What should be included in the application?

To apply for a certificate of acceptance you will need to supply, but not limited to, the following:

A completed application form for certificate of acceptance - Form 8

- Plans and specifications of a similar standard to those required for a Building Consent, that clearly show the building work that has been undertaken.
- Photographs taken during the building work.
- Evidence that the building work complies with the building code as it stands at the time of application (which may differ from the time the building work was carried out). This is required to be in the form of a report that considers all of the building work undertaken and how it complies with relevant building code clauses. It is likely that you will need to engage the services of a suitably qualified and experienced person who understands the building code and the inspection of buildings (an example may be a member of the New Zealand Institute of Building Surveyors, an architect, or in some cases an engineer).
- Any other reports, photos or statements from the people who carried out the building work.

The application will be vetted and assessed, in much the same way as a Building Consent.

Council officers will carry out a desktop assessment of the property file, followed by a site inspection of the work. We will consider all information that is available to us in order to decide whether we have reasonable grounds that the work complies with the building code as well as such things as the District Plan in regards to site coverage, boundary setbacks and recession plane requirements.

Please turn over

An incomplete application will not be accepted and will be returned to the applicant pending the required information. It is advisable to engage a reputable building designer to prepare your application.

At any stage during the process, there may be communication with you to request clarifications or further information.

The final decision will then be made on whether to issue or refuse to issue the certificate of acceptance.

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