

Code Compliance Certificate Checklist

After all building work under a building consent is completed, an application form for Code Compliance Certificate must be submitted. The following outlines the documentation you need to consider when submitting your application.

Step 1

Final inspection

Book in your final inspection to be carried out by a Waimakariri District Council Inspector via 03 311 8906.

Step 2

Submit your Form 6 Application for Code Compliance

To be filled out by owner or Code Compliance Certificate applicant, making sure to complete the build completion date on page 2, and sign and date the application authorisation on page 4.

The final inspection notice will detail the documentation required to be submitted.

Step 3

Supply the below documentation as applicable to your project:

Electrical Certificate of Compliance and Electrical Safety Certificate

Supplied by registered electrician.

Plumbers Pressure Test

Supplied by registered plumber.

Gas Certificate

Supplied by registered plumber/gasfitter.



Solid Fuel Burner (Installers PS3)

Supplied by whoever installed the fire. If a wetback is installed, a registered plumber/gasfitter will also need to complete the form and supply their registration details.

Download forms from:

waimakariri.govt.nz/ourapplicationforms

- Form 6 – Application for Code Compliance Certificate
- PS3 Wet Area Seal-Tanking
- PS3 Septic Tank and Effluent Disposal field

building.govt.nz/assets/Uploads/projects-and-consents/restricted-building-work/memorandum-record-of-building-work.pdf

- Form 6A - Memorandum – Record of Works

Please turn over

Record of Works

Completed by a Licensed Building Practitioner (LBP) as applicable to any restricted building work e.g. cladding, roofing, carpentry, etc.

Engineers Site Notes and PS4

Where applicable relating to any specific engineered aspect of the construction, unique to this project i.e. foundations.

Wet Area Tanking Producer Statement

Relating to any tiling in wet areas, e.g. tiled shower, etc., to be supplied by tiler or tradesman specifying product used and area/s applied to.

Septic Tank and Effluent Field Producer Statement

Relating to any pressurised wastewater treatment system, e.g. E-One system, to be supplied by the installer of the system.

Roofing Membrane Installation Producer Statement and Warranty

Relating to installation of roofing membrane, e.g. Butynol, to be supplied by installer.

Any Other Producer Statements

Any additional systems e.g. extra claddings, solar etc.

Potable Water Test

This is for people using a private well or other system as the sole means of providing a domestic water supply to the building. For Code Compliance Certificate we require a second water test, the first one being required to gain consent. If the time elapsed between the original test (for consent) and this second test is greater than 18 months, or the results from the first test were non-compliant, a full water test (Chemical and Microbiological) will be required. If the original test is less than 18 months old, only a microbiological test may be required.

Refer to waimakariri.govt.nz/services/water-services/water-supply

Please note: It is only necessary to supply the required forms as in most cases not all of these will apply.

This checklist represents the majority of what we may require but not necessarily everything. After an audit is carried out by our CCC Auditor, there may be further information we ask you to supply.

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