

Form 6 Application for Code Compliance Certificate

Under The Building Act 2004, Section 92

Please submit the Application for Code Compliance Certificate, when work has been completed, by emailing to: **ccc@wmk.govt.nz**

Office use only - Date Form 6 received:

1. The Building Consent

Building consent number(s) (BC):

Issued by:

Site address: (number/street/road/township)

2. The Owner - All details must be the legal owner's

PLEASE NOTE - This section is only required to be completed if the owner details have changed from the building consent.

☐ No change to details

Full legal name(s) of owner: (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr, if an individual)

Contact person: (not required if the owner is an individual. Must have a New Zealand address)

Mailing address:

Street address/Registered office: (if different than above)

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

As the owner, where you have given authorisation for an Agent to act on your behalf, please confirm if you require a copy of Code Compliance Certificate correspondence: ☐ Yes ☐ No

The following evidence of ownership is attached to this application - **not required if details have not changed from the building consent:**

☐ **Copy of** Record of Title OR ☐ Council to provide (additional charge applies - see below)

(The Record of Title has to be current within 1 month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, the Council will provide this [additional charge applies - refer to Council Fees and Charges Schedule waimakariri.govt.nz/services/fees-and-charges])

☐ Signed copy of Sales and Purchase Agreement (if Record of Title is not issued)

☐ Other document showing full name of legal owner(s) (e.g. Rates invoice)

3. Agent - Only required when the application is being made on behalf of the owner

PLEASE NOTE - Authorisation is required from the owner of the property

Full name(s) of agent:

Contact person: (not required if the applicant is an individual)

Mailing address:

Street address/Registered office: (if different than above)

Phone number:

Landline: Mobile: Daytime: After hours: Fax:

Email: Website:

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

PLEASE NOTE - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application.

4. Application

The following field must be completed when submitting the Code Compliance Certificate application:

All building work carried out under the Building Consent specified in this form was completed on:

Restricted building work

Did the building work include any restricted building work? ☐ Yes ☐ No

The Licensed Building Practitioner(s) who carried out or supervised the restricted building work is/are as follows:

Licence class	Name	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of the Building Act 2004)	Particular work carried out or supervised
Foundations			
Carpentry			
Exterior Plasterer			
Bricklayer			
Blocklayer			
Roofer			

The self-certification endorsed plumber(s) and/or drainlayer(s) who did, assisted in doing, or supervised the self-certifiable plumbing or self-certifiable drainlaying described in the building consent is/are as follows:

Name	Plumbers, Gasfitters, and Drainlayers Board registration number	Particular work done, assisted with, 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]:

Key personnel

Builder

Full name: Reg. No.:
Address:
Phone No.: Email:

Designer(s)

Full name: Reg. No.:
Address:
Phone No.: Email:

Certifying drainlayer

Full name: Reg. No.:
Address:
Phone No.: Email:

Certifying plumber

Full name: Reg. No.:
Address:
Phone No.: Email:

Certifying gasfitter

Full name: Reg. No.:
Address:
Phone No.: Email:

Registered electrician

Full name: Reg. No.:
Address:
Phone No.: Email:

Structural engineer

Full name: Reg. No.:
Address:
Phone No.: Email:

Specified systems

The following specified systems are contained 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. Tick appropriate specified systems below:

☐ **There are no specified systems in the building**

- | | |
|---|---|
| ☐ SS1 Automatic systems for fire suppression | ☐ SS12/1 Audio loops |
| ☐ SS2 Emergency warning systems | ☐ SS12/2 FM Radio and infrared beam transmission systems |
| ☐ SS3/1 Automatic door | ☐ SS13/1 Mechanical smoke control |
| ☐ SS3/2 Access controlled doors | ☐ SS13/2 Natural smoke control |
| ☐ SS3/3 Interfaced fire or smoke doors or windows | ☐ SS13/3 Smoke curtains |
| ☐ SS4 Emergency lighting systems | ☐ SS14/1 Emergency power systems |
| ☐ SS5 Escape route pressurisation systems | ☐ S14/2 Signs for SS1-13 |
| ☐ SS6 Riser mains | ☐ SS15/1 Spoken information to facilitate evacuation |
| ☐ SS7 Automatic back-flow prevention | ☐ SS15/2 Final exits |
| ☐ SS8/1 Passenger carrying lifts | ☐ SS15/3 Fire separations |
| ☐ SS8/2 Service lifts | ☐ SS15/4 Signs for facilitating evacuation |
| ☐ SS8/3 Escalator and moving walks | ☐ SS15/5 Smoke separations |
| ☐ SS9 Mechanical ventilation or air conditioning systems | ☐ SS16 Cable cars |
| ☐ SS10 Building maintenance units | |
| ☐ SS11 Laboratory fume cupboards | |

I request that you issue a Code Compliance Certificate for this work under section 95 of the Building Act 2004.

The Code Compliance Certificate should be sent to: ☐ Owner ☐ Agent

I wish to receive my certificate in the following format:

PLEASE NOTE - If hard copy, please confirm if you wish to pick it up from the Council or have it posted.

Hard copy: ☐ (post) OR ☐ (pick-up) OR ☐ Email

Terms of trade

I/We understand that:

Fees associated with the Building Consent shall be paid for i.e. development contributions, amendments, additional inspections, and extensions prior to the issue of Code Compliance Certificate.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 92 of the Building Act 2004.

Full name: Date:

I am the: ☐ Owner ☐ Agent on behalf of, and with the authority of the owner

5. Attachments

The following documents are attached to this application: *(Where applicable)*

- ☐ Other documents from personnel that carried out the work
- ☐ Current (BuiltReady) manufacturer's certificate(s)
- ☐ Memoranda (records of building work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised
- ☐ Certificates that relate to the energy work *(e.g. gas and electricity)*
- ☐ Evidence that the specified systems are capable of performing to the performance standards set out in the building consent
- ☐ Proof of potability of drinking water from private well, and/or rain water catchment, supply
(Refer to New Zealand Drinking Water Standards 2005)

Important information

All the relevant information on this form is required to be provided under the *Building Act 2004* and/or *Resource Management Act 1991* for the Waimakariri District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

Code compliance certificate

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, the Council is required to decide whether or not a Code Compliance Certificate can be issued.

Inspections

During the process of construction, inspections are necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 311 8906 to ensure that any outstanding inspections can be arranged.

The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk.

All inspections, including re-inspections, are subjected to a separate charge, even if carried out on the same day.

Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding the application for a Code Compliance Certificate under *Section 92 of the Building Act 2004*. They will receive all correspondence and must be authorised by the owner. All amendments require new authorisation.

The owner can elect to receive a copy of correspondence regarding this Code Compliance Certificate in "The owner" section of this application form, or by notifying Council during the Code Compliance Certificate process.

Fees

All work for the issue of a Code Compliance Certificate will be invoiced and needs to be paid in full as described in *Section 95 of the Building Act 2004* before the Code Compliance Certificate can be issued, refer to [building services fees and charges](#).

Notice to fix

If a Notice to Fix is issued, it will state the building work that must be carried out and will set a timeframe in which this work must be completed. Once the work listed has been completed a further inspection needs to be booked by phoning the Council Building Unit on 03 311 8906.