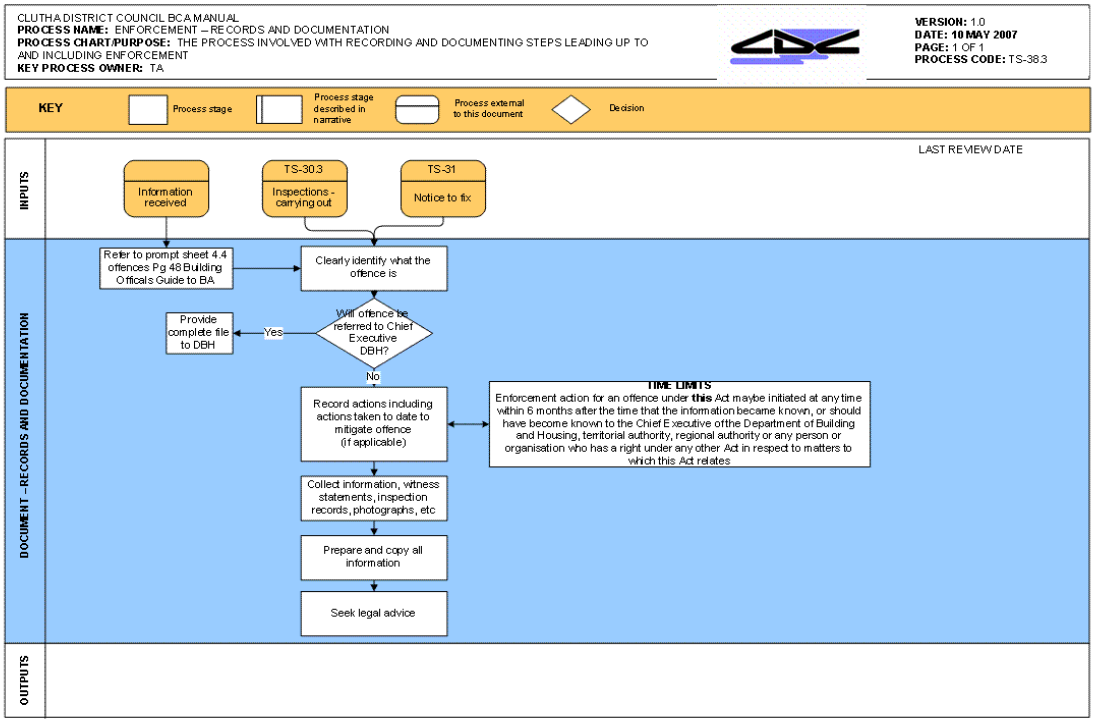
CLUTHA DISTRICT COUNCIL BCA MANUAL
PROCESS NAME: ENFORCEMENT – RECORDS AND DOCUMENTATION
PROCESS CHART/PURPOSE: THE PROCESS INVOLVED WITH RECORDING AND DOCUMENTING STEPS LEADING UP TO AND INCLUDING ENFORCEMENT
KEY PROCESS OWNER: TA
VERSION: 1.0
DATE: 10 MAY 2007
PAGE: 1 OF 1
PROCESS CODE: TS-38.3
KEY
Process stage
Process stage described in narrative
Process external to this document
Decision
LAST REVIEW DATE
INPUTS
Information received
TS-30.3
Inspections - carrying out
TS-31
Notice to fix
DOCUMENT – RECORDS AND DOCUMENTATION
Refer to prompt sheet 4.4 offences Pg 48 Building Officals Guide to BA
Clearly identify what the offence is
Will offence be referred to Chief Executive DBH?
Yes
Provide complete file to DBH
No
Record actions including actions taken to date to mitigate offence (if applicable)
TIME LIMITS
Enforcement action for an offence under this Act maybe initiated at any time within 6 months after the time that the information became known, or should have become known to the Chief Executive of the Department of Building and Housing, territorial authority, regional authority or any person or organisation who has a right under any other Act in respect to matters to which this Act relates
Collect information, witness statements, inspection records, photographs, etc
Prepare and copy all information
Seek legal advice
OUTPUTS