	Clutha District Council Building Consent Authority Manual	Doc Ref	TS-32-Final Documentation Check-NV
		Date	27/05/2008

## TS-32 FINAL DOCUMENTATION CHECK

### BCA AIM


To ensure that Code Compliance Certificates are not issued until all building work has been carried out in accordance with the Building Consent, all required inspections carried out and approved, and any supporting documentation specified has been provided.

### ROLES AND RESPONSIBILITIES

- **Building Manager**  
Responsible for ensuring the BCA has the appropriate systems in place for checking all documentation is satisfactory before issue of code compliance certificate.  
  
Responsible for ensuring both Building Officers and Administration staff have the appropriate levels of technical competence to fulfil their functions and duties.
- **Building Officer**  
Responsible for assessing whether building consent documentation indicates job is ready for CCC.
- **Administration Officer**  
Responsible to carry out any administration functions that are required with regards to this procedure.

### BACKGROUND

1. An owner is required to apply to the BCA that issued the building consent for a code compliance certificate as soon as practicable after all building work is completed.
2. Before deciding to issue a code compliance certificate, a BCA is required to determine whether:
  1. a warning or ban has been applied to a building method or product associated with the building work
  2. the building owner has provided an energy work certificate for any energy work associated with the building consent
  3. a development contribution is required to be paid as a condition of the building consent and whether or not it has been paid.
  4. all inspections required have been carried out with satisfactory result.
  5. any restricted building work has been signed off
  6. all resource consent issued have been resolved
  7. all building consent conditions are met
  8. all compliance schedule items are signed off
  9. all supporting information has been received and is correct
3. When satisfied that all matters affected by any of the above are properly resolved, the BCA may approve the issue of a code compliance certificate.

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## PROCEDURE

### 1 APPLICATION FOR CODE COMPLIANCE CERTIFICATE IS RECEIVED (TS-33)

1.1 Once an application for Code Compliance Certificate is received, the job card must be assessed to check that all outstanding issues

### 2 CARRY OUT FINAL DOCUMENTATION CHECK

- 2.1 The Building Officer will examine the building consent file to ascertain whether all required inspections (including a final inspection if needed) have been carried out with satisfactory outcomes and with no further matters to follow up. If there are any inspections that have not occurred, the application will be put "on hold" and the required inspections scheduled. In some circumstances the BCA may approve alternative methods of proving compliance with the consent documents or the Building Code.
- 2.2 The Building Officer must be satisfied that all building work has been carried out in accordance with the building consent documents, and meets the requirements of the NZ Building Code & Building Act 2004.
- 2.3 A check must be carried out to ensure that all restricted building work is signed off (once this provision comes into force).
- 2.4 All supporting documentation will be checked for completeness and accuracy (TS-40). If documentation is incomplete, the Building Officer will generally suspend the time clock and initiate the required action to have the owner provide the necessary information (section 93(1)).
- 2.5 Any Resource Consent issues should be resolved.
- 2.6 Any Conditions of the building consent or advice notes on the consent should be checked to see they are complied with or met.
- 2.7 Compliance Schedule items must be signed off.
- 2.8 When the Building Officer is satisfied that all documentation is in order, this should be recorded on the job card, and the next stage of Code Compliance Certificate issue (TS-33) can proceed.

## NOTES