	Clutha District Council Building Consent Authority Manual	Doc Ref	TS-33-Code Compliance Certificate-NV
		Date	27/05/2008

# TS-33 CODE COMPLIANCE CERTIFICATE

## 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 assessing building consent compliance and issuing 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 work has been completed in accordance with the building consent.
- **Administration Officer**  
Responsible to carry out any administration functions that are required with regards to this procedure.

## BACKGROUND

1. Sections 91-95
2. 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.
3. The application is required to be on the prescribed form.
4. The code compliance certificate may be issued when the BCA is satisfied that the building work has been completed in accordance with the building consent. Building consents issued prior to 31/03/05 are required to comply with the Building Code at time of issue of the consent.
5. In certain cases and providing the owner and the BCA issuing the code compliance certificate agree, another BCA may issue the code compliance certificate.
6. Where applicable, the building owner is required to provide with the code compliance certificate application all certificates issued by a licensed building practitioner / independent qualified person that relate to specified systems. Note: The licensed building practitioner's provision does not come into effect until 30 November 2009.
7. A BCA is required to decide within 20 working days of receiving the application for the issue of the code compliance certificate (or any further period that may be agreed between the BCA and the owner) whether or not to issue the code compliance certificate. This period may be suspended if the BCA requires additional information.

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8. For those consents issued after 31/03/05 – if no application for issue of code compliance certificate is received within 2 years of granting the building consent, the BCA is required to consider whether or not to issue the code compliance certificate.
9. 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.
10. When satisfied that all matters affected by any of the above are properly resolved, the BCA may issue the code compliance certificate.

## PROCEDURE

### 1 APPLICATION FOR CODE COMPLIANCE CERTIFICATE IS RECEIVED

- 1.1 An application for Code Compliance Certificate must be completed and provided by the owner.
- 1.2 The twenty day time frame for the BCA to consider the CCC application, begins upon the receipt of this form by the BCA.

### 2 ASSESS CONTENT TO DETERMINE COMPLIANCE

- 2.1 The Building Officer will examine the building consent file to ascertain whether all required information has been provided, to meet the requirements of the NZ Building Code & Building Act 2004.
- 2.2 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)).
- 2.3 The Building Officer may issue a Notice to Fix if required.
- 2.4 When the Building Officer is satisfied that all documentation is in order, and that a Code Compliance Certificate may be issued, they can then issue the CCC (within their delegated authority) or forward the file to the person with the delegated authority.

### 3 COORDINATE ISSUE OF COMPLIANCE SCHEDULE

- 3.1 If a compliance schedule must be issued, the Building Officer will coordinate it's issue in conjunction with the issue of the code compliance certificate.

## NOTES