

TS-40 Compliance Documents

Roles and Responsibilities

- **BCA**

Provide policies and procedures to identify, verify and adopt compliance documents.

To provide processes to ensure that compliance documents are valid and appropriate in the circumstances.

- **Building Officer**

To be “satisfied on reasonable grounds” that compliance documents are valid and appropriate for the purpose.

To monitor, and keep up to date, on the changing nature of compliance documents.

BACKGROUND

1. Section 19 of the Building Act 2004 Applies and gives guidance on establishing compliance with the building code.
2. Section 20 Specifies one means of compliance with the building code under the regulations.
3. Section 21 Specifies what happens if regulations specifying that there is only one means of compliance with the building code are made or not made.
4. Section 22 specifies that a person who complies with a compliance document must be treated as having complies with the building code.
5. Section 23 advises that a person may comply with a compliance document in order to comply with the provisions of the building code, but doing so is not the only means of complying.
6. Under Section 24 , the Chief Executive may amend or revoke a compliance document.
7. Section 25 advises on content of compliance document.

PROCEDURE

1 DURING PROCESSING

- 1.1 During processing of building consent application, if a compliance document is referenced, then the Building Official will be required to check status of compliance document. This may involve research on line/council tech library/networking.

2 DOCUMENT VALIDITY

- 2.1 If the document is valid then it must be checked for content (TS-19). If this content is acceptable it is recorded and processed TS-05 job card.
- 2.2 If the documentation is not valid then the application is rejected and client is notified by the Building Officer requesting additional information.

3 AT TIME OF ISSUING CCC

- 3.1 At completion of building work and once inspections are completed satisfactorily, the Building Officer will check through compliance documentation and assess any new compliance documentation received.
- 3.2 If the documentation is complete and valid (TS-32, TS-33), then CCC will be approved.
- 3.3 If documentation is not valid, then the application is rejected. A notice to fix may be issued or the applicant may provide amended compliance documentation in order to comply.

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