



## USER GUIDE

### APPLICATION FOR CERTIFICATE OF ACCEPTANCE

The purpose of this customer information is to assist you in making an application for a Certificate of Acceptance.

If you present the information described, together with accurate and well presented drawings, then your application will be processed quickly and efficiently. Further information may be requested to clarify compliance with the Building Code or District Plan. This may include producer statements or similar advice from an engineer or other suitably qualified person that the work complies with the Building Code. Information about the property will also be needed in the same way it is needed for the processing of a Building Consent. This information is contained in a Property Information memorandum (PIM), available from Council. If a PIM is not provided with this application, it will be prepared for you at an additional cost.

While the information needed will vary depending on the nature of the work covered by the Certificate of Acceptance, it may include the following:

- Site Plan.** Must show the building work in relation to the property boundaries, existing building, drainage and water supply systems, and north point.
- Floor Plan.** To be fully dimensioned including external wall partition sizes, designation of rooms, door and window openings, sanitary fittings, fixed units such as wardrobes, cooking and heating appliances. For building alterations, provide a copy of the original floor plans.
- Elevations.** Elevations of the building are required to show all doors, windows, roof height and external finishes.
- Cross Sections.** To show full details of construction of foundations, reinforcing, floor structure, flashings, wall and roof structure, insulation and heights above ground level.
- Drainage Detail.** To show means and location of sewage and stormwater disposal systems and any existing drains on the site.
  - Note:**
    - a) All plans must be in duplicate.
    - b) All plans must be drawn to a common metric scale e.g.
      - Site Plans 1:200
      - Floor Plans 1:100
      - Elevations 1:100
      - Cross Sections 1:50
      - Details 1:20, 1:10
- Specification.** (Duplicate) Specifications must be relevant to the particular building and to the plans submitted. They must give a full description of the type, size, grade of materials to be used, also the method of construction and bracing a schedule.

#### Reasons why a Certificate of Acceptance is required?

- The owner, or the owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained because: - \_\_\_\_\_**  
\_\_\_\_\_
- A building consent could not practicably be obtained in advance because the building work had to be carried out urgently: (*delete one of the following*)**
  - a) for the purpose of saving or protecting life or health or preventing serious damage to property as follows: - \_\_\_\_\_
  - b) in order to ensure that a specified system was maintained in a safe condition or made safe as follows: \_\_\_\_\_
- The building consent authority that granted the building consent is unable or refuses to issue a Code Compliance Certificate in relation to the building work, and no other building consent authority will agree to issue a Code Compliance Certificate for the building work.**