

Application for
Code Compliance Certificate



Form 6, Section 92 Building Act 2004

This form should be completed by the owner/agent on completion of the final building inspection OR within 2 years from the date of granting of the consent. If work is not complete within the 2 year timeframe an extension may apply and can be requested below, but must be approved by Council.

Section 1

1. The Building Consent	
Building consent number:	Issued by: Gisborne District Council

Section 2

2. Owner [Not required if details have not changed from the original building consent]			
Name of owner: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]			
Owner's mailing address:	Street address/Registered office:		
Owner's contact details:			
Landline: _____	Mobile: _____		
After hours: _____	Fax: _____		
Email: _____	Website: _____		
Evidence of ownership: [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]			
<input type="checkbox"/> Copy of certificate of title, no more than one month old	<input type="checkbox"/> Agreement for sale and purchase AND*	<input type="checkbox"/> Lease	<input type="checkbox"/> Other _____
OR →	<input type="checkbox"/> *Council to obtain certificate of title (cost as per Council fee schedule)		

Section 3

3. Agent [Not required if details have not changed from the original building consent]		
Name of agent: [include the contact persons name if a company, trust of similar]		
Agent's mailing address:	Street address/Registered office:	
Agent's contact details:		
Landline: _____	Mobile: _____	
After hours: _____	Fax: _____	
Email: _____	Website: _____	
Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner's behalf]		
First point of contact: [for communications with Council]		
<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Other: Address: _____
Phone: _____		

continued overleaf ...

PO Box 747, Gisborne 4040 • Phone: (06) 867-2049 • Freephone: 0800 653 800 • Fax (06) 867-8076
• Email: service@gdc.govt.nz • www.gdc.govt.nz

4. Restricted Building Work [Complete this section for consents lodged after 1 March 2012] otherwise goto section 5.

The licensed building practitioner(s) (LBP's) who carried out or supervised the restricted building work is/are as follows:

Name	Licensing class	Licenced Building Practitioner (LBP) number [or registration number if treated as being licensed under section 291 of Building Act 2004]	Particular work carried out or supervised

The personnel who carried out building work other than restricted building work are as follows: [in the application section below list names, addresses telephone numbers, and (where relevant and if not provided above) licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers]:

5. Application – please complete this section in full:

Building Personnel: Provide details for all building personnel who carried out the building work:

Designer:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Builder:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Cladding Installer:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Roofer:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Electrician:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Gasfitter:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Plumber:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Drainlayer:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Fireplace Installer:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

Other:
 Business/Name: _____
 Address: _____
 Landline: _____ Mobile: _____
 Fax: _____ Registration: _____

continued overleaf ...

Specified Systems:

The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

- No compliance schedule required – there are no specified systems in the building.
- 1) Automatic systems for fire suppression (e.g. sprinkler systems)
- 2) Automatic or manual emergency warning systems for fire or other dangers
- 3) Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)
- 4) Emergency lighting systems
- 5) Escape route pressurisation systems
- 6) Riser mains for use by fire service
- 7) Any automatic backflow preventer connected to a potable water supply
- 8) Lifts, escalators, travelators or other systems for moving people or goods within buildings
- 9) Mechanical ventilation or air conditioning systems
- 10) Building maintenance units for providing access to the exterior and interior walls of buildings
- 11) Laboratory fume cupboards
- 12) Audio loops or other assistive listening systems
- 13) Smoke control systems
- 14) Emergency power systems for, or signs relating to, a system or feature specified in clauses 1 to 13
- 15) Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1-6, 9 and 13:
 - 15a) Systems for communicating spoken information intended to facilitate evacuation; and
 - 15b) Final exits (as defined by clause A2 of the building code); and
 - 15c) Fire separations (as so defined); and
 - 15d) Signs for communicating information intended to facilitate evacuation; and
 - 15e) Smoke separations (as so defined)

6. Completion / Extension

Work Completed

a) All building work carried out under the above building consent was completed on: ____/____/____

I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004.

The code compliance certificate should be sent to: Owner Agent

Work not completed [select one of the following]:

b) Work is nearly complete – application for extension: **OR:**

The building work is expected to be completed within six months and should be ready for final inspection on or before: ____/____/____ therefore,

I/we wish to apply for an extension of time to complete the project.

Please note: There is no charge for extension. The granting of an extension is at Councils' discretion, confirmation will be sent to you.

c) Work will not be finished within the next six months

It is not expected that the work will be ready for final inspection within the next six months.

Estimated completion date: ____/____/____

Please note: Delaying completion of work will directly result in additional inspection and processing fees. Your code compliance certificate will not be issued until all outstanding fees are paid.

Signed by the owner:

OR **Signed by the agent:** [on behalf of, and with authority from, the owner]

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Attachments

The following documents are attached to this application:

- Memoranda (Records of Building Work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised [applies for consents lodged after 1 March 2012 only]
- Other documents or certificates from the personnel who carried out the work
- Certificate that relates to the energy work
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent
- Evidence of ownership

Section 6