

The Building Consent process

Inspecting and certifying consented building work



Steps 3 and 4



Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

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Building Consents Step 3: Construction inspections

When can work start?

Work must not start until the invoice has been paid and the building consent has been issued to you and uplifted. You must have uplifted and read the approved building consent documents before work begins. These stamped documents must be always kept on site during the construction process. All inspections will be carried out against the consented plans.

If your Building Consent was issued with a section 37 notice, work must not start until the specified Resource Consents have been granted.

If your project includes Restricted Building Work (see below), and you have not already provided Council with the names of the Licensed Building Practitioners (LBPs) who will carry out the restricted work, you must do so **before** the work starts.

Restricted Building Work (RBW)

If your project includes Restricted Building Work, the restricted work can only be carried out by, or under the supervision of a Licensed Building Practitioner (LBP) approved for the specific type of work. Before the work starts, you must provide Council with the names and registration numbers of the LBP's who will carry out the work. You need to complete and return the T-26. s1 LBP Notification Form that was attached to your approved consent. It won't be possible to book an inspection until you have supplied this information.

You need to be aware that if an LBP changes during the course of the project, you must advise Council before the new tradesperson starts. On completion of the work, each LBP must provide a record of work certificate. Council will require copies of these certificates prior to the code compliance certificate being issued. It is an offence for a builder who is not an LBP to carry out restricted building work unless the work is carried out under an approved owner builder exemption.



Inspections

Pursuant to Section 90 of the Building Act 2004 this consent is granted subject to the inspectors as agents of the Gisborne District Council Building Consent Authority being entitled, at all times during normal working hours or while building work is being done, and to inspect any building or building work that has been or is being carried out on or off the building site.

The inspection process applies to all projects that have a building consent. It's most likely there will be a number of inspections scheduled for your building project. A list of required inspections can be found in the building consent document. Building inspections are scheduled at critical stages of the construction process. It is the building owners, or their appointed agent's, responsibility to arrange inspections at the correct stages of construction.

Your consent document has an inspection summary where the inspectors will sign if they have approved the inspection. On the back is an area where the inspector lists inspections that have been failed and the reason for that failure. You'll need to have a failed inspection re-checked before you can proceed past that point in the project.

Dependent on the degree of failure you may be able to proceed with other parts of your project. The inspector will discuss this with you at the time of inspection. The process for failed inspections is explained in detail in the inspection procedure section of this document.

How to arrange a building inspection

Call Council and make an appointment as soon as you're ready for the inspection. Council requires a minimum of **24 hours notice**.

In busy periods, or for complex inspections, you may not be able to get your inspection for two to three days. Our Building Officers travel up the coast (north of Tolaga Bay) on Tuesdays and Thursdays. It's our policy that coast inspections are charged at the same rate as city inspections. Coast visits are limited to the scheduled days.

There's a dedicated phone line **06 863 1605** for booking inspections. Leaving a message is not confirmation of an inspection. However, if you do leave a message, please ensure that you leave your full details, i.e., name, phone number, building consent number. Please note that if you no longer require the inspection you have booked, you must

ring to cancel it **at least 24 hours prior** to your booked time. Otherwise, you will be charged for this inspection. This will also shorten the waiting time for inspections.

When making your booking you will need to quote:

- ↩ type of inspection (specific details)
- ↩ site address
- ↩ building consent number
- ↩ contact name and phone number.

Please don't ring the building inspector's cell phone to book an inspection. The administration officer at **06 863 1605** is the only guarantee that an inspection is booked.

What happens when the Building Officer arrives?

Site safety

You are responsible for the safety of your site. The Building Officer may refuse to carry out an inspection where adequate safety provisions have not been taken. This includes safety precautions such as restrained ladders and shutters in trenches when required. If the inspection is to an elevated area, you must have scaffolding or another method available so that the inspector can view the work.

Inspection procedure

A full set of approved building consent documents must be onsite and available to the Building Officer. Ensure that the site is clean, tidy, and safe. You are required to be onsite when a Building Officer visits as they may have questions or advice for you. If any inspections need to be repeated, you're required to cover the inspection cost.

The Building Officer will use the appropriate check sheet to record notes of their findings. The officer will also add a more detailed explanation of their inspection to the building consent inspection record. Once the work passes inspection, the building officer will sign off the appropriate inspection on the building consent packet. If there are any outstanding items, the officer will document these on the 'failed inspection'

list attached to the consent documents. This inspection will be failed. Failed inspections are due to one or more non-compliances being found. The areas of noncompliance will be discussed with the site representative. These will generally result in varying levels of site instruction, such as conditional continuation of work, or a full or partial stop work notice may be issued. Serious breaches can result in a notice to fix being issued. Once the outstanding items have been completed, the owner should call for a re check inspection.

What happens if the work isn't approved?

Areas of non-compliance will be detailed as above. Where issues are of a more serious nature, Council may issue a 'Notice to Fix', requiring any building work not done in accordance with the Building Code to be corrected. Council may also direct that building work cease in the area affected by the non-compliance until we're satisfied work may proceed. Failure to act promptly could result in prosecution.

You need to have an understanding of what and when inspections are needed. Missed inspections may prevent Council from being able to establish full compliance with the building consent, and preventing a Code Compliance Certificate being issued. **It is solely the owner's or their designated agent's responsibility to call for inspections.**

Amendments to approved plans

The Building Act 2004 requires that building work is carried out in compliance with the plans. This means any changes to the stamped approved plans will require a building consent amendment.

If these amendments are not requested Council may be unable to issue a Code Compliance Certificate. Some minor variations may be approved on the spot during an inspection, for example the change of a door to a window of the same width so that there were no structural implications. Bigger amendments must be applied for on the green amendment application form, accompanied by plans clearly showing the changes. You'll need to pay for additional processing, administration, and inspection costs. The amendment cannot be uplifted until these are paid. Council has 20 working days to approve an amendment.

It is not uncommon that changes may need to be made to plans or specifications of a building consent after it has been approved. These changes may be required for purely

aesthetic reasons, such as the change of kitchen joinery or may be required due to the practicality of design assumptions that need to be recalculated due to 'real world' conditions. Depending on what these changes are will dictate whether they are merely a 'minor variation' to the approved plans or whether they require a formal amendment application to be submitted and assessed. An amendment application will have to detail what the changes entail and any relevant information relating to these changes, (i.e. revised plans). If it is a minor variation then you will still need to submit details of the changes but work will be allowed to continue. However, if an amendment is required the work may not proceed on the parts subject to the amendment until it is approved.

Minor variations may also be approved by coming into the council and discussing the proposed change. You should bring your stamped approved consent documents with you to the meeting. If it is determined that the proposal is a minor variation, and not an amendment, the Building Services Officer will mark the change on your plans and sign and date relevant plan page. The determination of what is a minor variation is at the council's sole discretion. There is no charge for minor variations.

Commercial buildings - use by the public

If the building is classified as a building for public use under section 362A of the Building Act 2004, it is an offence under section 363 for a person who owns, occupies or controls premises to permit the use of any part of the premises that is affected by the building work until a Code Compliance Certificate has been issued, unless in the interim, a Certificate for Public Use has been approved by Council. It is the responsibility of the person who owns, occupies, or controls premises to apply for this certificate.

Application forms are available on our website.



Inspections for new buildings

Foundations (SI)

This inspection is to check:

- ↩ foundation ground bearing
- ↩ trench size and depth
- ↩ correct type and size of steel reinforcing and placement within the foundation
- ↩ siting of the building.

Floor heights and any unusual features would be discussed with the builder. If the boundary is not clearly defined (by such features as an existing fence) a string line must be in place prior to the inspector arriving so distances can be accurately measured.

For pile foundations:

- ↩ the size and treatment of the piles
- ↩ location of the anchor/brace and ordinary piles are checked against the plan
- ↩ ground bearing is confirmed
- ↩ siting accuracy.

Note: If there is any particular requirement for a geotechnical engineer (or their agent) to confirm ground bearing, it must be done at this stage before concrete pouring.

Block Fill/Bond Beam (BF/BB)

This inspection includes checking the blocks to ensure:

- ↩ internal webs are clean of cement mortar
- ↩ reinforcing steel is of the correct type, size and is placed and tied correctly
- ↩ floor heights are correct.
- ↩ Washouts are required where blocks are above 1.2 metres high.

Pre-Floor Pour (FP)

The concrete floor inspection involves checking:

- ↩ the correct polythene underlay
- ↩ joints and penetrations have been taped correctly
- ↩ floor thickenings and loading points.

If mesh is to be used within the floor:

- ↩ the type shown in the plans and specifications
- ↩ placement at the correct height in the floor on proprietary supports (bar chairs)
- ↩ correct position in relation to the foundation reinforcing
- ↩ tied to itself and perimeter reinforcing.

Where bond beam reinforcing is not placed within the block fill, the inspection must determine:

- ↩ perimeter reinforcing steel is positioned correctly to the foundation steel
- ↩ floor mesh tied off correctly
- ↩ control joints are placed where required
- ↩ mesh cut and proprietary joints correctly positioned
- ↩ or control joint reinforcing is as per the plans and specifications.

Floor thickness is checked either by string line or sight lines to comply with the plans and specifications.

Under Floor Plumbing (CF)

This inspection can be for both plumbing and drainage under a concrete floor. Plumbing is the installation of the under floor hot and cold water supplies and waste pipes for individual fixtures to the building exterior.

The inspection determines:

- ↪ correct pipe work has been laid under the floor, with appropriate lagging for in-ground use for hot water (and where required for cold water)
- ↪ water pressure test of 1450kpa for a minimum of 15 minutes.

In the case of waste pipes, correct falls and sizes should be determined and venting checked if the length to the outlet is longer than permitted. If testing of waste pipes is required, this is performed by static head pressure only. Where any pipe work penetrates through the floor, the pipe work is lagged and taped for protection and expansion and contraction within the floor. Hot water cylinder drain lines are to be protected, as for the plumbing system, and should be checked for size and location of the outlet.

Drainage under floor is checked for falls and bedding and methodology in relation to the plans and specifications. A static water test is done to a specific overflow point or head pressure. Protection for drainage through the concrete floor is checked as per the plumbing system.



Wooden Sub Floor (SFF)

Generally the inspection of the sub-floor and floor can occur during the pre-wrap inspection. The Building Officer would check:

- ↪ anchor/brace pile and ordinary pile fixings are correct for location
- ↪ height above ground level
- ↪ joist/bearer sizes and fixings
- ↪ under floor insulation
- ↪ joist spans and blocking
- ↪ timber treatment.

Pre-Wall Lining – Plumbing (WL)

This inspection checks:

- ↪ hot and cold water supplies to individual fixtures
- ↪ the pipe work and sizes are consistent with the plans and specifications
- ↪ hot water cylinder type and size is correct
- ↪ pipe work has sufficient support and clearances
- ↪ protection from framing - including steel framing
- ↪ frost protection
- ↪ lagged for energy efficiency, where required.

Particular attention is given to:

- ↪ timber structure to ensure no over-size holes or cut outs during the pipe out process (as per NZS 3604. 2011)
- ↪ preventing water hammer
- ↪ solar and alternative means of water heating
- ↪ gas hot water installations - both storage and instantaneous.

The whole of the plumbing installation must be subjected to a water pressure test not less than 1450kpa for at least 15 minutes.

Note: Some solar systems are of a low pressure type where a water pressure test may not be practicable.

Pre-Wrap (PW)

This inspection will check:

- ↪ Timber treatment
- ↪ Dragon ties / roof plane bracing
- ↪ Studs – size /spacing (check wind zone)
- ↪ Timber grade
- ↪ Truss/rafter – fix/space
- ↪ Plate fixing & bolts
- ↪ Rafter size / type /treatment
- ↪ Top plate & lintel – size / fixings
- ↪ Truss design cert. correct support
- ↪ Truss / treatment
- ↪ Roof pitch
- ↪ Purlin Fixings

Specific Requirements for Steel Framed Buildings:

- ↪ Steel profile and gauge
- ↪ Thermal break

Pre-External Cladding (PRL/OPEL)

PRL: The inspection regime for claddings can vary, depending on the type of cladding used. Where the cladding is required to be installed on a cavity, a “cavity batten” inspection is required regardless of the type of cladding.

This inspection will check:

- ↪ batten fixings
- ↪ location

- ⇨ vermin strip cavity closure
- ⇨ windows and doors
- ⇨ meter box
- ⇨ roof flashings.

Where no cavity is required, the inspection of the cladding and exterior joinery involves:

- | | |
|---|---------------------------------------|
| ⇨ weather tightness of cladding and joinery | ⇨ window flashings |
| ⇨ meter box | ⇨ correct finishes below floor level |
| ⇨ doors | ⇨ cladding clearances to ground level |
| | ⇨ paved areas |

The cladding/batten inspection checks:

- ⇨ cladding to batten
- ⇨ framing fixing
- ⇨ sealing of cut sheets where applicable
- ⇨ in-seals to joints at corners and openings where required.
- ⇨ control joints vertical and horizontal where required.
- ⇨ windows and doors
- ⇨ meter box
- ⇨ roof flashings
- ⇨ cladding finishes below floor level
- ⇨ clearances to ground
- ⇨ paved levels.

OPEL: For stucco.

Substrate check includes:

- ⇨ substrate batten
- ⇨ framing fixing -particularly if the substrate is a bracing member
- ⇨ all flashings as detailed above
- ⇨ vertical and horizontal control joints
- ⇨ cladding finish below floor level
- ⇨ clearance to ground
- ⇨ paved areas.

A further inspection is required for the “netting and paper” or “pre-scratch coat” where the slip layer and netting is checked to ensure the slip layer:

- ⇨ has no holes
- ⇨ netting is taut and fixed at correct centers with correct fixings
- ⇨ control joints in place
- ⇨ flashings in place
- ⇨ base mould in place with clearance above head flashings
- ⇨ corners completed correctly
- ⇨ extra netting at openings where control joints are not placed.

Brick Veneer – Brick Ties (BT)

For brick veneer, the inspection is a “half-high” where the bricks have been completed to half the finished height in the case of single storeyed buildings. For buildings greater than single storey, the first inspection would be at around 1.2 metres high with further inspections as required.

The inspection is to check:

- ↪ sufficient number and placement of brick ties
- ↪ depth of the cavity
- ↪ width of joints
- ↪ weep hole centers are correct
- ↪ bottom of the cavity is kept clean.

Framing Pre-Line (WRF)

The internal lining can only be installed when the external claddings have been “completed” as described above and this inspection passed.

The exterior is considered complete when:

Claddings not requiring a cavity -and are themselves impervious -and where joints, corners, flashings, etc. are taped and sealed, cut edges sealed and the cladding has been prepared for the finishing, decorative coatings would be considered to be completed. This could include some fibre cement products, vertical steel claddings etc.



- ↪ Claddings on a cavity need to have had the first seal coat applied, or first coat of one of many decorative finishing, coats applied and joints, corners, flashings etc. taped. and sealed would be considered completed. This includes stucco scratch coat, fibre cement products, polystyrene claddings etc.
- ↪ Brick veneer is required to be completed to the satisfaction of the Building Officer.

The pre-line inspection would check

- ↪ ceiling and wall insulation
- ↪ moisture check of the framing timbers
- ↪ ceiling battens
- ↪ window and door air seals
- ↪ timber grading
- ↪ and may include the plumbing pipe out.

Note: This information sheet does not cover inspections for noise but would be noted on the inspection sheet if such an inspection is required.

Sheet Bracing/ Fire Linings (PL)



A sheet bracing inspection includes checking the sheet bracing against the plan requirements and ensuring the respective sheet braces are in the correct position, are of the correct type and have been **fixed** correctly.

This inspection must be carried out before any stopping of plasterboard is done or the inspection may be failed. The internal linings other than brace sheets are generally not checked as part of this inspection.

Fire linings are checked against the plan and specifications for:

- ↪ sheet size, thickness, correct location and fixings
- ↪ penetrations through the fire wall lining
- ↪ the correct framing procedure and products are used.

The inspector may require you to remove some screws to check that the correct length has been used.

Drainage Foul Water (D) or Stormwater (SW)

Includes both sewer and stormwater drainage and connects from either a reticulated system or from, or to, an onsite wastewater and stormwater disposal system.

In either case, the drainage systems are checked against the plans and specification for the type of system it is being laid under. **For example:**

- ↪ AS/NZS 3500 2. 2 or AS/NZS3500 5. 2000
- ↪ risers to bring lids to ground level
- ↪ sealing of those risers
- ↪ New Zealand Building Code G13 AS 2 for sewer and NZBC E1 or AS/NZ Standard 3500. 5. 2000 for stormwater.

These standards have different demands on sewer and stormwater systems and both the in ground sewer and stormwater drains are checked against the requirements of the nominated system.

The stormwater drainage is also checked with attention to the requirements of the plans and demands of the designer. Both the sewer and stormwater are checked for bedding, falls and depths, while the sewer is subject to a water test.

Septic tanks and effluent systems are also classed as drainage inspections. **Tanks will be checked for:**

- ↩ depth in ground
- ↩ pipework to the tanks will be inspected.

Effluent trenches will be checked for:

- ↩ the depth, length, **and siting** is as per the assessor's plan
- ↩ effluent metal is clean and of the correct sizes
- ↩ filter cloth is in place.

Final Inspection (FIB)

When the building work is complete a final inspection can be requested. Dependent on the size and scope of the project one or two building inspectors will conduct the final inspection. Using a comprehensive checklist, the Building Officer checks the building against the plans and specifications and any amended plans for compliance to determine if a Code Compliance Certificate (CCC) can be issued.

The Building Act states that the application for a CCC must be on the application form (Form 6) that is attached to your building consent. Council will not issue a CCC for work unless the Form 6 has been completed.

Construction, supervision and producer statements

Any building work outside the NZBC, B I Acceptable solution, will require specific design by a suitably qualified engineer. A Producer Statement for Design (PS1) will be requested when you apply.

We may require - as part of our inspection process - that a Construction Supervision producer statement (PS4) is submitted in regard to the parts of the building that were covered by the PS1. The engineer will state on the Producer Statement that work supervised met the requirements of the approved structural design.

We may also request a PS3 Producer Statement for some building projects. Most commonly this is requested when all of the project can't be seen (i.e. septic tank installations). This type of producer statement states 'I am the drain layer (builder) and I



Energy and other certificates

Council may require a number of certificates at the completion of a project. For example, if the building work includes electrical or gas work, certificates from both of these tradesmen will be required to certify that the work has been done to the required standard. Council may also request certificates from installers such as the roofer, applicator of water proof membranes and fire alarm installer if applicable. If the project includes Restricted Building Work, record of work (ROW) certificates from the LBP who carried out the work must be supplied. An LBP should not withhold a ROW without reason.

have installed this system as per the design approved by the Council'. A PS3 is not a substitute for the inspection process.

The Building Act stipulates that Council must be 'satisfied on reasonable grounds' that any building element or design meets the provisions of the various codes. As such, Council has **sole discretion** on acceptance of producer statements and technical reports.



Building Consents Step 4: How the completed project is certified

What is a Code Compliance Certificate (CCC)

A Code Compliance Certificate (CCC) is a document that certifies Council is satisfied that the building work complies with the building consent. We strongly recommend obtaining a Code Compliance Certificate as soon as the work is completed. Without a CCC you may have difficulty selling the property or getting insurance.

Application for Code Compliance Certificate

It is the owner's responsibility to notify the Council on completion of the work and apply for a Code Compliance Certificate. You can do this by phoning to book a final inspection. At the inspection, please make sure you have completed the Form 6 that was attached to your original building consent and give it to the inspector.

Alternatively, you can mail the completed Form 6 to us and we will contact you to arrange a suitable time for the final inspection.

Code Compliance Certificate and the 1991 Building Act

The 1991 Act differed from the current Act in that building work had to comply with the New Zealand Building Code but not necessarily the consented plans. It was common for the building to get 'changed' through the build process and the finished article to differ markedly from the original plans. This created a great deal of confusion for subsequent purchasers and this anomaly was corrected in the 2004 Act. The finished building must now comply with the New Zealand Building Code and the approved and consented plans.

Obtaining Code Compliance Certificate for older consents

Any request for a Code Compliance Certificate for work under the 1991 Act, as well as older consents issued under the current Act, may result in Council requesting the owner to agree to a waiver or modification of part of the Building Code. This is due to the time that may have elapsed between work being completed and the request for CCC. There are durability time frames for most building elements and we will backdate this durability to accurately reflect the commencement of durability issues.

Processing your application

Council has 20 working days to make a decision to either issue or refuse a Code Compliance Certificate once it accepts the Form 6.

There may be a number of supporting documents required to assist the decision on issuing the CCC. These typically are producer statements from installers of specific systems, from membrane roofs to fire alarms, certificates for energy work (gas and electricity), or a supervision producer statement from an engineer.

If these are not immediately available, we may issue a request for information and 'stop the clock' until that information is received. You have 60 days to supply this information, or the application will be refused. After this date another request for a CCC should be made as soon as all requirements have been met. Unfortunately, additional requests for a Code Compliance Certificate will incur additional costs.

CCC not received within 24 months

If all work has not been completed and the Code Compliance Certificate issued within 24 months of the date the consent was granted, Council is required under the Building Act to make a decision whether to issue or refuse the CCC.

You may apply for an extension of time, but approval is at Council's discretion. If your CCC has been refused, you should re-apply as soon as all requirements have been met.

Issue of the Code Compliance Certificate

As well as conditions and advice notes imposed on a building consent there are also other matters for consideration by Building Consent Authorities in deciding whether or not to issue a code compliance certificate for completed work. These matters are detailed under section 94 of the Building Act and the building consent authority must be satisfied 'on reasonable grounds' that any of these matters that relate to an approved consent have been dealt with before issuing the Code Compliance Certificate.

Once Council is satisfied all requirements have been met and agree to issue the Code Compliance Certificate, a copy of the certificate will be mailed to you. If any fees for additional inspections or Development Contributions remain outstanding, your certificate will be held until payment is received.

If your application was refused, you'll be advised of the reasons. If you have any doubts or disputes you have the right to seek a determination through the Ministry of Building, Innovation and Employment (MBIE). See their website for more information.

www.building.govt.nz/resolving-problems/resolution-options/determinations/

For complaints regarding the Code Compliance Certificate process or Building Services personnel please reference the complaint process on the Council website under Building Services.

CCC's for Commercial Buildings with Compliance Schedule

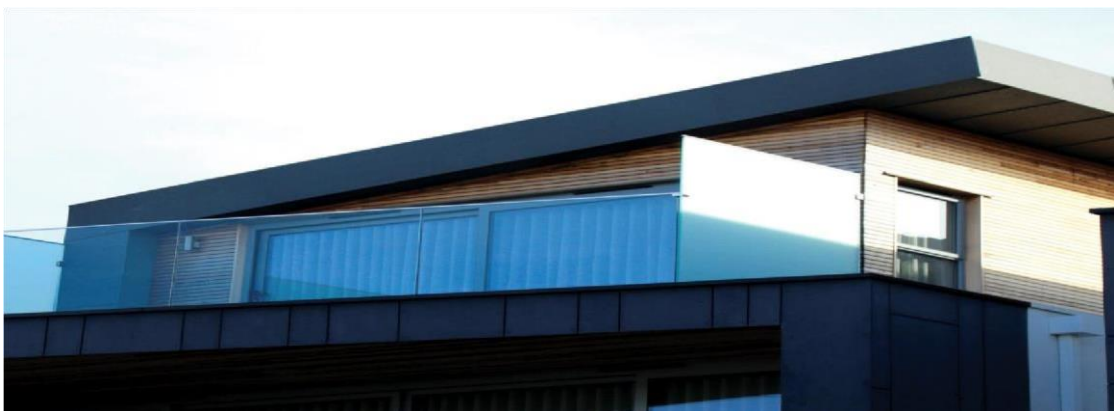
If your building requires a Compliance Schedule, you will have received a 'draft' compliance schedule when the building consent was issued. Your CCC will be issued with a final Compliance Schedule and a Compliance Schedule Statement. The statement is



valid for 12 months. After 12 months of monitoring and maintenance of the specified systems you will require a Building Warrant of Fitness.

Where a Compliance Schedule is new or has been amended as the result of building work, or where a Compliance Schedule statement is being issued, the building consent authority must be satisfied on reasonable grounds that verification and certification by way of documentation has been provided. This can be achieved through statements from independently qualified persons and contractors, to confirm the specified systems meet the performance criteria set out in the building consent. Documentation must be provided before the issue of a Code Compliance Certificate.

For more information on compliance schedules and yearly warrant of fitness renewals please contact our Compliance Officer or ask for a copy of our pamphlet.



...consent has been issued and consented documents are on site

Building Consent Process Summary

Step3: Inspection and compliance with approved plans

Builder reads consent documentation and list of required inspections

Building inspections are booked with the Council at least 24 hours before required by calling (06) 863 1605

Inspection Passed – work complies with the consented plans?

No

Re-inspection required for minor failure – if the failure is major a 'Notice to Fix' may be issued. Council reserves the right to charge for re-inspections.

Yes

Owner wishes to amend the project to differ from the original consented plans

Yes

Some minor variations may be approved at inspection. In all other cases, the owner must submit an application for amendment. The work must not proceed until approval is granted.

No

Next inspection requested until all completed

Work Completed within 24 months?

No

Council must make a decision whether or not a CCC can be issued. Where a CCC cannot be issued the owner can reapply at a later date. Additional charges and building code requirements may apply.

Yes

Owner notifies Council that building work is complete and all conditions of the consent have been met. Owner fills out Form 6 and requests Code Compliance Certificate (CCC)

Council checks if all inspections have been signed-off, required certificates and supporting documents have been supplied and there are no outstanding fees, including Development Contributions.

No

Information supplied within timeframe

Council must make a decision whether or not a CCC can be issued. Where a CCC cannot be issued the owner can reapply at a later date. Additional charges and building code requirements may apply.

Yes

Council issues
Code Compliance Certificate

Step4: Code Compliance Certificate plans

Processing time frame for CCC application is 20 working days, plus time stopped for additional information



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