

Code Compliance Certificate Decision Checklist - to be completed by Officer

Record your decision using the following key: **BC Number:**
(Refer to Intranet notes on: receiving, vetting and lodging a CCC application)

P, Y or = Adequate / Present **F, N** or = Inadequate / Absent **NA** or **I** = Not Applicable

INSPECTION DECISIONS *Check that all matters have been dealt with in full.*

Inspections:	<input type="checkbox"/> All passed <i>(See BC conditions/advisories)</i>	<input type="checkbox"/> Extra inspections paid <i>[Check with admin]</i>
Site instructions:	<input type="checkbox"/> Issued <input type="checkbox"/> Addressed	<input type="checkbox"/> DCs paid <i>[Check with admin]</i>
Notices To Fix:	<input type="checkbox"/> Issued <input type="checkbox"/> Addressed	<input type="checkbox"/> Determinations outcomes considered
Amendments:	<input type="checkbox"/> Addressed <input type="checkbox"/> CS details attached (if any)	<input type="checkbox"/> EQ status considered
Minor Variations:	<input type="checkbox"/> Addressed <input type="checkbox"/> CS details attached (if any)	<input type="checkbox"/> Warnings and bans considered
CCC application:	<input type="checkbox"/> Received <input type="checkbox"/> Complete	
Complaints:	<input type="checkbox"/> Addressed (if any) - see comments	

STATEMENTS /CERTIFICATES - RECEIVED AND ADEQUATE. *Check what is required by the Building consent. Refer to PS checklist on final inspections or separate sheet PS-02 (alternative).*

<input type="checkbox"/> PS4	<input type="checkbox"/> Electrical	<input type="checkbox"/> Gas	<input type="checkbox"/> Pressure test	<input type="checkbox"/> Truss
<input type="checkbox"/> Smoke alarm	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Cladding	<input type="checkbox"/> Glazing	<input type="checkbox"/> Water proofing
<input type="checkbox"/> Solar systems	<input type="checkbox"/> As laid drainage	<input type="checkbox"/> Insulation	<input type="checkbox"/> Surveying	<input type="checkbox"/> Under floor/ Tile heating
<input type="checkbox"/> Other <i>[specify]:</i>				

REPORTS *Check that the following documents have been received, where relevant to the project.*

<input type="checkbox"/> H1	<input type="checkbox"/> Fire	<input type="checkbox"/> Bracing	<input type="checkbox"/> Backflow	<input type="checkbox"/> Structural Engineer
<input type="checkbox"/> Geo-tech / Soil <input type="checkbox"/> Other: <i>[Specify]</i>				

RECORDS OF WORK *Check that all relevant elements of restricted building work have been covered by a ROW. Check that all ROW are complete and correct.*

<i>Primary structure:</i>	<input type="checkbox"/> Foundations & sub floor framing	<input type="checkbox"/> Walls	<input type="checkbox"/> Roof	<input type="checkbox"/> Columns & Beams	<input type="checkbox"/> Bracing
<i>External moisture management systems:</i>	<input type="checkbox"/> Roof cladding / roof cladding systems	<input type="checkbox"/> Damp proofing	<input type="checkbox"/> Ventilation system		
	<input type="checkbox"/> Wall cladding / wall cladding systems	<input type="checkbox"/> Waterproofing			

COMMENTS: *(i) Describe unresolved matters and actions to rectify. (ii) Record any complaints & resolution*

CODE COMPLIANCE CERTIFICATE DECISION MAKING (Tick the appropriate check boxes)

Decision: The CCC Can be issued Cannot be issued

Reason for the Decision: *(Refer Building Act s92 – 95, s240)*

SATISFIED on reasonable grounds that the building work complies with the building consent because the final inspection has passed AND all the required documents have been received and are adequate.

NOT SATISFIED on reasonable grounds that the building work complies with the building consent because:

Work is not complete Missing documentation Inadequate documentation

Outcome of Decision:

CCC to be issued CCC to be issued on payment of fees under s240 CCC to be refused

Officer's Name: Signature: Date:

CCC to be issued, problems have been addressed *(Add explanation in comments section above)*

Officer's Name: Signature: Date: