

## Job File Checklist - BCA files must meet S216 (2)(3) and S238 of the Building Act 2004

**BC Number:** \_\_\_\_\_

**Decision Key:** P, Y or ✓ = Adequate / Present F, N or ✗ = Inadequate / Absent NA or I = Not Applicable

**Documentation on file** *To be completed by appointed Officer (usually Administration)*

Application documentation	Processing checklists
<input type="checkbox"/> BC Application form: (Form 2)	<input type="checkbox"/> BC <span style="float: right;"><input type="checkbox"/> Major amendment</span>
<input type="checkbox"/> Applicants checklist	<b>Letters:</b>
<input type="checkbox"/> Plans	<input type="checkbox"/> RFI (1) <span style="float: right;"><input type="checkbox"/> RFI (2)</span>
<input type="checkbox"/> Specifications	<input type="checkbox"/> Grant BC <span style="float: right;"><input type="checkbox"/> Refuse to grant BC</span>
<input type="checkbox"/> Certificate(s) of Design Work (Form 2A)	<input type="checkbox"/> Issue CCC <span style="float: right;"><input type="checkbox"/> Refuse to issue CCC</span>
<input type="checkbox"/> Notice of Owner-Builder (Form 2C)	<input type="checkbox"/> Issue CPU <span style="float: right;"><input type="checkbox"/> Refuse to issue CPU</span>
<input type="checkbox"/> Statutory declaration (Form 2B)	<input type="checkbox"/> Other:
<input type="checkbox"/> Certificate of Title / other proof of ownership	<b>Issued documents</b>
<input type="checkbox"/> CS Details	<input type="checkbox"/> BC (Form 5) <span style="float: right;"><input type="checkbox"/> PIM</span>
<input type="checkbox"/> Application to amend compliance schedule	<input type="checkbox"/> CPU (Form 16) <span style="float: right;"><input type="checkbox"/> PIM certificate (Form 4)</span>
<input type="checkbox"/> CPU application	<input type="checkbox"/> CCC (Form 7) <span style="float: right;"><input type="checkbox"/> COA (Form 9)</span>
<input type="checkbox"/> Record(s) of Work (Form 6A)	<input type="checkbox"/> Compliance Schedule
<input type="checkbox"/> CCC application (Form 6)	<b>Other documents / Information</b>
Producer Statements: <input type="checkbox"/> PS1 <input type="checkbox"/> PS2 <input type="checkbox"/> PS4	<input type="checkbox"/> Photos labeled
<input type="checkbox"/> Energy certificate(s): (see CCC decisions)	<input type="checkbox"/> Fees - see CCC decisions INS19
<b>Major Amendments / Minor Variation applications</b>	<input type="checkbox"/> District Court orders s126
<input type="checkbox"/> Major: Application form (Form 2)	<input type="checkbox"/> Information received from a statutory authority
<input type="checkbox"/> A new applicant's Checklist	<input type="checkbox"/> Complaints - see CCC decisions INS19
<input type="checkbox"/> Minor: minor variation application form	<input type="checkbox"/> Notice to Fix - see CCC decisions INS19
<input type="checkbox"/> Changes to plans and specifications	<input type="checkbox"/> BWOFF
<input type="checkbox"/> New Certificate Design Work, if dwelling	<input type="checkbox"/> Any information from a statutory authority
<input type="checkbox"/> Other:	<input type="checkbox"/> Details about any levy collected under <a href="#">s53</a>
	<input type="checkbox"/> Other:

Comments (if needed): *Please note if any required documentation is missing, or appears incomplete.*

### PROJECT FILE DECISION MAKING (Tick the appropriate check boxes)

**Decision:** The project file is:  Complete  Not complete

**Reason for the Decision:**  All required documents are present  Document(s) are missing  
 Other: [Specify] .....

**Outcome of decision:**  Forward for scanning / storage  Address missing documents

Officer's Name: ..... Signature: ..... Date: .....

Issues addressed  Issues not addressed (see comments section)

Officer's Name: ..... Signature: ..... Date: .....