**Code Compliance Certificate Decision Checklist - to be completed by Officer**

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

<table>
<thead>
<tr>
<th>BC Number:</th>
</tr>
</thead>
</table>

**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.

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

### 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).

- ☐ PS4
- ☐ Electrical
- ☐ Gas
- ☐ Pressure test
- ☐ Truss
- ☐ Smoke alarm
- ☐ Sprinklers
- ☐ Cladding
- ☐ Glazing
- ☐ Water proofing
- ☐ Solar systems
- ☐ As laid drainage
- ☐ Insulation
- ☐ Surveying
- ☐ Under floor/ Tile heating

☐ Other [specify]:

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

- ☐ H1
- ☐ Fire
- ☐ Bracing
- ☐ Backflow
- ☐ Structural Engineer
- ☐ Geo-tech / Soil
- ☐ Other: [Specify]

### 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.

**Primary structure:**
- ☐ Foundations & sub floor framing
- ☐ Walls
- ☐ Roof
- ☐ Columns & Beams
- ☐ Bracing

**External moisture management systems:**
- ☐ Roof cladding / roof cladding systems
- ☐ Damp proofing
- ☐ Ventilation system
- ☐ Wall cladding / wall cladding systems
- ☐ 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

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

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

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