

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

- BC Application form: *(Form 2)*
- Applicants checklist
- Plans
- Specifications
- Certificate(s) of Design Work *(Form 2A)*
- Notice of Owner-Builder *(Form 2C)*
- Statutory declaration *(Form 2B)*
- Certificate of Title / other proof of ownership
- CS Details
- Application to amend compliance schedule
- CPU application
- Record(s) of Work *(Form 6A)*
- CCC application *(Form 6)*
- Producer Statements: PS1 PS2 PS4
- Energy certificate(s): (see CCC decisions)

Major Amendments / Minor Variation applications

- Major: Application form *(Form 2)*
- A new applicant's Checklist
- Minor: minor variation application form
- Changes to plans and specifications
- New Certificate Design Work, if dwelling
- Other:

Processing checklists

- BC
- Major amendment

Letters:

- RFI (1)
- RFI (2)
- Grant BC
- Refuse to grant BC
- Issue CCC
- Refuse to issue CCC
- Issue CPU
- Refuse to issue CPU
- Other:

Issued documents

- BC *(Form 5)*
- PIM
- CPU *(Form 16)*
- PIM certificate *(Form 4)*
- CCC *(Form 7)*
- COA *(Form 9)*
- Compliance Schedule

Other documents / Information

- Photos labeled
- Fees - see CCC decisions INS19
- District Court orders s126
- Information received from a statutory authority
- Complaints - see CCC decisions INS19
- Notice to Fix - see CCC decisions INS19
- Details about any levy collected under [s53](#)
- 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:

