**Application for code compliance certificate**

**Section 92, Building Act 2004 - Building (Forms) Regulations 2004 – Form 6**

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| **IMPORTANT NOTE:** **Applications for code compliance certificate submitted through the Online Services portal at** [**onlineservices.ccc.govt.nz**](http://onlineservices.ccc.govt.nz/) **do not need to complete this application form. The application details are entered while submitting your application. This form is only used for those wishing to submit their application in hard copy.****General Information:*** Please check on our website ([ccc.govt.nz/building-consent-forms-and-guides](http://ccc.govt.nz/consents-and-licences/building-consents/building-consent-forms-and-guides/)) that the form that you are using is current at the time of application as forms are subject to change without notice.
* Further information about the requirements to apply for your code compliance is available on our website at [ccc.govt.nz/code-compliance-certificate](https://ccc.govt.nz/consents-and-licences/building-consents/code-compliance-certificate/).
* Before applying for a code compliance certificate, ensure that the building consent conditions have been met (including section 90 and accompanying schedule of inspections). If the building consent conditions have not been met, it is likely your code compliance certificate application will not be accepted.
* All applications will be checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe (20 working days) will not start until the missing information has been provided and resubmitted.
* Refer to the current fees and charges on our website at [ccc.govt.nz/fees-building-control](http://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/fees-and-charges/fees-building-control/). Note, when applying for a building consent the costs/charges will vary depending on the time an officer spends processing your application.
* For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz
* Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

**Booking an Inspection:*** Final inspections can be booked by phone (03) 941 8222 or online at [ccc.govt.nz/bookinspection](http://ccc.govt.nz/consents-and-licences/building-consents/building-inspections/book-a-building-inspection/)

**Complete this form and submit via the following methods:*** **Post** (additional costs apply) your application to: Building Consenting, PO Box 73013, Christchurch 8154
* **Hand delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us#12/-43.5308/172.6363)).
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Please complete all fields unless marked otherwise

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| **1. The building consent(s)**

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| **Building consent number(s):** |  |
| Issued by:  | Christchurch City Council |

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| **2. The owner** **Name of owner:** *(Include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)*

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**Contact person:** *[not required if owner is an individual]*

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**Mailing address:**

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**Street address/Registered office:** *(if different than above)*

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**Phone numbers:**

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| Landline: | Mobile: | Daytime: | After hours: | Fax: |
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**Email address:** **Website:**

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**The following evidence of the ownership is attached to this application:** *[copy of certificate of title, lease agreement for sale and purchase, or other document showing full name of legal owner(s) of the building]*

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| [ ]  | Certificate of title | [ ]  | Lease | [ ]  | Agreement for sale and purchase | [ ]  | Other document |

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| **3. Agent (Only required if the application is being made on behalf of the owner)****Name of agent:** *(only required if application is being made on behalf of the owner)*

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**Contact person:** *(not required if the agent is an individual*, *must have a New Zealand address)*

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**Mailing address:**

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**Street address/Registered office:** *(if different than above)*

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**Phone numbers:**

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| Landline: | Mobile: | Daytime: | After hours: | Fax: |
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| **Email address:** | **Website:** |
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**Relationship to owner:** *(State details of the authorisation from the owner to make the application on the owner’s behalf)*

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**First point of contact for communications with the building consent authority:** *(contact details must be in New Zealand, mark boxes as appropriate)*[ ]  Agent [ ]  Owner [ ]  Other: *(if other specify whom and provide contact details as per above)*

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| **4. Application**

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| **All building work to be carried out under the building consent specified on this form was completed on:**  |  |
|  | *[insert date]* |

**The licensed building practitioner(s) who carried out or supervised the restricted building work is/are as follows:**

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| **Name** | **Licensing class** | **Licensed building practitioner number** (or registration number if treated as being licensed under section 291 of Act) | **Particular work carried out or supervised** |
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**The personnel who carried out building work other than restricted building work are as follows:** *[list names, addresses, telephone numbers, and (where relevant and if not provided above) licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers]*

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| **Name** | **Address** | **Phone numbers** | **Where relevant and if not provided above** Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers |
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Note: Continue on another page if necessary.**The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:**[ ]  **There are no specified systems in the building**

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| [ ]  | SS1 – Automatic systems for fire suppression | [ ]  | SS11 – Laboratory fume cupboards |
| [ ]  | SS2 – Emergency warning systems | [ ]  | SS12/1 – Audio loops |
| [ ]  | SS3/1 – Automatic door | [ ]  | SS12/2 – FM radio and infrared beam transmission systems |
| [ ]  | SS3/2 – Access controlled doors | [ ]  | SS13/1 – Mechanical smoke control |
| [ ]  | SS3/3 – Interfaced fire or smoke doors or windows | [ ]  | SS13/2 – Natural smoke control |
| [ ]  | SS4 – Emergency lighting systems | [ ]  | SS13/3 – Smoke curtains |
| [ ]  | SS5 – Escape route pressurisation systems | [ ]  | SS14/1 – Emergency power systems |
| [ ]  | SS6 – Riser mains | [ ]  | SS14/2 – Signs for SS1-13 |
| [ ]  | SS7 – Automatic back-flow preventers | [ ]  | SS15/1 – Spoken information to facilitate evacuation |
| [ ]  | SS8/1 – Passenger carrying lifts | [ ]  | SS15/2 – Final exits |
| [ ]  | SS8/2 – Service lifts | [ ]  | SS15/3 – Fire separations |
| [ ]  | SS8/3 – Escalator and moving walks | [ ]  | SS15/4 – Signs for facilitating evacuation |
| [ ]  | SS9 – Mechanical ventilation or air conditioning systems | [ ]  | SS15/5 – Smoke separations |
| [ ]  | SS10 – Building maintenance units | [ ]  | SS16 – Cable cars |

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| **I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004.****The code compliance certificate should be sent to:** [ ]  **email or** [ ]  **post to:** [ ]  Owner [ ]  Agent*(state which address, and whether owner or agent)***All consent related invoices to be billed and sent via** [ ]  **email or** [ ]  **post to:** [ ]  Owner [ ]  AgentBy signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt. Please also note that for any refund due, the refund will be credited to the “deserving party” who may not have been the original “payee”.

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| **Signature of:** [ ]  owner / [ ]  agent on behalf of, and with the authority of the owner |
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| Name of person signing: |  |
| Date: |  |

**PRIVACY INFORMATION:**If you would like to request access to, or correction of, your details, please contact the Council. |

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| **5. Attachments**The following documents are attached to this application:[ ]  Other documents from the personnel who carried out the work[ ]  Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work).[ ]  Certificates that relate to the energy work[ ]  Evidence that specified systems are capable of performing to the performance standards set out in the building consent[ ]  Current manufacturer’s certificate, if applicable |