

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 <input type="checkbox"/> Major amendment
<input type="checkbox"/> Applicants checklist	Letters:
<input type="checkbox"/> Plans	<input type="checkbox"/> RFI (1) <input type="checkbox"/> RFI (2)
<input type="checkbox"/> Specifications	<input type="checkbox"/> Grant BC <input type="checkbox"/> Refuse to grant BC
<input type="checkbox"/> Certificate(s) of Design Work (Form 2A)	<input type="checkbox"/> Issue CCC <input type="checkbox"/> Refuse to issue CCC
<input type="checkbox"/> Notice of Owner-Builder (Form 2C)	<input type="checkbox"/> Issue CPU <input type="checkbox"/> Refuse to issue CPU
<input type="checkbox"/> Statutory declaration (Form 2B)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Certificate of Title / other proof of ownership	Issued documents
<input type="checkbox"/> CS Details	<input type="checkbox"/> BC (Form 5) <input type="checkbox"/> PIM
<input type="checkbox"/> Application to amend compliance schedule	<input type="checkbox"/> CPU (Form 16) <input type="checkbox"/> PIM certificate (Form 4)
<input type="checkbox"/> CPU application	<input type="checkbox"/> CCC (Form 7) <input type="checkbox"/> COA (Form 9)
<input type="checkbox"/> Record(s) of Work (Form 6A)	<input type="checkbox"/> Compliance Schedule
<input type="checkbox"/> CCC application (Form 6)	Other documents / Information
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
<input type="checkbox"/> Manufacturers cert for modular components	<input type="checkbox"/> District Court orders s126
Major Amendments / Minor Variation applications	<input type="checkbox"/> Information received from a statutory authority
<input type="checkbox"/> Major: Application form (Form 2)	<input type="checkbox"/> Complaints - see CCC decisions INS19
<input type="checkbox"/> A new applicant's Checklist	<input type="checkbox"/> Notice to Fix - see CCC decisions INS19
<input type="checkbox"/> Minor: minor variation application form	<input type="checkbox"/> Details about any levy collected under s53
<input type="checkbox"/> Changes to plans and specifications	<input type="checkbox"/> Other: _____
<input type="checkbox"/> New Certificate Design Work, if dwelling	
<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:

