

**Form 6: Application for Code Compliance Certificate**

Section 92, Building Act 2004

**1. THE BUILDING CONSENT** [Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

Building Consent Number: .....	OFFICE ONLY: Date received:
Project address: .....	
Building Consent issued by: .....	
[Name of the Council / Building Consent Authority (BCA) that granted the building consent]	

**2. THE OWNER**

Name of Owner / Company: .....	Name of Agent / Company: .....
Contact person [ <i>If the Owner is NOT an individual</i> ]: .....	Contact person [ <i>If the Agent is NOT an individual</i> ]: .....
Mailing address: .....	Mailing address: .....
Street address / registered office: .....	Street address / registered office: .....
Phone Number: Landline: .....	Phone Number: Landline: .....
Mobile: .....	Mobile: .....
Daytime: .....	Daytime: .....
After hours: .....	After hours: .....
Facsimile number: .....	Facsimile number: .....
Email address: .....	Email address: .....
Website: .....	Website: .....
The following evidence of ownership is attached to this application:	
<input type="checkbox"/> Copy of Record of Title <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Agreement for Sale and Purchase <input type="checkbox"/> Other Document: .....	
<b>FIRST POINT OF CONTACT:</b> For communications with the Council / Building Consent Authority: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Full name & contact details supplied <b>INVOICE TO:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Agent	

**4. APPLICATION** [Tick those boxes that are applicable]

 All building work carried out under the Building Consent specified on this form was **COMPLETED** on .....[**INSERT DATE**]

The <u>Licensed Building Practitioner(s)</u> who carried out or supervised the restricted building work is / are as follows:			<input type="checkbox"/> Not Applicable as NO restricted building work
Name	Licensing Class	Licensed building practitioner number <i>[or registration number if treated as being licensed under section 291 of Building Act 2004]</i>	Particular work carried out or supervised
[Continue on the next page if necessary]			

Name	Licensing Class	Licensed building practitioner number <i>[or registration number if treated as being licensed under section 291 of Building Act 2004]</i>	Particular work carried out or supervised

[Continue on another page if necessary]

**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]*

Name	Address <i>[Contact details must be in New Zealand]</i>	Phone No. License / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:
		PH: LBP / Registration No:

[Continue on another page if necessary]

## 5. SPECIFIED SYSTEMS

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: *[Please tick as appropriate]*

- The specified systems for the building are as follows: [Specified systems are defined in regulations] **OR**
- The following specified systems have been altered, added to, or removed in the course of the building work: **OR**
- There are **NO** specified systems in the building **[Note: If unsure whether your building has specified systems, talk to the BCA or your architect]**

The following specified systems are being altered, added to, or removed in the course of the building work: [Tick those that are applicable]	Existing [✓ Tick]	New or Added [✓ Tick]	Altered [✓ Tick]	Removed [✓ Tick]
SS1 Automatic systems for fire suppression (e.g. sprinkler systems)				
SS2 Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)				
SS3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)				
SS3/1 Automatic doors				
SS3/2 Access controlled doors				
SS3/3 Interfaced fire or smoke doors or windows				
SS4 Emergency lighting systems				
SS5 Escape route pressurisation systems				
SS6 Riser mains for use by fire services				
SS7 Automatic back-flow preventers connected to a potable water supply				
SS8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings				
SS8/1 Passenger carrying lifts				
SS8/2 Service lifts				
SS8/3 Escalators and moving walks (travelators)				
SS9 Mechanical ventilation or air conditioning systems				
SS9/1 Mechanical ventilation				
SS9/2 Air conditioning systems				
SS10 Building maintenance units providing access to exterior and interior walls of buildings				
SS11 Laboratory fume cupboards				
SS12 Audio loops or other assistive listening systems				
SS12/1 Audio loops				
SS12/2 FM radio frequency systems and infrared beam transmission systems				
SS13 Smoke control systems				
SS13/1 Mechanical smoke control				
SS13/2 Natural smoke control				
SS13/3 Smoke curtains				
SS14 Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1 to 13				
SS14/1 Emergency power systems				
SS14/2 Signs in relation to any specified systems 1-13				
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:				
SS15/1 Systems for communicating spoken information intended to facilitate evacuation				
SS15/2 Final exits				

[Continue on the next page if necessary]

	Existing [✓ Tick]	New or Added [✓ Tick]	Altered [✓ Tick]	Removed [✓ Tick]
SS15/3 Fire separations (as defined by the Building Code)				
SS15/4 Signs for communicating information intended to facilitate evacuation				
SS15/5 Smoke separations				
SS16 Cable Cars				

## 6. REQUEST

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: *[State which address and whether Owner or Agent]*

Owner     Agent    Name of Owner / Agent: .....

Address: .....

Signature of:  OWNER or by the  AGENT on behalf of and with the authority of the Owner: *[Tick correct one]*

Signature: ..... Name of person Signing: ..... Date: .....

## 7. ATTACHMENTS *[The following documents are attached to this application]:*

- Other documents from the personnel who carried out the work e.g. Producer Statements, As-laid drainage plans.
- Memoranda (Records of Building Work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised.
- Certificates that relate to the energy work e.g. electrical or gas certificates.
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent.
- Current manufacturer's certificate, if applicable.

**NOTE: Incomplete applications cannot be lodged. You will be asked to complete the application and re-submit it.**

