

Applicant's  
Name:

Consent  
No:

Property  
Address:

Lot  
No.:

Wind  
Zone:

## ITEMS TO BE CHECKED [Checked against the approved Building Consent (BC) documents]

**Key:**  
**Decision:** ☐ or ☐ = Pass ☐ or ☐ = Fail, further inspection / documents required ☐ or ☐ Partial Pass - Proceed to next inspection  
**Reason for decision:** Compliance or non compliance with the approved building consent documents

### Review

- ☐ Approved BC documents and amendments on site
- ☐ Prior inspection passed or instructions addressed
- ☐ Consent conditions checked

### Interior

- ☐ Ceiling insulation is in place / clear of light fittings
- ☐ Safety glass installed
- ☐ Wet areas completed: correct installation of shower / bath / laundry, surface areas sealed
- ☐ Kitchen completed
- ☐ Smoke alarms installed and operational
- ☐ Height of window sashes / restrictors
- ☐ Heights of barriers and handrails as per approved plans
- ☐ Ventilation to internal spaces
- ☐ Mechanical ventilation vented to exterior
- ☐ Firewall integrity
- ☐ Fire rating complete

Heater checklist completed ☐ Yes ☐ No ☐ NA

### Exterior

- Pools checklist completed ☐ Yes ☐ No ☐ NA
- ☐ Vermin proofing
- ☐ Flashing / sealants completed & in place
- ☐ Ground height complies (at time of inspection)
- Landscaping completed: ☐ Yes ☐ No ☐ NA  
(at time of inspection)

### Exterior (continued)

- ☐ Brick veneer weep and ventilation holes
- ☐ Weathering and penetrations: roof and walls (fixings etc.). Flashing / sealants completed & in place
- ☐ Construction of decks / steps / retaining walls / handrails, barriers and ramps comply
- ☐ Sub floor ventilation
- ☐ Exterior finishing's
- ☐ Drip edge to flat surfaces
- ☐ Reflectivity of finishes

### Documents Required by Building Consent

- |                               |                                   |                                      |                             |
|-------------------------------|-----------------------------------|--------------------------------------|-----------------------------|
| CCC application               | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| All producer statements       | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| Gas certificate               | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| Electrical certificate        | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| Heater installation statement | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| Waterproofing certificate     | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| Records of Work               | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |

Other statement, certificate or document:

- |       |                                   |                                      |                             |
|-------|-----------------------------------|--------------------------------------|-----------------------------|
| ..... | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| ..... | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |
| ..... | <input type="checkbox"/> Received | <input type="checkbox"/> Outstanding | <input type="checkbox"/> NA |

**The above documents will be assessed back at the office.  
If found to be inadequate, the author will be contacted.**

**NOTE:** The project must pass final inspections and the BCA must be supplied with the required information as per the Form 5 to an adequate standard, to ensure your CCC can be issued.

**Comments if required:** ☐ Photos attached (if relevant) ☐ Memo / Instruction No: ..... ☐ Verbal instruction (specify):

**OUTCOME OF DECISIONS** [Tick the correct outcome: e.g. ☒ PASS or ☒ FAIL etc.]

<p>Work complies with the approved BC documents</p> <p><input type="checkbox"/> PASS</p> <p><input type="checkbox"/> PARTIAL PASS. work may proceed to next inspection.</p> <p><input type="checkbox"/> FAIL. Repeat inspection required      <input type="checkbox"/> Additional fee</p> <p>Officer Name:</p> <p>Signature :                                  Date:</p>	<p>REPEAT: Work complies with the approved BC documents</p> <p><input type="checkbox"/> PASS</p> <p><input type="checkbox"/> PARTIAL PASS. work may proceed to next inspection.</p> <p><input type="checkbox"/> FAIL. Repeat inspection required      <input type="checkbox"/> Additional fee</p> <p>Officer Name:</p> <p>Signature:                                  Date:</p>
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ASSESSMENT OF DOCUMENTATION RECEIVED	BC Number:		
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BC Number:		
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**Key for statement types:** Cladding (CL) Electrical (EL) Engineer / Designer (PS4) Gas (GS) Glazing (GL) Insulation (IN) As-laid drainage (ALD) Pressure test (P) Smoke alarm (SM) Sprinklers (SP) Surveyors confirmation of height / siting (SV) Waterproofing (WP) Solar systems (S) Truss layout (TR) Under floor / tile heating (H) Other (O) *[specify].....*

[illegible]

**#Other reason(s) for decision(s):** (Use this area for “other” statement types, or for giving reasons for decisions where a statement is not complete or an author is not registered, but you are accepting their statement)