

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

to next inspection

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. <input checked="" type="checkbox"/> PASS or <input checked="" type="checkbox"/> FAIL etc.]	
Work complies with the approved BC documents <input type="checkbox"/> PASS <input type="checkbox"/> PARTIAL PASS. work may proceed to next inspection. <input type="checkbox"/> FAIL. Repeat inspection required <input type="checkbox"/> Additional fee Officer Name: _____ Signature : _____ Date: _____	REPEAT: Work complies with the approved BC documents <input type="checkbox"/> PASS <input type="checkbox"/> PARTIAL PASS. work may proceed to next inspection. <input type="checkbox"/> FAIL. Repeat inspection required <input type="checkbox"/> Additional fee Officer Name: _____ Signature: _____ Date: _____

ASSESSMENT OF DOCUMENTATION RECEIVED												BC Number:		
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].....														
Record the Author's Name (Not the company name). If author providing more than one document, list and assess each document)	Decisions Regarding Document Content							Decision Regarding Author registration					Reason for decision ✓ / Y / P = content adequate / author approved / other reason recorded below# × / N / F = content inadequate / author not approved / other recorded below#	Outcome of decision Accept document or Reject document
	(✓ / Y / P = Pass × / N / F = Fail I / - / NA = Not Applicable)													
	Statement type / Header (see keys above)	Site Address / Legal description	Insurance	Date	B. Code (parts)	Work identified	Name & signature	CPEng register (Engineers)	NZRAB register (Reg. Architects)	EWRB register (Energy work)	PGD register (Plumbers, Drainlayers)	WBCG register		
#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)														