

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 & 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
- ☐ Height of window sashes / restrictors
- ☐ Heights of barriers and handrails as per approved BC
- ☐ Mechanical ventilation vented to exterior
- Heater checklist completed ☐ Yes ☐ No ☐ NA

Exterior

- ☐ Vermin proofing
- ☐ Ground height complies (at time of inspection)
- ☐ 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

Exterior continued

- ☐ Subfloor vents
- ☐ Exterior finishes as approved plans (paint reflective index)
- ☐ Drip edge
- Pools checklist completed ☐ Yes ☐ No ☐ NA

Accessibility

- ☐ Car parking as per plans
- ☐ Footpaths / ramps – non-slip, width (1.2m) , length, up-stands handrails, gradient 1:12
- ☐ Entrances – signage, thresholds, width, surfaces
- ☐ Public reception – accessible counter / desk
- ☐ Lifts – sizes, controls, lobby width, signage
- ☐ Stairs – width, handrails, landings, risers, treads, nosing, contrasting colours
- ☐ Doorways, corridors – clear width, glazing colour contrasted, projections into corridors
- ☐ Alerting devices – audible & visual signal
- ☐ Toilets / showers: size, controls, doors, handrails, turning circle
- ☐ Laundering – size and turning circle
- ☐ Food preparation – as per plans
- ☐ Place of assembly – spaces, stage podium, access, audio loop system & signage (if > 250 persons)

Specified systems present and operational

- ☐ SS1 Automatic fire suppression systems
- ☐ SS2 Automatic / manual emergency warning systems
- ☐ SS3/1 Automatic doors
- ☐ SS3/2 Access controlled doors
- ☐ SS3/3 Interfaced fire or smoke doors/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 /1 passenger carrying Lifts
- ☐ SS8/2 service lifts
- ☐ SS8/3 Escalators, travellers
- ☐ SS9/1 Mechanical ventilation
- ☐ SS9/2 Air conditioning systems
- ☐ SS10 BMUs with access to exterior / interior walls of buildings.
- ☐ SS11 Laboratory fume cupboards.
- ☐ SS12/1 Audio loops
- ☐ SS12/2 Other assistive listening systems: FM systems, infrared beam transmission systems
- ☐ SS13/1 Mechanical smoke control
- ☐ SS13/2 Natural smoke control
- ☐ SS14/1 Emergency power systems
- ☐ SS14/2 Signs relating to, a system or feature specified in any of [clauses 1 to 13](#).
- ☐ SS15/1 Systems for communicating spoken information intended to facilitate evacuation
- ☐ SS15/ Final exits
- ☐ SS15/3 Fire separations
- ☐ SS15/4 Signs for facilitating evacuation
- ☐ SS15/5 Smoke separations
- ☐ Cable cars

Fire Safety & Specified Systems - conditions of fire report met: <ul style="list-style-type: none"> <input type="checkbox"/> Surface finishes, smoke development and spread of flame requirements <input type="checkbox"/> Firewall integrity <input type="checkbox"/> Means of escape, door hardware, signage <input type="checkbox"/> Penetrations, lights and switches, fire collars (<i>check fire collars at post-line final</i>) <input type="checkbox"/> Fire and smoke doors, self-closers / magnetic hold open devices and signage operational, tags present <input type="checkbox"/> Place of assembly – spaces, stage podium, access, audio loop system & signage (<i>if > 250 persons</i>) 	Documents Required by Building Consent <table style="width: 100%; border: none;"> <tr> <td>CCC application</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>All producer statements</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>Gas certificate</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>Electrical certificate</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>Heater installation statement</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>Waterproofing certificate</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td colspan="4">SS installation / certification statement or certificate : (<i>See draft CS if applicable</i>)</td> </tr> <tr> <td>.....</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>.....</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> <tr> <td>.....</td> <td><input type="checkbox"/> Received</td> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> NA</td> </tr> </table> <p>The required documents will be assessed back at the office. If any are found to be inadequate, the author will be contacted.</p>	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	SS installation / certification statement or certificate : (<i>See draft CS if applicable</i>)				<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
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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: <input type="checkbox"/> Photos attached (<i>if relevant</i>) <input type="checkbox"/> Memo / Instruction No: <input type="checkbox"/> Verbal instruction (<i>specify</i>): <div style="height: 150px; border: 1px solid black; margin-top: 5px;"></div>																																									
OUTCOME OF DECISIONS [Tick the correct outcome: e.g. <input checked="" type="checkbox"/> PASS or <input checked="" type="checkbox"/> FAIL etc.]																																									
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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) <i>[specify]</i>														
Record the Author's Name (<i>Not the company name</i>). If author providing more than one document, list and assess each document)	Decisions Regarding Document Content							Decision Regarding Author registration					Reason 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
	Statement type / Header (see keys above)	(✓ / Y / P = Pass × / N / F = Fail I / - / NA = Not Applicable)												
		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)														