

## Code Compliance Certificate Decision Checklist - to be completed by Officer

Record your decision using the following key:  
 (Refer to Intranet notes on: receiving, vetting and lodging a CCC application)

**BC Number:** \_\_\_\_\_

Site Address: \_\_\_\_\_

**P, Y or ✓** = Adequate / Present

**F, N or ✗** = Inadequate / Absent

**NA or I** = Not Applicable

### INSPECTION DECISIONS Check that all matters have been dealt with in full.

Inspections:	<input type="checkbox"/> All passed (See BC conditions/advisories)		<input type="checkbox"/> Extra inspections paid [Check with admin]
Site instructions:	<input type="checkbox"/> Issued	<input type="checkbox"/> Addressed	<input type="checkbox"/> DCs paid [Check with admin]
Notices To Fix:	<input type="checkbox"/> Issued	<input type="checkbox"/> Addressed	<input type="checkbox"/> Determinations outcomes considered
Amendments:	<input type="checkbox"/> Addressed	<input type="checkbox"/> CS details attached (if any)	<input type="checkbox"/> EQ status considered
Minor Variations:	<input type="checkbox"/> Addressed	<input type="checkbox"/> CS details attached (if any)	<input type="checkbox"/> Warnings and bans considered
CCC application:	<input type="checkbox"/> Received	<input type="checkbox"/> Complete	<input type="checkbox"/> B2.3.1 Durability Modified to agreed date:
Complaints:	<input type="checkbox"/> Addressed (if any) - see comments		

### STATEMENTS /CERTIFICATES - RECEIVED AND ADEQUATE. Check what is required by the Building consent.

Refer to PS checklist on final inspections or separate sheet PS-02 (alternative).

<input type="checkbox"/> PS4	<input type="checkbox"/> Electrical	<input type="checkbox"/> Gas	<input type="checkbox"/> Pressure test	<input type="checkbox"/> Truss
<input type="checkbox"/> Smoke alarm	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Cladding	<input type="checkbox"/> Glazing	<input type="checkbox"/> Water proofing
<input type="checkbox"/> Solar systems	<input type="checkbox"/> As laid drainage	<input type="checkbox"/> Insulation	<input type="checkbox"/> Surveying	<input type="checkbox"/> Under floor/ Tile heating
<input type="checkbox"/> Other [specify]:				

### REPORTS Check that the following documents have been received, where relevant to the project.

<input type="checkbox"/> H1	<input type="checkbox"/> Fire	<input type="checkbox"/> Bracing	<input type="checkbox"/> Backflow	<input type="checkbox"/> Structural Engineer
<input type="checkbox"/> Geo-tech / Soil	<input type="checkbox"/> Other: [Specify]			

### RECORDS OF WORK Check that all relevant elements of restricted building work have been covered by a ROW. Check that all ROW are complete and correct.

Primary structure:	<input type="checkbox"/> Foundations & sub floor framing	<input type="checkbox"/> Walls	<input type="checkbox"/> Roof	<input type="checkbox"/> Columns & Beams	<input type="checkbox"/> Bracing
External moisture management systems:	<input type="checkbox"/> Roof cladding / roof cladding systems	<input type="checkbox"/> Wall cladding / wall cladding systems	<input type="checkbox"/> Damp proofing	<input type="checkbox"/> Ventilation system	<input type="checkbox"/> Waterproofing

### COMMENTS: (i) Describe unresolved matters and actions to rectify. (ii) Record any complaints & resolution

### CODE COMPLIANCE CERTIFICATE DECISION MAKING (Tick the appropriate check boxes)

**Decision:** The CCC  Can be issued  Cannot be issued

**Reason for the Decision:** (Refer Building Act s92 – 95, s240)

- SATISFIED on reasonable grounds that the building work complies with the building consent because the final inspection has passed AND all the required documents have been received and are adequate.
- NOT SATISFIED on reasonable grounds that the building work complies with the building consent because:
  - Work is not complete
  - Missing documentation
  - Inadequate documentation

#### Outcome of Decision:

CCC to be issued  CCC to be issued on payment of fees under s240  CCC to be refused

Officer's Name: ..... Signature: ..... Date: .....

CCC to be issued, problems have been addressed (Add explanation in comments section above)

Officer's Name: ..... Signature: ..... Date: .....

