

## Job File Checklist - BCA files must meet S216 (2)(3) and S238 of the Building Act 2004

**BC Number:**

**Decision Key:** **P, Y or ✓ = Adequate / Present** **F, N or ✗ = Inadequate / Absent** **NA or I = Not Applicable**

**Documentation on file**

*To be completed by appointed Officer (usually Administration)*

### Application documentation

- BC Application form: (Form 2)
- Applicants checklist
- Plans
- Specifications
- Certificate(s) of Design Work (Form 2A)
- Notice of Owner-Builder (Form 2C)
- Statutory declaration (Form 2B)
- Certificate of Title / other proof of ownership
- CS Details
- Application to amend compliance schedule
- CPU application
- Record(s) of Work (Form 6A)
- CCC application (Form 6)

Producer Statements:  PS1  PS2  PS4

- Energy certificate(s): (see CCC decisions)
- Manufacturers cert for modular components

### Major Amendments / Minor Variation applications

- Major: Application form (Form 2)
- A new applicant's Checklist
- Minor: minor variation application form
- Changes to plans and specifications
- New Certificate Design Work, if dwelling
- Other:

### Processing checklists

- BC
- Major amendment

### Letters:

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> RFI (1)   | <input type="checkbox"/> RFI (2)             |
| <input type="checkbox"/> Grant BC  | <input type="checkbox"/> Refuse to grant BC  |
| <input type="checkbox"/> Issue CCC | <input type="checkbox"/> Refuse to issue CCC |
| <input type="checkbox"/> Issue CPU | <input type="checkbox"/> Refuse to issue CPU |
| <input type="checkbox"/> Other:    |  |

### Issued documents

- |  |   |
|--|---|
| <input type="checkbox"/> BC (Form 5)         | <input type="checkbox"/> PIM                      |
| <input type="checkbox"/> CPU (Form 16)       | <input type="checkbox"/> PIM certificate (Form 4) |
| <input type="checkbox"/> CCC (Form 7)        | <input type="checkbox"/> COA (Form 9)             |
| <input type="checkbox"/> Compliance Schedule |   |

### Other documents / Information

- Photos labeled
- Fees - see CCC decisions INS19
- District Court orders s126
- Information received from a statutory authority
- Complaints - see CCC decisions INS19
- Notice to Fix - see CCC decisions INS19
- Details about any levy collected under s53
- Other:

Comments (if needed): *Please note if any required documentation is missing, or appears incomplete.*

### PROJECT FILE DECISION MAKING

(Tick  the appropriate check boxes)

**Decision:** The project file is:  Complete  Not complete

**Reason for the Decision:**  All required documents are present  Document(s) are missing

Other: [Specify] .....

**Outcome of decision:**  Forward for scanning / storage  Address missing documents

Officer's Name: ..... Signature: ..... Date: .....  
 Issues addressed  Issues not addressed (see comments section)

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

