

## 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:

- ☐ RFI (1)
- ☐ RFI (2)
- ☐ Grant BC
- ☐ Refuse to grant BC
- ☐ Issue CCC
- ☐ Refuse to issue CCC
- ☐ Issue CPU
- ☐ Refuse to issue CPU
- ☐ Other:

#### Issued documents

- ☐ BC (Form 5)
- ☐ PIM
- ☐ CPU (Form 16)
- ☐ PIM certificate (Form 4)
- ☐ CCC (Form 7)
- ☐ COA (Form 9)
- ☐ 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: .....