

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:

