

## Code Compliance Certificate



Form 6, Section 92 Building Act 2004

This form should be completed by the owner/agent on completion of the final building inspection OR within 2 years from the date of granting of the consent. If work is not complete within the 2-year timeframe an extension may apply and can be requested below but must be approved by Council.

Section 1

**1. The Building Consent**

Building consent number: \_\_\_\_\_

Issued by: Gisborne District Council

Section 2

**2. Owner** [Not required if details have not changed from the original building consent]

Name of owner: [include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar]

Owner's mailing address: \_\_\_\_\_  
\_\_\_\_\_Street address/Registered office: \_\_\_\_\_  
\_\_\_\_\_

Owner's contact details:

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Evidence of ownership: [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land]

 Copy of certificate of title, no more than one month old
  Agreement for sale and purchase **AND\***
 Lease
  Other \_\_\_\_\_

 OR →  \*Council to obtain certificate of title (cost as per Council fee schedule)

Section 3

**3. Agent** [Not required if details have not changed from the original building consent]

Name of agent: [include the contact persons name if a company, trust of similar]

Agent's mailing address: \_\_\_\_\_  
\_\_\_\_\_Street address/Registered office: \_\_\_\_\_  
\_\_\_\_\_

Agent's contact details:

Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

After hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner's behalf]

First point of contact: [for communications with Council]

 Owner
  Agent
  Other: Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

continued overleaf ...

PO Box 747, Gisborne 4040 • Phone: (06) 867-2049 • Freephone: 0800 653 800

• Email: [buildinginfo@gdc.govt.nz](mailto:buildinginfo@gdc.govt.nz) (for any queries) • [www.gdc.govt.nz](http://www.gdc.govt.nz)

**4. Restricted Building Work** [Complete this section for consents lodged after 1 March 2012] otherwise goto section 5.

The licensed building practitioner(s) (LBP's) who carried out or supervised the restricted building work is/are as follows:

Name	Licensing class	Licenced Building Practitioner (LBP) number [or registration number if treated as being licensed under section 291 of Building Act 2004]	Particular work carried out or supervised

The personnel who carried out building work other than restricted building work are as follows: [in the application section below list names, addresses telephone numbers, and (where relevant and if not provided above) licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers]:

**5. Personnel** – please complete this section in full:

**Building Personnel:** Provide details for all building personnel who carried out the building work:

**Designer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Builder:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Cladding Installer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Rofer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Electrician:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Gasfitter:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Plumber:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Drainlayer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Fireplace Installer:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

**Other:**  
 Business/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Registration: \_\_\_\_\_

continued overleaf ...

**6. Specified Systems** – please complete this section in full:

**Specified Systems:**

The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

No compliance schedule required – there are no specified systems in the building.

Existing New/Altered

- 1 Automatic systems for fire suppression e.g. sprinklers
- 2 Automatic or manual emergency warning systems for fire or other dangers
- 3 Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)
- 3/1 Automatic doors
- 3/2 Access controlled doors
- 3/3 Interfaced fire or smoke doors or windows
- 4 Emergency lighting systems
- 5 Escape route pressurisation systems
- 6 Riser mains for use by fire service
- 7 Any automatic backflow preventer connected to a potable water supply
- 8 Lifts, escalators, travelators or other systems for moving people or goods within buildings
- 8/1 Passenger carrying lifts
- 8/2 Service lifts
- 8/3 Escalators & moving walkways
- 9 Mechanical ventilation or air conditioning systems
- 10 Building maintenance units for providing access to the exterior and interior walls of buildings
- 11 Laboratory fume cupboards

Existing New/Altered

- 12 Audio loops or other assistive listening systems
- 12/1 Audio Loops
- 12/2 FM systems & infrared beam transmission systems
- 13 Smoke control systems
- 13/1 Mechanical smoke control
- 13/2 Natural smoke control
- 13/3 Smoke curtains
- 14 Emergency power systems for, or signs relating to a system or feature specified in clauses 1 to 13
- 14/1 Emergency power systems relating to system in clauses 1-13
- 14/2 Signs relating to a system specified in clauses 1-13
- 15 Any of the following systems, that form part of a building's means of escape and so long as those means also contain any or all of the systems or features specified in 1-6, 9 & 13:
- 15/1 Systems to communicate spoken info to facilitate evacuation
- 15/2 Final exits
- 15/3 Fire separations
- 15/4 Signs for communicating information to facilitate evacuation
- 15/5 Smoke separations
- 16 Cable cars (including to residential building)

**7. Completion / Extension**

**Work Completed**

a)  All building work carried out under the above building consent was completed on: \_\_\_\_/\_\_\_\_/\_\_\_\_

I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004.

The code compliance certificate should be sent to:  Owner  Agent

**Work not completed** [select one of the following]:

b)  *Work is nearly complete – application for extension:* **OR:**

The building work is expected to be completed within six months and should be ready for final inspection on or before:

\_\_\_\_/\_\_\_\_/\_\_\_\_ therefore,

I/we wish to apply for an extension of time to complete the project.

**Reason for extension:** \_\_\_\_\_

Please note: **A \$50.00 extension fee applies.** The granting of an extension is at Councils' discretion, confirmation will be sent to you.

c)  *Work will not be finished within the next six months*

It is not expected that the work will be ready for final inspection within the next six months.

Estimated completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note: Delaying completion of work will directly result in additional inspection and processing fees. Your code compliance certificate will not be issued until all outstanding fees are paid.

Section 6

## 7. Signature of owner or authorised agent

**Signed by the owner:**

OR **Signed by the agent:** [on behalf of, and with authority from, the owner]

Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_

### Attachments

The following documents are attached to this application:

- Memoranda (Records of Building Work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised [applies for consents lodged after 1 March 2012 only]
- Other documents or certificates from the personnel who carried out the work
- Current Product Certificate (s)
- Current Manufacturer's Certificate
- Certificate that relates to the energy work
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent
- Evidence of ownership