

Application for Code Compliance Certificate

(Form 6 - Section 92, Building Act 2004)

We recommend applying for a code compliance certificate as soon as practicable after building work is completed.

Submit your application online via [online services](https://www.dunedin.govt.nz/ccc) - you need to [register](https://www.dunedin.govt.nz/ccc) first (if not already registered to use our online service).

For information on applying visit: www.dunedin.govt.nz/ccc

For guidance on completing this form visit: www.dunedin.govt.nz/fill-out-a-building-application-form or contact Building Services by emailing: building@dcc.govt.nz or phone: 03 477 4000.

1. THE BUILDING CONSENT

Building Consent N°:

Issued By:

Dunedin City Council

Project Address:

2. THE OWNER *(this section is not applicable if details have not changed from the building consent)*

OWNERSHIP CHANGED: ☐ Yes ☐ No (nominate one)

Owner name *(include preferred form of address)*:

Contact person *(must have a valid New Zealand address)*:

Owner mailing address:

Street address/registered office *(if different than above)*:

Owner email address:

Owner contact number:

Please attach one of the following evidence of ownership to this application:

☐ Record of Title, ☐ Lease, ☐ Agreement for Sale and Purchase, ☐ Or other document showing full name of legal owner(s) of the building.

3. AGENT *(only complete this section if the application is being made on behalf of the owner)*

Agent name:

Contact person *(must have a valid New Zealand address)*:

Agent mailing address:

Agent email address:

Agent contact number:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owners behalf)*

First point of contact for communications with Dunedin City Council shall be:

☐ Owner (at above contact details)

☐ Agent (at above contact details)

4. APPLICATION

All building work to be carried out under the building consent specified on this form was completed on ____/____/____ [date]

The Licensed Building Practitioner(s) (LBP) who carried out or supervised the restricted building work is/are as follows:
(continue on another page if necessary)

Name:	Licensing Class:	LBP Number: (or registration number if treated as being licensed under section 291 of the Building Act 2004)	Particular work carried out or supervised:

The self-certification endorsed plumber(s) and/or drainlayer(s) who did, assisted in doing, or supervised the self-certifiable plumbing or self-certifiable drainlaying described in the building consent is/are as follows: *(continue on another page if necessary)*

Name:	Plumbers, Gasfitters, and Drainlayers Board registration number:	Particular work done, assisted with, or supervised:

The personnel who carried out building work other than restricted building work are as follows: <i>(continue on another page if necessary)</i>			
Other N/A ☐		Other N/A ☐	
Name:		Name:	
Address:		Address:	
Phone:	Email:	Phone:	Email:
Licensing Class:		Licensing Class:	
LPB N°:	Reg. N°:	LPB N°:	Reg. N°:
Particular work carried out or supervised:		Particular work carried out or supervised:	

5. SPECIFIED SYSTEMS *(only complete this section if the building has had specified systems installed during construction).*

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 standard set out in the building consent.

A **Specified System Form for Code Compliance Certificate Applications** must be completed for each of the specified systems added/alterd as part of the building consent.

☐	SS1 - Automatic Systems for Fire Suppression	☐	SS11 - Laboratory Fume Cupboards
☐	SS2 - Emergency Warning Systems	☐	SS12.1 - Audio Loops
☐	SS3.1 - Automatic Doors	☐	SS12.2 - FM Radio and Infrared Beam Transmission Systems
☐	SS3.2 - Access Controlled Doors	☐	SS13.1 - Mechanical Smoke Control
☐	SS3.3 - Interfaced Fire or Smoke Doors or Windows	☐	SS13.2 - Natural Smoke Control
☐	SS4 - Emergency Lighting Systems	☐	SS13.3 - Smoke Curtains
☐	SS5 - Escape Route Pressurisation Systems	☐	SS14.1 - Emergency Power Systems 1 - 13
☐	SS6 - Riser Mains	☐	SS14.2 - Signs for Systems 1-13
☐	SS7 - Automatic Backflow Preventers	☐	SS15.1 - Systems for Communicating Evacuation
☐	SS8.1 - Passenger Carrying Lifts	☐	SS15.2 - Final Exits
☐	SS8.2 - Platform, Low-Speed and Service Lifts	☐	SS15.3 - Fire Separations
☐	SS8.3 - Escalators and Moving Walks	☐	SS15.4 - Signs for Facilitating Evacuation
☐	SS9 - Mechanical Ventilation or Air Conditioning Systems	☐	SS15.5 - Smoke Separations
☐	SS10 - Building Maintenance Units	☐	SS16 - Cable Car

6. DECLARATION - SIGNED BY

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

☐ Owner or ☐ Agent Signature: _____

Name of person signing: _____ Date: ____/____/____

I understand this application may *only* be made with the owner's approval ☐ *(nominate to indicate agreement)*

The code compliance certificate should be sent to: *(nominate one option only and supply a valid NZ postal or email address)*

☐ Owner ☐ Agent ☐ Other Address: _____ Postcode: _____

Preferred method for receiving certificate: ***(nominate one)*** ☐ Email Address: _____ ☐ Post

INVOICES/REFUNDS

Invoices: Any additional charges to be invoiced to:

☐ Owner ☐ Agent ☐ Other *(specify details):* _____

How do you want to receive your invoice? ☐ Email Address: _____ ☐ Post

Refunds are paid to the debtor nominated on the original building consent application, unless the ownership has changed *(Refer to Section 2)*

Attach verification of bank account details if you have an unused inspection deposit.

For more information on refunds visit: www.dunedin.govt.nz/building-inspections

7. ATTACHMENTS - The following documents are attached to this application (if applicable):

- ☐ Memoranda (records of building work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised
- ☐ Certificate(s) of compliance for the self-certifiable plumbing done, assisted with, or supervised
- ☐ Certificate(s) of compliance for the self-certifiable drainlaying done, assisted with, or supervised
- ☐ Certificates from the registered tradesman who carried out the work / Current manufacturer's certificate(s)
- ☐ Certificates that relate to the energy work
- ☐ Completed Specified System Forms (refer section 5) & evidence that the specified systems are capable of performing to the performance standards set out in the building consent
- ☐ Any other documents from personnel who carried out the work e.g. Producer Statements
- ☐ Verification of bank account details (for inspection refunds). Visit: www.dunedin.govt.nz/building-inspections

Council Use Only: _____ Property Key: _____ ABA: _____

Key Words: CCC Application Form