

Certificate of Acceptance - Application Check Sheet

Please attach this check sheet with your application

Important information for the applicant:

A certificate of acceptance (COA) can be applied for when any of the following situations occur:

- An owner (or previous owner) should have got building consent and didn't (under either the 1991 or 2004 Building Acts).
- If building work was carried out urgently, necessary to protect lives or property and there was no time to get a building consent (see section 42 of the Building Act 2004).
- An accredited building consent authority (not a territorial or regional authority) granted consent but is unable or refuses to issue a code compliance certificate.

The fact that a COA can be issued does not relieve a person from the requirement to obtain a building consent for their building work. The territorial authority still has the ability to issue a notice to fix and to prosecute.

COA applications can be submitted **online** via [online services](#) and you will need to [register](#) to use online services.

Please remember to fill out the check sheet below. We need this as well to process your application, and we recommend using an experienced professional to help (for example, your architect or designer). Please note, incomplete applications will be rejected.

Here are a few tips to get you started:

- Make sure your documentation is of a professional standard. More information is available via the "Guide to applying for a building consent" here: www.building.govt.nz
- Specifications and drawings must be:
 - Specific to the project.
 - On a minimum A3 sized sheet of plain white paper (not graph paper) with a minimum font size of 10, and for CAD 2.5.
 - In black ink or dark colours and measurements in the metric system.
 - Submitted in PDF format with no lock or password protection or zipped.
 - Numbered on each page with the title, name of your designer, address of the property and date. Please ensure there is a space at the top right corner of the documents for our approval stamps.
- Make sure your site or location plans are to scale and include all the information we need. Please also note we can't accept aerial photographs as site plans. Site plan guidance and examples can be found here: www.dunedin.govt.nz/building-services-forms.
- Our planners might need to check the application to see if resource consent is required and guides are available to help prepare applications for building consent. If you already have resource consent for your project, please include information about how any resource consent conditions will be met as part of your building consent application. Feel free to get in touch with our team for more information on (03) 477 4000 or by emailing planning@dcc.govt.nz
- Where producer statement designs (PS1/PS2) are supplied as part of an application, these need to be current and clearly identify the location and scope of work proposed. They must also come from a recognised author of producer statements.
- If your project included specified systems, please refer to the Compliance Schedule section of this check sheet. Further information is available here: www.dunedin.govt.nz/compliance-schedule
- If your project included plumbing and drainage work, please also include details (pipe sizes, types, and standards) as part of your application.
- If your application contains a MultiProof design, please provide the MultiProof plans and specifications and a MultiProof certificate. This needs to clearly identify any permitted alternatives that have been chosen, together with a statement of conformity.
- If your application contains BuiltReady modular components, please provide the manufacturer's certificate and relevant drawings, plans and specifications.

Information about MultiProof design and BuiltReady modular components is available here www.building.govt.nz

Need help? Please contact us - phone: 03 477 4000 – email: building@dcc.govt.nz

All relevant sections of this check sheet must be completed

Location of building work:			
APPLICATION REQUIREMENTS			
Record of title and any listed consent notices (copy date of title less than 6 months old at time of application).			<input type="checkbox"/>
If a project information memorandum (PIM) has already been issued for the project, attach a copy with the application.			<input type="checkbox"/>
Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A	
GENERAL DESIGN DETAILS			
Restricted building work (RBW) is work which is critical to the integrity primary structure, weathertightness or fire rating of residential dwellings and some apartment buildings. www.dunedin.govt.nz/before-you-build			
Provide details of all the Licensed Building Practitioners who carried out or supervised the design and building of the RBW.			<input type="checkbox"/>
Provide certificate of design work (memorandum) covering all restricted design work.			<input type="checkbox"/>
BUILDING ACT			
List key sections of the Act and how these have been considered, for example:			
Section 112 – Alteration to existing buildings			<input type="checkbox"/>
Section 113 – Buildings with specified intended lives			<input type="checkbox"/>
Section 115 – Change of use			<input type="checkbox"/>
Exempt building work (NZ Building Act 2004 – Schedule 1) not included in application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
GEOLOGICAL			
Provide specific engineering design and geological reports if the ground on the site does not meet the definition of good ground. (Refer NZS 3604:2011 as modified by B1/AS1).			<input type="checkbox"/>
PROJECT INFORMATION AND SITE PLAN			
Site plan guidance and examples can be found here: www.dunedin.govt.nz/building-services-forms			
The property address as on the application form.			<input type="checkbox"/>
Legal description (Lot, DP number etc.).			<input type="checkbox"/>
Detail easements, water courses, hazards. Specify the flood level etc. as relevant.			<input type="checkbox"/>
Detail the road crossing/site access, including any proposed modifications to the footpath or verge.			<input type="checkbox"/>
Dimension the distance to all relevant boundaries showing proposed and existing buildings (including swimming pools). This includes all farm sheds/out buildings. A marked aerial photo is not a site plan.			<input type="checkbox"/>
Detail contours/or levels, datum, north point, finished floor level.			<input type="checkbox"/>
Locate and dimension retaining walls (extent, location and drainage).			<input type="checkbox"/>
Specify the extent of cut and fill for the building platform and/or retaining walls and also the volume in m ³ of material to be placed or removed.			<input type="checkbox"/>
Show the location of all drains and sewers.			<input type="checkbox"/>
Detail the connection to the property services (drainage – foul and stormwater, water, gas).			<input type="checkbox"/>
Provide details of resource consents/subdivision requirements for property. In particular detail allocated building platform locations, effluent discharge, stormwater retention tanks or any other specific requirements which will affect the building or the land the building is located on.			<input type="checkbox"/>
GENERAL PROVISIONS			
List the classified use (housing, communal residential, communal non-residential, commercial, industrial, outbuildings and ancillary buildings)			<input type="checkbox"/>
List the importance level of the building(s) (IL 1-5).			<input type="checkbox"/>

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
NEW ZEALAND BUILDING CODE CLAUSES		
B STABILITY		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
Design parameters Provide details of design parameters including: Wind region (Default A). Snow load (Default N5). Earthquake Zone (2, 3 or 4). Altitude (<400 >400 specific design). Wind Zone (low, medium, high, very high, extra high).		<input type="checkbox"/>
B1 Structure Provide a general description of the overall structure and details of the structural building work undertaken without building consent. List any comments and documentation to support your application (e.g. Chartered Professional Engineer site reports and PS4, licenced building practitioner LBP assessment).		<input type="checkbox"/>
B2 Durability Provide a statement on how durability. List the durability periods for building elements must meet with only normal maintenance, being not less than 5, 15 or 50 years.		<input type="checkbox"/>
Explain how the durability provisions of the building code have been met for the building work in this application (consider requirements of building elements 5, 15 or 50 year requirement).		<input type="checkbox"/>
Cross reference elevations/cross sections to details for any new exterior cladding junctions.		<input type="checkbox"/>
C1 – C6 PROTECTION FROM FIRE		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
List the Risk group(s): SH Buildings with sleeping (residential) and outbuildings / SM Sleeping (non-institutional) / SI Care or detention / CA Public access and educational facilities/ WB Business, Commercial and low storage/ WS High storage or potential for fast fire growth/ VP Vehicle storage and parking		<input type="checkbox"/>
Provide a general description of the fire compliance including information such as solid fuel burner details, number of fire cells, active fire safety systems, passive fire protection and means of escape. List comments and supporting documentation for your application e.g. fire report.		<input type="checkbox"/>
D ACCESS		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
D1 Access Provide a general description of access related to this application including information on access routes, stairs, landings, handrails, ladders.		<input type="checkbox"/>
D2 Mechanical installations for access Provide a general description of mechanical access related to this application including lifts and cable cars.		<input type="checkbox"/>
List supporting information provided to support your application (e.g. PS1 design - mechanical).		<input type="checkbox"/>
E MOISTURE		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
E1 Surface Water Provide a general description of surface water related to this application including roof water, gutters, downpipes, finished floor levels, drains and sumps for hardstanding ground. List supporting information provided to support your application (e.g. PS1 design - civil).		<input type="checkbox"/>
E2 External Moisture Provide a general description of external moisture related to this application including roofing, parapets, wall claddings, cavities, flashings, decks and junctions between elements. List supporting information provided to support your application (e.g. CodeMark certificates, BRANZ appraisals, report from a building surveyor, PS3 from installer).		<input type="checkbox"/>
E3 Internal Moisture Provide a general description of internal moisture including details of insulation, R-values, thermal breaks, wall linings, showers and wet area membranes. List supporting information provided to support your application (e.g. CodeMark certificates, BRANZ appraisals, report from a building surveyor, PS3 from installer).		<input type="checkbox"/>

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
F SAFETY OF USERS		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
F1 Hazardous Agents on site Provide details of any known ground contamination effected by the building work.		<input type="checkbox"/>
F2 Hazardous Building Materials Provide details of glazing and asbestos related to the building work in this application.		<input type="checkbox"/>
F3 Hazardous Substances and Processes Provide details of hazardous substances related to the building work in this application.		<input type="checkbox"/>
F4 Safety from Falling Provide details of barriers related to the building work in this application.		<input type="checkbox"/>
F5 Construction and Demolition Hazards Provide details of any hoardings currently in place.		<input type="checkbox"/>
F6 Visibility in Escape Routes Provide details of emergency lighting related to the building work in this application.		<input type="checkbox"/>
F7 Warning Systems Provide details of warning systems related to the building work in this application (e.g. domestic smoke alarms).		<input type="checkbox"/>
F8 Signs Provide details of signs for escape, potable water and hazards related to the building work in this application.		<input type="checkbox"/>
F9 Pools Provide details of any residential pools (including spas) related to the building work in this application		<input type="checkbox"/>
G SERVICES AND FACILITIES		
<i>N/A if section is not applicable</i>		<input type="checkbox"/>
G1 Personal Hygiene Provide details of new or altered sanitary fixtures including details of location, size, numbers and accessible facilities.		<input type="checkbox"/>
G2 Laundering Provide details of new or altered laundries.		<input type="checkbox"/>
G3 Food Preparation and prevention of contamination Provide details of new or altered kitchens referencing sufficient space, surfaces finishes, accessible facilities e.g. plans and specifications.		<input type="checkbox"/>
G4 Ventilation Provide details of ventilation with outdoor air including natural and mechanical systems, means of removing moisture / contaminates (kitchen / toilet extracts), extra ventilation for gas fuelled appliances.		<input type="checkbox"/>
G5 Interior Environment Provide details of any new or altered accessible counters, temperature control, space, listening systems.		<input type="checkbox"/>
G6 Airborne and Impact Sound Provide details of new or altered STC and IIC ratings between occupancies in habitable spaces of household units.		<input type="checkbox"/>
G7 Natural Light Provide details of any new or altered habitable spaces showing adequate natural light and visual awareness of the outside environment.		<input type="checkbox"/>
G8 Artificial Light & G9 Electricity Where energy works has been undertaken as part of building work, Dunedin City Council require an energy work certificate to be submitted with the application.		<input type="checkbox"/>
Provide details of new or altered electrical work and show adequate artificial light to enable safe movement in the dark (if required).		<input type="checkbox"/>
List documentation provided to support your application e.g. energy works certificate, lighting plan or specification.		<input type="checkbox"/>

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
G10 & G11 Piped Services & Gas as an Energy Source Where energy works has been undertaken as part of building work, Dunedin City Council require an energy work certificate to be submitted with the application.		<input type="checkbox"/>
Provide details of new or altered gas supply including details of gas appliances and cylinder location.		<input type="checkbox"/>
List documentation provided to support your application e.g. energy works certificate.		<input type="checkbox"/>
G12 Water Supplies Provide details of new or altered water supply / system including reference to drawings, specifications, new supplies (Dunedin City Council, bore, stream, roof etc.), protection from non-potable supply, backflow prevention, hot water system and electric or solar water heating system.		<input type="checkbox"/>
List documentation provided to support your application e.g. photos, drain videos, PS1 Design, PS3 Construction, PS4 Construction Review, flood tests.		<input type="checkbox"/>
G13 Foul Water Provide details of new or altered sanitary plumbing and foul water drainage including reference to drawings, specification, pipe/drain sizes and gradients, invert levels, bedding of drains, pumped discharge and on-site disposal system.		<input type="checkbox"/>
List documentation provided to support your application e.g. photos, drain videos, PS1 Design, PS3 Construction, PS4 Construction Review, flood tests, as-builts.		<input type="checkbox"/>
G14 Industrial Liquid Waste Provide details of any industrial waste and (if required security) (e.g. grease traps, balance tanks, petrol and oil interceptors, blowdown tanks, silver / mercury traps, sedimentation tanks).		<input type="checkbox"/>
List documentation provided to support your application e.g. discharge approval from Dunedin City Council for discharge to the sewer system.		<input type="checkbox"/>
G15 Solid Waste Depending on the building use some buildings require space and facilities for holding and collection of waste if this applies provide details on construction, holding, collection and wash-down.		<input type="checkbox"/>
H ENERGY EFFICIENCY <i>N/A if section is not applicable</i>		<input type="checkbox"/>
H1 Energy Efficiency Where energy is sourced from a NUO and you are modifying temperature or humidity provide details of the energy efficiency measures and list what supporting documentation e.g. thermal envelope, insulation type, construction R-values, method of compliance (schedule, calculation, modelling) or providing hot water to sanitary fixtures provide details of cylinder (make & model).		<input type="checkbox"/>
COMPLIANCE SCHEDULE ITEMS <i>N/A if section is not applicable</i>		<input type="checkbox"/>
THE INFORMATION BELOW DOES NOT APPLY TO DOMESTIC DWELLINGS UNLESS THERE IS A CABLE CAR ATTACHED		
Specified Systems All items (including interfacing systems) required to be on a compliance schedule (i.e. fire alarm, lift, HVAC) must be accompanied with full details including performance standards and the reporting, recording and maintenance procedures . Refer to the NZ Building Act 2004 section 100-111 and the Building Compliance Handbook and definition of 'plans and specifications' under section 7 of the NZ Building Act 2004. Note: This information must be supplied separately as an attachment to the specifications.		<input type="checkbox"/>
Provide a completed Specified System List for Building Consent Applications (SBCG 27) form on the DCC website: www.dunedin.govt.nz/building-services-forms Correctly nominate the systems being added, altered etc.		<input type="checkbox"/>
Provide a Specified System Form for Code Compliance Certificate Applications or Amended Compliance Schedules (SBCG SSSCC) for each system being added, altered or removed etc. www.dunedin.govt.nz/building-services-forms		<input type="checkbox"/>

ADDITIONAL INFORMATION OR COMMENTS RELEVANT TO THIS APPLICATION: