

# Code Compliance Certificate

## Code of compliance certificate for the construction of a dam and/or appurtenant structure(s).

### (Section 92, Building Act 2004)

Send or deliver your application to:

**Email:** buildingconsents@waikatoregion.govt.nz

**Post:** Private Bag 3038, Waikato Mail Centre, Hamilton 3240

**Deliver:** Waikato Regional Council, 160 Ward Street, Hamilton Central

### 1 The building consent

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

Issued by (name of building consent authority that granted building consent): \_\_\_\_\_

### 2 Legal description

Not applicable to this application – No change from building consent

New legal description

Lot: \_\_\_\_\_ DP/S: \_\_\_\_\_

### 3 The owner/agent (contact details must be in New Zealand)

#### Owner

Name/company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street address/registered office  
(if different from mailing address):

\_\_\_\_\_  
\_\_\_\_\_

#### Phone numbers

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

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

Daytime: \_\_\_\_\_

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

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

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

#### Agent (if applicable)

Name/company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street address/registered office  
(if different from mailing address):

\_\_\_\_\_  
\_\_\_\_\_

#### Phone numbers

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

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

Daytime: \_\_\_\_\_

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

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

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

Relationship to owner: \_\_\_\_\_  
(state details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communication with the council/BCA:  Owner  Agent  Other  
(provide details below)

### Contacts

#### Engineer (identify practice college)

#### Other

Business/name: \_\_\_\_\_

Contact/name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Daytime: \_\_\_\_\_

Daytime: \_\_\_\_\_

Registration/qualification: \_\_\_\_\_

Registration/qualification: \_\_\_\_\_

The following evidence of ownership is attached to this application (tick relevant box):

Record of Title  Sale and Purchase Agreement  Lease  Other

### 4 Specified systems

The following documents are attached to this application:

- Not applicable to this application – No specified systems installed
- 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:

\_\_\_\_\_  
\_\_\_\_\_

An existing compliance schedule is available and I request it is amended with the above information.

### 5 Application

I request that you issue a code of compliance certificate for this work under section 95 of the Building Act 2004. The code of compliance certificate should be sent to (state which address, and whether owner or agent):

\_\_\_\_\_  
\_\_\_\_\_

Signature of owner/agent (delete one): \_\_\_\_\_ Date: \_\_\_\_\_

(on behalf of and with the authority of the owner)

Name of person signing (please print): \_\_\_\_\_ Date: \_\_\_\_\_

All building work to be carried out under the above building content was completed on (insert date):

\_\_\_\_\_

The personnel who carried out the building work are as follows

(list names, addresses, phone numbers and where relevant registration numbers):

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_ Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

Registration/qualification: \_\_\_\_\_ Registration/qualification: \_\_\_\_\_

## 6 Attachments

The following documents are attached to this application:

- Proof of Ownership
- Other documentation from the personnel who carried out the work
- Certificates that relate to the energy work
- Evidence that specified systems are capable of performing to the performance standards set out in the building consent
- Current manufacturer's certificate (if applicable)
- Current manufacturers certificate referred in Section 45(1)(bb) and Section 45(1)(bc) of the Building Act 2004

## Privacy statement

The Building Act (2004) requires this information to process the application and assist in managing the region's natural and physical resources. Information in this application is regarded as official information.

Waikato Regional Council will hold this information, including all associated reports and attachments, and it is subject to the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. The details may also be made available to the public.

Under the Privacy Act 2020 you have the right of access to, and correction of, personal information held by the Waikato Regional Council.

## Guidance notes

### Before you apply

Under Section 92 of the Building Act, an owner must apply to a building consent authority for a code compliance certificate after all building work to be carried out under a granted building consent is completed. This application should be made as soon as practicable. A code of compliance certificate confirms that the work completed is in accordance with the building consent granted.

Waikato Regional Council is a BCA for Dam building consents only and does not hold the accreditation to currently cover any works outside this. If you wish to apply for a code compliance certificate for works not relating to a dam, please contact your local territorial authority.

You can contact Waikato Regional Councils Project Manager by email at [buildingconsents@waikatoregion.govt.nz](mailto:buildingconsents@waikatoregion.govt.nz), by phone on 0800 800 401 or by visiting our Waikato Regional Council office if you require any help with your code compliance application.

### Completing the application forms

The forms can be completed electronically using the writable PDF or printed and completed by hand. Applications must be accurately and fully completed and may be declined when the application form is not completed. Where information is not applicable to the application N/A or similar should be completed in the not applicable section.

If you are completing electronically using the writable PDF you will need to fill in the form, including signatures and save the application to your computer.

If you are completing by hand, please ensure you write clearly with standard pen colours (preferably black or blue). When errors are made, you can correct the mistake by putting a line through the error and writing the correction clearly to the right. If there is no space to the right, write the correction as close as possible.

Once you have completed the application form and gathered all relevant documentation you may:

- Post your application form and supporting documentation to the Council  
Waikato Regional Council|  
Private Bag 3038  
Waikato Mail Centre  
Hamilton 3240
- Deliver your application form and supporting documentation to the Council main office at  
160 Ward Street  
Hamilton Central|  
Hamilton
- Email your application form and supporting documentation (or cloud sharing link) to **buildingconsents@waikatoregion.govt.nz**

## **The building consent**

### **Building Consent number**

Please provide the building consent number that you are requesting a code of compliance certificate for. If your site has multiple building consent applications, please ensure you provide the building consent number relevant and if applying for multiple codes of compliance certificates that you provide an application for each consent.

### **Issued by:**

Provide the name of the building consent authority who issued the building consent. Generally, this will only be Waikato Regional Council where codes of compliance are being sort for dams.

## **The owner/agent**

### **Owner contact details**

Provide all possible owner details.

If the owner is an organisation, provide the name of a contact person.

As e-mail is now the preferred method of communication, please provide a valid email address. If no valid email is available, please ensure a full mailing address is provided.

### **Agent**

Complete when an agent is acting on behalf of the applicant in managing the building consent application.

Provide the name of the agent's contact person/s.

As e-mail is now the preferred method of communication, please provide a valid email address. If no valid email is available, please ensure a full mailing address is provided.

### **Relationship to owner**

An agent may be the engineer, designer, relative etc. Please ensure you provide the details on the relationship between the agent and owner and detail of authorisation from the owner to carry out the application on their behalf. All invoices will be to the owner and sent directly to the owner via our invoicing system.

### **First point of contact**

Select who is the first point of contact for communication associated with the application. Where other is selected, please complete the contacts information within the relevant fields below the checkboxes.

## **Proof of ownership**

This is an important document that identifies which piece of land the project is to be built on and must be supplied with all applications. Records of Title can be purchased from Land Information New Zealand ([linz.govt.nz/](http://linz.govt.nz/)). If using the Record of Title as proof of ownership, the title must not be more than 90 days old.

Alternatively, a sale and purchase agreement, lease agreement or other legal forms of information showing vested interest in the land in which works are proposed can be provided as proof of ownership. These will be reviewed at the time of application and should be complete and recent.

## **Specified systems**

If there are no specified systems within the proposed works, select the checkbox for “Not applicable to this application – No specified systems installed”.

If there are specified systems within the building, this section requires information on what systems are installed. Please list the specified system numbers that are included in the consent. If an existing compliance schedule is available on the site, please also request that this is amended to suit the changes undertaken in the building consent.

Specified systems are specialised features (such as fire sprinklers, lifts, fire alarms etc.) required in non-residential buildings. For a full list of specified systems, go to Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 - Schedule 1 Specified systems. Further information on specified systems, compliance schedules and building warrant of fitness visit [Managing your BWoF | Building Performance](#)

## **Application**

### **Request for issue**

the owner or agent can complete this section and the person applying for the application should be the one to sign the application. Please complete where you wish the code of compliance certificate to be sent too in this section as well.

### **Completion date**

You are required to provide the date in which the works was completed. Please provide in a standard date format.

### **Person who carried out the building work**

Where possible, please provide the information of personnel who carried out work on the project, in particular the engineers who carried out the construction monitoring and who provided producer statements.

## **Attachments**

### **Proof of ownership**

Current full copy of the record of title including easements, building restrictions and consent notices if listed. The copy must include the property plan. Refer to Proof of ownership for further details.

### **Other documentation from the personnel who carried out the work**

This is any information provided by the personnel listed in the application that shows how compliance with the building consent has been met.

### **Certificates that relate to the energy work**

Any energy works carried out that relates to the dam should have a certificate of compliance issued that certifies that the work, connected to an energy supply is safe and legal, as per the requirements under the relevant New Zealand standards for electrical installation.

### **Evidence that specified systems are capable of performing to the performance standards set out in the building consent application**

Where specified systems are installed, any information in which shows that the specified systems installed are capable of performing to the standards set out in the building consent should be provided. Examples of this information: Fire sprinkler certification certificate, Fire alarm certification certificate, As built plans showing location of HVAC, installation producer statements etc. These documents will be listed on the Form 5 issued at time of building consent to help make providing the information easier.

### **Current Product Certificate(s)**

These certificates are issued under section 269 of the Building Act 2004 for building products or building methods. Where an application includes any product or method that has been certified within the plans or specifications the current certificate and any relevant documentation must be provided with the application to enable the BCA to confirm compliance.

The product certificate register can be found on the Building Performance website **Product certificate register | Building Performance**

### **Current manufacturers certificate referred in s45(1)(bb) & s45(1)(bc) of the Building Act**

These certificates are issued by registered MCM manufacturers for modular components under section 272ZF of the Building Act 2004. Where an application includes any modular component that has been certified within the plans or specifications the current certificate and any relevant documentation must be provided with the application to enable the BCA to confirm compliance.

For further details on modular certification it can be found on the Building Performance website **Product assurance and certification schemes | Building Performance**