

APPLICATION FOR CERTIFICATE OF ACCEPTANCE (FORM 8)

Section 97 Building Act 2004

Official Use Only

COA Number
Receipt Number
Amount Paid

WHEN YOU CAN APPLY FOR A CERTIFICATE OF ACCEPTANCE (COA)

A COA may be issued for building work already done if

- the owner or any previous owner did the work; and
- a building consent was required for the work but not obtained; or
- if building work had been carried out urgently (see section 42 of the Building Act 2004); or
- if a building consent authority that is not a territorial authority or a regional authority is unable or refuses to issue a code compliance certificate in relation to building work for which it granted a building consent.

The work must have been carried out after 1 July 1992 and comply with the current Building Code.

WORK REQUIRING CONSENT

The ability to apply for a COA does not limit section 40 of the Building Act 2004 which provides that a person must not carry out any building work except in accordance with a building consent and does not relieve a person from the requirement to obtain a building consent for building work.

A person who commits an offence under this section is liable on conviction to a fine not exceeding \$200,000 and, in the case of a continuing offence, to a further fine not exceeding \$10,000 for every day or part of a day during which the offence has continued.

The work also won't qualify for a Code Compliance Certificate, which may make it difficult to sell the building and get insurance.

HOW TO APPLY

You'll need to provide all the documents that would be required for a building consent application. You'll also need to include:

- proof of when the work was done – for example, signed or dated building contract payments
- a statement of urgency if the work was urgent
- architectural plans related to before and after work was completed
- photographs
- relevant certifications
- specifications and product information for products used
- PS4s from supervising engineers (if applicable)
- expert opinion reports.

HOW TO SUBMIT YOUR APPLICATION

Check with the Council/ Building Consent Authority (BCA) you are applying to for more information on how to submit your application. Electronic submissions may be available with the relevant Council / BCA on the simpli.govt.nz website.

1. PROPERTY INFORMATION

 Residential

 Multi Residential

 Commercial/Industrial

 Other

Street address of the building <i>For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection</i>		Location of building within the site/block number:	
		Number of levels:	
		Level/ Unit number:	
Legal description of the land where the building is located <i>State legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent</i>		Area: <i>Total floor area. Indicate area affected by the building work if less than the total area</i>	
Lot:		Current, lawfully established use: <i>Include the number of occupants per level and per use if more than 1. If the use was changed by the building work, state previous use</i>	
DP:		Year first constructed: <i>Insert year. An approximate date is acceptable, e.g. the 1920s or 1960-1970</i>	
Building Name:			

2. OWNER AND AGENT INFORMATION

Owner		Agent <i>If the application is made on behalf of the owner</i>	
Name of Owner:		Name of Agent:	
Contact person: <i>If the owner is not an individual</i>		Contact person: <i>If the agent is not an individual</i>	
Email:		Relationship to owner:	
Mobile:		Email:	
Alternative Phone:		Mobile:	
Street address:		Alternative Phone:	
Mailing Address: <i>If different from street address</i>		Street address:	
		Mailing Address: <i>If different from street address</i>	

The first point of contact	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner
Who should we contact for invoicing	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner
Payee name for invoicing		

3. WHAT BUILDING WORK WAS DONE?

Description of the building work:			
The date the building work started: <i>Provide an estimate if unknown</i>		The date the building work was completed:	
Did the building work result in a change of use of the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide details of the new use:	
What is the intended life of the building?	<input type="checkbox"/> 50+ years <input type="checkbox"/> Limited life	Intended life of the building if 50 years or less:	years
List building and resource consents previously issued for this project (if any):	Consent Number	Description	
The estimated value of the building work:	\$		Inc GST

4. THE PERSONNEL WHO CARRIED OUT THE BUILDING WORK ARE AS FOLLOWS:

Complete all fields, enter N/A where not applicable. If you have additional roles to add, please use the table in Appendix A.

Trade/Role:			
Name:			
Address:			
Contact numbers	Mobile:		Other:
Email:			
Licensing class:			
Licensed Building Practitioner (LBP) Registration number:			

Trade/Role:			
Name:			
Address:			
Contact numbers:	Mobile:		Other:
Email:			
Licensing class:			
LBP Registration number:			

5. REASONS WHY A CERTIFICATE OF ACCEPTANCE IS REQUIRED?

<input type="checkbox"/> The owner, or the owner's predecessor in title, carried out building work for which a building consent was required, but a building consent was not obtained. <i>Provide details at the end of section 5</i>		
<p>A building consent could not practicably be obtained in advance because the building work had to be carried out urgently:</p> <table border="0"> <tr> <td> <input type="checkbox"/> for the purpose of saving or protecting life or health or preventing serious damage to property. <i>Provide details at the end of section 5</i> </td> <td> <input type="checkbox"/> in order to ensure that a specified system was maintained in a safe condition or made safe. <i>Provide details at the end of section 5</i> </td> </tr> </table>	<input type="checkbox"/> for the purpose of saving or protecting life or health or preventing serious damage to property. <i>Provide details at the end of section 5</i>	<input type="checkbox"/> in order to ensure that a specified system was maintained in a safe condition or made safe. <i>Provide details at the end of section 5</i>
<input type="checkbox"/> for the purpose of saving or protecting life or health or preventing serious damage to property. <i>Provide details at the end of section 5</i>	<input type="checkbox"/> in order to ensure that a specified system was maintained in a safe condition or made safe. <i>Provide details at the end of section 5</i>	
<input type="checkbox"/> The building consent authority that granted the building consent is unable or refuses to issue a code compliance certificate in relation to the building work, and no other building consent authority will agree to issue a code compliance certificate for the building work. <i>Provide details, including the name of the building consent authority below</i>		

Please provide a detailed explanation as to why a certificate of acceptance is required

6. COMPLIANCE SCHEDULE

Are there any specified systems in the building?

Yes

No – Go to section 7

Specified System	Existing	Altered	Added / New	Removed	n/a	Complete this section if systems are new, altered or added only		
						Performance Standards	Inspection & maintenance procedures	Reporting frequency
SS1 Automatic system for fire suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS2 Automatic or manual emergency warning systems for fire or other dangers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3 Electromagnetic or automatic doors or windows								
SS3.1 Automatic doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3.2 Access control doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS3.3 Interfaced fire or smoke doors or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS4 Emergency lighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS5 Escape route pressurisation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS6 Riser mains for use by fire services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS7 Automatic backflow preventers connected to a potable water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8 Lifts, escalators, travellators, or other systems for moving people or goods within buildings								
SS8.1 Passenger-carrying lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8.2 Service lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS8.3 Escalators and moving walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS9 Mechanical ventilation or air-conditioning systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS10 Building maintenance units providing access to exterior and interior walls of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS11 Laboratory fume cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS12 Audio loops or other assistive listening systems								
SS12.1 Audio loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS12.2 FM radio frequency and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

SS13 Smoke control systems								
SS13.1 Mechanical smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS13.2 Natural smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS13.3 Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS14 Emergency power systems for, or signs relating to, a system or feature specified in SS1-13								
SS14.1 Emergency power systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS14.2 Signs for systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15 Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13:								
SS15.1 Systems for communicating spoken information intended to facilitate evacuation; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.2 Final exits As defined by clause A2 of the building code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.3 Fire separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.4 Signs for communicating information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS15.5 Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SS16 Cable car <i>All buildings with a cable car, including single residential buildings, require a compliance schedule.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

7. HAVE YOU ATTACHED ALL THE REQUIRED DOCUMENTS?

Please include the following document as part of your application. Additional documents might be requested as part of the assessment of your application.

Proof of ownership

- Copy of Record of Title
- Copy of Lease Agreement
- Agreement for Sale & Purchase
- Other document showing the full name of the legal owner

- Project information memorandum**
- Plans, specifications and other supporting information**
- Certificates from personnel who carried out the building work**
- Energy work certificates**

8. APPLICATION FEES

The Building Consent Authority will charge a fee for your application and any subsequent work involved in processing your application. The fee will include statutory levies payable to BRANZ and the Ministry of Business, Innovation and Employment.

9. ACKNOWLEDGEMENTS

The information you have provided on this form is required so that your application can be processed under the Building Act 2004. The Building Consent Authority collates statistics relating to building work and has a statutory obligation to provide information to third parties. The Building Consent Authority stores the information on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 1993, you have the right to see and correct personal information the Building Consent Authority holds about you.

I request that you issue a certificate of acceptance for the building work described in this application. I understand that an application for a COA may not result in a COA being issued for all or part of the work. A COA may only be issued if the BCA is satisfied, to the best of its knowledge and belief and on reasonable grounds, that, insofar as it could ascertain, the building work complies with the building code.

All the information contained in the application is, to the best of my knowledge true and correct.

- I understand that this application may only be made with the owner's approval.

If applying on behalf of the owner, please tick to indicate your agreement.

Owner / Agent full name:	
Signature:	
Date:	

Appendix A – List of those involved in the build

Complete if additional space is required for Section 4

Trade/Role:			
Name:			
Address:			
Contact numbers:	Mobile:		Other:
Email:			
Licensing class:			
LBP Registration number:			

Trade/Role:			
Name:			
Address:			
Contact numbers:	Mobile:		Other:
Email:			
Licensing class:			
LBP Registration number:			

Trade/Role:			
Name:			
Address:			
Contact numbers:	Mobile:		Other:
Email:			
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LBP Registration number:			

Trade/Role:			
Name:			
Address:			
Contact numbers:	Mobile:		Other:
Email:			
Licensing class:			
LBP Registration number:			