



CHECKSHEET (Effective from 10 January 2008)

Certificate of Acceptance

Address

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing. Please attach **three copies** of the following information (unless otherwise specified) with your completed application form. **Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the

Customer use	<input type="checkbox"/> a Date of Construction Provide proof of date of construction such as signed / dated building contract payments	For office use only
<input type="checkbox"/>	b Work closed in Provide supporting evidence that work closed in and now not able to be inspected complies with the current building code. <ul style="list-style-type: none"> • Photographs • Concrete certificates • Material supply dockets • PS4 from supervising engineers • Expert opinion reports 	<input type="checkbox"/>
<input type="checkbox"/>	c Completed building consent application checksheet appropriate for the scope of the work carried out	<input type="checkbox"/>
<input type="checkbox"/>	d Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>

Office use

Application Accepted or Declined:

Date of Acceptance or Decline:

Reason for Acceptance or Decline:

Officer name and position that made the decisions:

Notes:

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act

Please check with your local territorial authority regarding the requirement for other approvals required and fees payable. These may include:

- Consents under the Resource Management Act
- Approvals under bylaws including earthworks, vehicle crossings and road openings

The following Councils developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington