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When to use the certificate of acceptance application

A certificate of acceptance can be applied for work that was done after July 1992 without a building consent and:

- was urgent, necessary to protect lives or property and there was no time to get a consent (see section 42 of the Building Act 2004)
- an owner (or previous owner) should have got consent but didn't (under either the 1991 or 2004 Building Acts)
- an accredited building consent authority (not a territorial or regional authority) granted consent but is unable or refuses to issue a code compliance certificate
- was started or consented before 31 March 2005 and affects public premises.

A Council may issue the certificate if it is satisfied that the work complies with the current building code. The certificate can be qualified to only cover the work that was able to be inspected; as such, it is not the same as a Code Compliance Certificate.

The use of certificate of application is outlined in the Building Act 2004 (Part 2 sections 96-99).

How to Apply

Applying using the Simpli forms

You'll find copies of the certificate of acceptance forms in a few locations:

- on the Simpli website, [here](#)
- on your council website
- at your local council office

Completing the application forms

The forms can be completed electronically using the writeable pdf or printed and completed by hand.

If completing electronically using the writeable pdf:

- fill out the form, including signatures and save the application to your computer.

If printing to complete by hand:

- please use black ink throughout and write clearly in BLOCK CAPITALS only.
- to correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

Before submitting the application

Pre-application meeting

Some councils require applicants to book a pre-application meeting before submitting the Certificate of Acceptance application. Please check with the Council to see if a pre-application meeting is required.

Certificate of Acceptance checklist

Many councils require applicants to complete checklists which must be submitted with the application. Please check the Council website for required checklists.

Submitting the application:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council
- some Councils may allow your application and supporting documentation to be emailed or uploaded to their system - *please check* with your local Council's Building Consent team.

Note: there may be restrictions on sizes of document and the types that can be sent.

Please make sure that any plans are provided in landscape format and are either A1, A2, A3 or A4 in size. They must be shown in black on white paper; and must be to the correct scale.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

Help and advice

If you have any questions or just need advice, please call the Council for assistance.

Advice on filling out the form

The following guidance notes provide information covering every section of the form.

1 – What building work has been completed?

1. What building work has been completed?

Residential
 Multi-residential
 Commercial/Industrial
 Other

Select the appropriate box to indicate the type of work which was completed. If the type of building work is not listed e.g. retaining wall, select "Other".

2 – Where is the building work?

What is the street address? <i>(For structures that do not have a street address, state the nearest street intersection & the distance and direction from that intersection)</i>		
Legal description:	LOT:	DP:
Building name:		
Location of building within site/block including near street access:		
Level/unit number:		
Total number of floor levels:	Levels below ground:	
Total floor area: <i>(Indicate area affected by the building work if less than the total area)</i>		
Current, lawfully established use: <i>If use was changed by the building work, state previous use</i>		
Number of occupants: <i>(Number of occupants per level and per use if more than one)</i>		
Year first constructed:		

This can be found on the land title. It is usually a lot and deposited plan (DP) number, but may also be a unit and DP number from a unit title plan.

If there is more than one building on the property, please indicate which building the application relates to. Where access to the building is from another address, include details of the street and number. For example:

- on street front
- at back of section, accessed from 'The Street'

For the purpose of the building code 'buildings' are classified according to type, under seven categories. The categories are set by the building code. See the 'Classified Uses' section at the end of this document.

If you are unsure about the current lawfully established use of a building, please discuss this with a Council officer.

3 – Who owns the building or land?

Owner name:				Title:	
Owner email address:					
Owner contact numbers:	Cell:				
Owner mailing address:					
Indicate which of the following Proof of Ownership documents you have less than 3 months old.					
<input type="checkbox"/>	Copy of Record of Title	<input type="checkbox"/>	Copy of Lease Agreement	<input type="checkbox"/>	Sale & Purchase
<input type="checkbox"/> Full name of legal owner					
Are you using an Agent?	<input type="radio"/> Yes	<input type="radio"/> No	If Yes, please also complete the following		
Who is the first point of contact for further correspondence?	<input type="checkbox"/>	Agent	<input type="checkbox"/>	Owner	
Who is the first point of contact for invoicing?	<input type="checkbox"/>	Agent	<input type="checkbox"/>	Owner	
Payee name for invoice:					
Name of contact at Agent:					
Agent email:					
Agent contact numbers:	Cell:				
Agent mailing address:					
Relationship to owner:					

This is the person, people, company or organisation shown as the owner on the proof of ownership document OR another person, people, company or organisation who is entitled to charge rent for the property.

Please include your preferred title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or similar.

The most common 'proof of ownership' is a copy of the land title (this may also be called computer register, Record of Title, or property title). These can be obtained from Land Information New Zealand (LINZ) – phone 0800 665 463 or go online to linz.govt.nz.

There is a strong preference across councils for the Record of Title to be supplied as the Proof of Ownership document. If a Record of Title is supplied for a Trust, it is important to provide evidence of approval from a shareholder in the Trust. The 'proof of ownership' must be less than three months old. For a commercial building, a copy of the lease may serve as sufficient 'proof of ownership'

This is required if the application is being made on behalf of the owner.

4 – Who carried out the building work?

	Trade:	Role
Name:		
Address:		
Contact number:		
Email:		
Licensing class:		
Registration number:	LBP:	
Name:	Trade:	
Address:		
Contact number:		
Email:		
Licensing class:		
Registration number:	L	

Complete all the fields for each role

If your project includes restricted building work, you must supply the details of the LBP's (Licensed Building Practitioners) who did the work. Additional roles may be added in Appendix A. of this form

Please supply names, registration and contact details of the designer, architect, structural engineer and other key individuals involved in your project (eg carpenter, plumber, gasfitter).

5 – What are the details of the building work?

Provide a full description of the building work:	
<p>Clearly describe the work which was carried out. More detail is better than less. For example, say 'removal of hot water cylinder to create ensuite for master bedroom' rather than 'internal alternations'</p>	
Date the building work commenced:	
Date the building work was completed: <i>(Provide estimates if unsure of exact dates)</i>	
Did the building work result in a change of use of the building:	<input type="radio"/> Yes <input type="radio"/> No
<i>If you are unsure if a change of use has occurred, please refer to the guidance provided by the Ministry of Business, Innovation and Employment: http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/</i>	
If Yes, please provide details:	
<p>If the use of all or part of the building has changed as a result of the building work, you will need to provide details of the new use of the building or parts of the building. For example:</p> <ul style="list-style-type: none"> - office space (WL) converted to restaurant (CL) - changing a garage into a self-contained flat <p>The following document may also provide useful guidance on determining a change of use: https://www.building.govt.nz/assets/Uploads/managing-buildings/changing-or-assessing-building-use-in-canterbury/change-of-use-guidance-ccc.pdf</p>	
What is the intended life of the building?	<input checked="" type="radio"/> 50+ years
If Limited Life Building	<input type="radio"/> Building
List building (if any):	
Consent number	
Estimated value of the building work on which building levy will be calculated (including GST): <i>(Estimated value as defined in section 7 of the Building Act 2004)</i>	\$
Have you discussed this project with Council prior to applying?	<input type="radio"/> Yes <input type="radio"/> No
Reference number (if applicable)	

Clearly describe the work which was carried out. More detail is better than less. For example, say 'removal of hot water cylinder to create ensuite for master bedroom' rather than 'internal alternations'

CoA can only be issued for building work carried out after July 1992.

If the use of all or part of the building has changed as a result of the building work, you will need to provide details of the new use of the building or parts of the building. For example:

- office space (WL) converted to restaurant (CL)
- changing a garage into a self-contained flat

The following document may also provide useful guidance on determining a change of use:
<https://www.building.govt.nz/assets/Uploads/managing-buildings/changing-or-assessing-building-use-in-canterbury/change-of-use-guidance-ccc.pdf>

The life of a building is usually indefinite (not less than 50 years). If you intend to remove the building before that time, you need to state the life of the building, for example:

- temporary site office with a life of two years

This is the value of the building work carried out. The value must include:

- materials including the value of salvaged materials
- fees charged for design work
- builders, plumbers and other contractor's charges at normal commercial rates
- owner's own labour at normal commercial rates
- project manager's charges
- GST.

6 – Why is a certificate of acceptance required?

6. Why is a certificate of acceptance required?

The owner, or the owner's predecessor in title, carried out the building work for which a building consent was required, but a building consent was not obtained. Please provide detailed explanation:

A building consent could not practically be obtained in advance because the building work had to be carried out urgently. If so identify reason below:

For the purpose of saving or protecting life or limb the building work had to be carried out as a matter of urgency. Please provide detailed explanation:

In this section you need to clearly describe the reason the certificate of acceptance is required. More detail is better than less. For more information about situations when a COA can be issued please refer to [MBIE guidance](#)

In order to ensure that a specified system was maintained in a safe condition or made safe. Please provide detailed explanation:

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. Please provide the following details:

The building consent authority that granted the building consent:

The building consent number:

Date building consent issued:

Reason building consent authority will not issue a code compliance certificate:

7. - What specified systems are in your building?

7. What specified systems are in your building? *Complete all fields*

Did your building work involve any Specified Systems (SS)? Yes No

Residential *please complete the following* N/A

If Yes, please complete Specified System 16 (Cable Car) below

SS16 Does your building work involve a cable car? Yes No *If Yes, please provide detail below*

SS Cable cars	Existing	Removed	Altered	Added / New	Complete this section if the cable car is being altered or added		
					Performance Standards	Inspection & Maintenance Procedures	Reporting Frequency
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Provide any other details

Commercial *please complete the following and Appendix B (Specified Systems)*

If applicable, what is the existing compliance schedule number?

Risk Group: _____

Total occupancy numbers: _____

Provide details of the systems installed, altered, added to or removed during the building work.

Specified systems are specialised features (such as sprinklers, lifts, fire alarms and disabled access) required in many non-residential buildings. A qualified person (licensed building practitioner) should have designed, installed and certified any such system.

In general, cable cars are the only specified system used in residential properties. A full list of specified systems is included in Appendix B, which should be completed by all Commercial/Industrial applications that include specified systems.

For further clarification around Compliance Schedules and the Building Warrant of Fitness processes, visit <https://www.building.govt.nz/managing-buildings/managing-your-bwof/?url=/building-warrant-of-fitness-guide>.

Appendix B List of Specified Systems (Commercial/Industrial Building Consent Applications)

The specified systems for the building are as follows:
Tick all applicable and outline the performance standards and reporting frequency

The following specified systems are existing, being altered, added to or removed in the course of the building work	Existing	Altered	Added/New	Removed	Complete this section if systems added	
					Inspection performance standards	Maintenance performance standards
SS1 Automatic systems for fire suppression (eg sprinkler systems) (includes Gas/Flood Systems)	<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"/>		
SS3 Electromagnetic or automatic doors or windows						
SS3.1 Automatic doors	<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"/>		
SS3.3 Interfaced fire or smoke doors or windows	<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"/>		
SS5 Escape route pressurisation systems	<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"/>		
SS7 Automatic backflow prevention devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

8. – Have you attached all required documents?

10. Have you attached all required documents?

You are required to provide all the necessary documents to support your application. This includes, but is not limited to:

- Proof of Ownership
- Project Information Memorandum
- Plans, specifications and other supporting information
- Certificates from personnel who carried out the work
- Energy work certificate

Please check your application and ensure all the supporting information returned unprocessed.

When you are satisfied your application is complete, please complete the Authority.

Two copies of each attachment must be supplied, unless otherwise specified.

Please review your application carefully and ensure all the supporting information is attached, otherwise your application will be returned unprocessed.

9. – Your application fees

9. Your application fees

Your council will charge fees for your application. These will include statutory levies payable to BRANZ and the Ministry of Business, Innovation & Employment.

A full fee schedule can be found on the Council's website. Please consult this before submitting your application.

To determine what fees you will need to pay for your application, you will need to consult the Council's website for their schedule of fees and charges.

10. – Have you signed the application?

10. Have you signed the application?

I request that you issue a certificate of acceptance for the building work described in this application.

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

Name and signature of the owner / agent on behalf of and with the authority of the owner

I understand that this application may only be made with the owner's approval. Please tick to indicate your agreement.

Owner / Agent Name:

Owner / Agent Signature:

(Enter your name and tick the acknowledgement box if you do not have a digital signature)

Date:

Your application form must be signed by the owner or agent on behalf of, or with authority from, the owner. Your application will not be valid if not signed. Ensure your application is complete before entering your digital signature and locking the form.