

APPLICATION FOR CERTIFICATE OF ACCEPTANCE (FORM 8)

Section 97 Building Act 2004

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

This form is optimised to be completed with a PDF viewer. Check with the Council/ Territorial Authority (TA) you are applying to for more information on how to submit your application. Electronic submissions may be available with the relevant Council / TA on the simpli.govt.nz website. Fields marked with * are required.

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Official Use Only

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>	
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>	
Lot:	
DP:	
Building Name:	

Location of building within the site/block number:	
Number of levels:	
Level/ Unit number:	
Area: <i>Total floor area. Indicate area affected by the building work if less than the total area</i>	m ²
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>	
Year first constructed: <i>Insert year. An approximate date is acceptable, e.g. the 1920s or 1960-1970</i>	

2. OWNER AND AGENT INFORMATION

Owner	
Name of Owner:	
Contact person: <i>If the owner is not an individual</i>	
Email:	
Mobile:	
Alternative Phone:	
Street address:	
Mailing Address: <i>If different from street address</i>	

Agent	
<i>If the application is made on behalf of the owner</i>	
Name of Agent:	
Contact person: <i>If the agent is not an individual</i>	
Relationship to owner:	
Email:	
Mobile:	
Alternative Phone:	
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		

*complete if applicable, only applies if an application for a Certificate of Acceptance is made under Section 96(1)(a) of the Building Act 2004

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.

Name:		Entity or Company:	
Licensing class / Role:		LBP or Registration number::	
Email:			
Street Address:		Mailing Address: <i>If different from street address</i>	
Contact numbers	Mobile:		Other:

6. COMPLIANCE SCHEDULE

Are there any specified systems in the building? *Residential cable cars are considered specified systems, see SS16*

☐ Yes

☐ No – Go to section 7

You need to provide information on the specified systems 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.

For more information on how to complete this section, see MBIE's [Compliance Schedule Handbook](#)

What is the existing compliance schedule number? <i>(if applicable)</i>	
Risk Group: <i>(for more information, see C/AS2)</i>	
Total occupancy numbers:	
Highest fire hazard category for building use <i>(insert number)</i>	

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:

Specified System		Existing	Altered	Added / New	Removed	n/a	Performance Standards <i>Acceptable Solution, Verification Method, Standard or specific document</i>	Inspection <i>Inspection Procedures may be identified by a written description, or a reference to a Standard or other document</i>	Maintenance <i>Maintenance procedures may be identified by a written description, or a reference to a Standard or other document</i>	Reporting <i>Reporting procedures may be identified by a written description, or a reference to a Standard or other document</i>	Responsibility <i>List persons/ companies for the adjacent procedures</i>
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"/>					

Specified System	Existing	Altered	Added / New	Removed	n/a	Performance Standards	Inspection	Maintenance	Reporting	Responsibility
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"/>					

Specified System	Existing	Altered	Added / New	Removed	n/a	Performance Standards	Inspection	Maintenance	Reporting	Responsibility
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, travellers, 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"/>					

Specified System	Existing	Altered	Added / New	Removed	n/a	Performance Standards	Inspection	Maintenance	Reporting	Responsibility
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 Council/ Territorial Authority (TA) 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 Council/ TA collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information Councils and Territorial Authorities 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 Council/ TA 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:			
Licensing class:			
LBP Registration number:			

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