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| CS 8.4 Certificate of Acceptance (COA) Application and Processing Checksheet  | logo |

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| **IMPORTANT INFORMATION FOR THE APPLICANT** |
| An owner **may** apply for a certificate of acceptance when any of the following situations occur.* Where an owner (or predecessor in title) carried out building work for which a consent was required but was not obtained under the Building Act (either the 1991 or 2004 Acts).
* Where a building certifier is unable or refuses to issue a code compliance certificate or building certificate.
* Where building work started or consented before 31 March 2005 affects public premises.

An owner must apply for a certificate of acceptance for building work carried out urgently. The fact that a certificate of acceptance can be issued does not relieve a person from the requirement to obtain a building consent for their building work. The territorial authority still has the ability to issue a notice to fix and to prosecute.This checklist is designed to assist the owner and agent with the documentation and information to be provided with your COA application. Please complete orange sections titled “Applicant to Complete”. The time invested in the preparation of application and the completion of this checklist will reduce the likelihood of unnecessary delays and reduce requests for further information.This checklist and all other required documentation should be uploaded to [QLDC website Sharefile File Transfer Portal](http://www.qldc.govt.nz/planning/building-consents/apply-online/)  |
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| **Council Use Only** |
| **CA Number**Click or tap here to enter text. | **Date Accepted**Click or tap here to enter text. | **Building Category**Click or tap here to enter text. | **Processor’s name**Click or tap here to enter text. |

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| General Information [ ]  N/A  |
| **Applicant to complete** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **Application, Fees & Suitable quality**Application form completed (Form 8) establishing;Location, ownership, agent, details of building work completed, who carried out the work, value of work, reasons why work undertaken, compliance schedule information, fees paid.The application is of a suitable quality for processing. | [ ]  | [ ]  | [ ]  | [ ]  | *Check dates a COA* ***cannot*** *be issued if:**building work was carried out prior to 1 July 1992 or building consent was ever obtained for the work concerned* Click or tap here to enter text. |
| [ ]  | **Project information & Site plan**Provide details of any project specific information sought and who from e.g. hazards, planning and development contributionsReference the site plan showing boundaries, drains, levels, utility connections Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **Restricted building work (see limits on application)**List certificates of design work (CODW), records of work (ROW) providedList details provided for owner exemption for design and / or building (see MBIE [Form 2B](https://www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/))Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **Building Act** List keysections of the act and how these have been considered for example;s112: Alteration to existing buildingss113: Buildings with specified intended livess115: Change of useExempt building work not included in applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | *Check other key sections that maybe applicable e.g:**s67-70: Waivers or modificationss71-74: Building on land subject to natural hazards s75-83:building on 2 or more allotments**s118: Access and facilities for persons with disabilities s133AT: Alterations to buildings subject to EPB notice*Click or tap here to enter text. |
| [ ]  | **A General provisions**List the classified use (housing, communal residential, communal non-residential, commercial, industrial, outbuildings and ancillary buildings)List the importance level of the building(s) (IL 1-5)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |

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| B Stability [ ]  N/A  |
| **Applicant to complete** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **Design parameters**Provide details of design parameters including;Wind region (Default A)Snow load (Default N5)Earthquake Zone (2, 3 or 4)Altitude (<400 >400 specific design)Wind Zone (low, medium, high, very high, extra highClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **B1 Structure**Provide a general description of the overall structure and details of the structural building work undertaken without building consent. List any comments and documentation to support your application (e.g. Charted Professional Engineer site reports and PS4, licenced building practitioner LBP assessment)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **B2 Durability**Provide a statement on how durability. List the durability periods for building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years.Explain how the durability provisions of the building code have been met for the building work in this application (consider requirements of building elements 50, 15 and 5 year requirement)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |

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| C1 – C6 Protection from Fire [ ]  N/A  |
| **Applicant to complete** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | List the Risk group(s);SH Buildings with sleeping (residential) and outbuildings / SM Sleeping (non-institutional) / SI Care or detention / CA Public access and educational facilities/ WB Business, Commercial and low storage/ WS High storage or potential for fast fire growth/ VP Vehicle storage and parkingClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | Provide a general description of the fire compliance including information such as solid fuel burner details, number of fire cells, active fire safety systems, passive fire protection and means of escape. List comments and supporting documentation for your application e.g. Fire reportClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
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| D Access [ ]  N/A  |
| **Applicant to complete** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **D1 Access**Provide a general description of access related to this application including information on access routes, stairs, landings, handrails, laddersClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **D2 Mechanical installations for access**Provide a general description of mechanical access related to this application including lifts and cable cars.List supporting information provided to support your application (e.g. PS1 design - mechanical)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  |  |
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| E Moisture [ ]  N/A  |
| **Yes** | **Applicant Information** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **E1 Surface Water**Provide a general description of surface water related to this application including roof water, gutters, downpipes, finished floor levels, drains and sumps for hardstanding ground. List supporting information provided to support your application (e.g. PS1 design - civil)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **E2 External Moisture**Provide a general description of external moisture related to this application including roofing, parapets, wall claddings, cavities, flashings, decks and junctions between elements. List supporting information provided to support your application (e.g. CodeMark certificates, BRANZ appraisals, report from a building surveyor, PS 3 from installer)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **E3 Internal Moisture**Provide a general description of internal moisture related to this application including details of insulation, R-values, thermal breaks, wall linings, showers and wet area membranes. List supporting information provided to support your application e.g. CodeMark certificates, BRANZ appraisals, report from a building surveyor, PS3 from installer.Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
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| F Safety of Users [ ]  N/A  |
| **Yes** | **Applicant Information** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **F1 Hazardous Agents on site**Provide details of any know ground contamination effected by the building workClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F2 Hazardous Building Materials** Provide details of glazing and asbestos related to the building work in this applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F3 Hazardous Substances and Processes**Provide details of hazardous substances related to the building work in this applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F4 Safety from Falling**Provide details of barriers related to the building work in this applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F5 Construction and Demolition Hazards** Provide details of any hoardings currently in placeClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F6 Visibility in Escape Routes**Provide details of emergency lighting related to the building work in this applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F7 Warning Systems**Provide details of warning systems related to the building work in this application (e.g. domestic smoke alarms)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F8 Signs**Provide details of signs for escape, potable water and hazards related to the building work in this applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **F9 Pools**Provide details of any residential pools (including spas) related to the building work in this applicationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
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| G Services and facilities [ ]  N/A  |
| **Yes** | **Applicant Information** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **G1 Personal Hygiene**Provide details of new or altered sanitary fixtures including details of location, size, numbers and accessible facilities (see NZBC G1 for application)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G2 Laundering** Provide details new or altered laundries Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G3 Food Preparation and prevention of contamination** Provide details of new or altered kitchens referencing sufficient space, surfaces finishes, accessible facilities (see NZBC G3 for application) e.g plans and specificationsClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G4 Ventilation**Provide details of ventilation with outdoor air including natural and mechanical systems, means of removing moisture / contaminates (kitchen / toilet extracts), extra ventilation for gas fuelled appliances Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G5 Interior Environment** Provide details of any new or altered accessible counters, temperature control, space, listening systems (see NZBC G5 for application)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G6 Airborne and Impact Sound**Provide details of new or altered STC and IIC ratings between occupancies in habitable spaces of household units Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G7 Natural Light** Provide details of any new or altered habitable spaces showing adequate natural light and visual awareness of the outside environment. Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G8 Artificial light & G9 Electricity** Where energy work has been undertaken as part of building work, QLDC require an energy work certificate to be submitted with the application.Provide details of new or altered electrical work and show adequate artificial light to enable safe movement in the dark (if required). List documentation provided to support your application e.g. energy works certificate, lighting plan or specificationClick or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G10 & G11 Piped Services & Gas as an Energy source** Where energy work has been undertaken as part of building work, QLDC require an energy work certificate to be submitted with the application.Provide details of new or altered gas supply including details of gas appliances and cylinder location. List documentation provided to support your application e.g. energy works certificate Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G12 Water Supplies**Provide details of new or altered water supply / system including reference to drawings, specifications, new supplies (QLDC, bore, stream, roof etc.), protection from non-potable supply, backflow prevention, hot water system and electric or solar water heating system.List documentation provided to support your application e.g. photos, drain videos, PS1 Design, PS3 Construction PS 4 Construction review, flood tests.Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G13 Foul Water**Provide details of new or altered sanitary plumbing and foul water drainage including reference to drawings, specification, pipe/drain sizes and gradients, invert levels, bedding of drains, pumped discharge and on-site disposal system. List documentation provided to support your application e.g. photos, drain videos, PS1 Design, PS3 Construction PS 4 Construction review, flood tests, as-builts. Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G14 Industrial Liquid Waste**Provide details of any industrial waste and (if required security) (e.g. grease traps, balance tanks, petrol and oil interceptors, blowdown tanks, silver / mercury traps, sedimentation tanks). List documentation provided to support your application e.g discharge approval from QLDC RM engineering team for discharge to the sewer system. Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| [ ]  | **G15 Solid Waste**Depending on the building use some buildings (see NZBC G15) require space and facilities for holding and collection of waste if this applies provide details on construction, holding, collection and wash-down.Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
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| H Energy efficiency [ ]  N/A  |
| **Applicant to complete** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **H1 Energy efficiency**Where energy is sourced from a NUO and you are modifying temperature or humidity provide details of the energy efficiency measures and list what supporting documentation e.g. thermal envelope, insulation type, construction R-values, method of compliance (schedule, calculation, modelling) or providing hot water to sanitary fixtures provide details of cylinder (make & model)Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |

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| Compliance Schedule [ ]  N/A  |
| **Applicant to complete** | **Yes** | **N/A** | **RFI** | **Ins**  | **Council reasons for Decisions/ Comments** |
| [ ]  | **Specified systems**Where the application involves work in a building on ‘specified systems’. Confirm you have completed a Form 27 Application for Compliance Schedule Click or tap here to enter text. | [ ]  | [ ]  | [ ]  | [ ]  | Click or tap here to enter text. |
| **DECISION AND OUTCOME (Council use only)** |  |
| **ISSUE** | [ ]  **I am satisfied** to the best of my knowledge and belief on reasonable grounds, that, insofar as I could ascertain, the following building work complies with the building code (subject to qualifications) and a certificate of acceptance can be issued under section 96 of the building act 2004.

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| **Form 9 - Certificate of Acceptance** |
| **Building Code Clause** | **Details of work covered and excluded by this application and details of work inspected and any qualifications for work that cannot be inspected** *(remove as required for Form 9)* |
| **General provisions** | *A1 Classified use/ A3 Importance level* |
| **Stability** | *B1 Structure/ B2 Durability* |
| **Protection from fire** | *C1-C6 Protection from fire* |
| **Access** | *D1 Access/ D2 Mechanical installations for access* |
| **Moisture** | *E1 Surface water/ E2 External moisture/ E3 Internal moisture* |
| **Safety of users** | *F1 Hazardous agents on site / F2 Hazardous building materials / F3 Hazardous substances & processes / F4 Safety from falling / F6 Visibility in escape routes / F7 Warning systems / F8 Signs/ F9 Pools* |
| **Services & facilities** | *G1 Personal Hygiene/ G2 Laundering/G3 Food preparation & prevention of contamination**G4 Ventilation/G5 Interior environment/ G6 Airborne & Impact Sound/ G7 Natural light**G8 Artificial light & G9 Electricity/ G10 Piped services & G11 Gas as an energy source/ G12 Water supplies/ G13 Foul water/ G14 Industrial waste/ G15 Solid waste* |
| **Energy efficiency** | *H1 Energy Efficiency*  |
| **Specific** | *Backcountry Huts* |
| **Compliance Schedule** | Specified Systems |

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| **Sign-off (Supervision or COA competency required)**:Name | **Date**: Click here to enter text. |
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| **REFUSE or WITHHOLD** | [ ]  **I am not satisfied** on reasonable grounds the Certificate of Acceptance can be granted and am refusing the application under section 99A of the building act 2004.

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| **Refusal Letter** |
| **Reason for refusal** | *List details of reason for refusal for inclusion in refusal letter*  |

[ ]  **I am satisfied** on reasonable grounds a certificate of acceptance can be granted but am withholding the issue under section 96 of the building act 2004 until payment of the development contribution has been made as allowed for in section 99AA of the building act 2004.

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| **Withhold Letter** |
| **Section 36**  | *Advise owner application is being withheld and attached the development contribution notice*  |

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| **Sign-off (Supervision or COA competency required):**Name | **Date**: Click here to enter text. |
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| **NTF** | [ ] I have considered all matters under section 96 of the building act 2004 and **I am not satisfied** on reasonable grounds the certificate of acceptance can be issued and authorise notice to fix is issued under section 164 of the building act 2004

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| **Notice to Fix**  |
| **Section 164** | *Contend to Notice to fix for issue by monitoring and enforcement*  |

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| **Sign-off (Supervision or COA & NTF competency required)**: Name | **Date**: Click here to enter text. |
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| **Supervision Sign Off (if required)** |
| **Supervisor Sign-off and comments**Click here to enter text. | **Date:** Click here to enter text. |