

A code compliance certificate is issued when a job is finished and the Council is satisfied building work complies with the building code and building consent. These guidance notes will help you complete each section of the code compliance certificate application form.

If you have any questions or need advice, please call the Dunedin City Council (DCC) for assistance.

How to apply

A code compliance certificate application form is included with the issued building consent documents. Additional copies are available on the DCC website.

Once you have completed the application you may:

- Post the application form and supporting documents to the DCC;
- Deliver the application form and supporting documents to the DCC in person; or
- Email the application and supporting documents to the DCC.

Delivery details are included on the application form.

Please make sure that all the supporting documents are of a suitable size and format (for future retrieval) and specific to the building project. An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

How to complete the application form

The form can be completed by hand or electronically (writeable pdf). If completing the writeable pdf (available from the DCC website):

- Fill out the application form, including signatures and save the application to your computer,
- Either email the application form to the DCC, or print and post or deliver to the DCC.

If completing by hand please use black ink throughout and write clearly.

The following steps you through each section of the application form

Section 1: The building consent

1. THE BUILDING CONSENT			
Building consent N°:		Issued by:	Dunedin City Council
Project address:			

Please add the building consent number (include year) and project address here.

Section 2: The owner

2. → THE OWNER (this section is not applicable if details have not changed from the building consent) ¶	
Ownership changed: <input type="checkbox"/> Yes <input type="checkbox"/> No (nominate one) ¶	
Owner name: ¶	There is no requirement to complete this section if the details have not changed from the building consent. Please nominate to confirm. Evidence of ownership is required if the details have changed. If completing this section please make sure all the fields are completed. The owner is the person, people, company or organisation shown as the owner on the proof of ownership document. Or, another person, people, company or organisation that is entitled to charge rent for the property. The preferred title is required if an individual.
Contact person: (must have a valid New Zealand address) ¶	
Owner mailing address: ¶	
Street address/registered office: ¶ (if different than above) ¶	
Owner email address: ¶	
Owner contact number: ¶	
Please attach one of the following evidence of ownership to this application: ¶ <input type="checkbox"/> Copy of Certificate of Title, <input type="checkbox"/> Lease, <input type="checkbox"/> Agreement for Sale and Purchase, <input type="checkbox"/> Or other document showing ownership of the building. ¶	

Section 3: Agent (& communication details)

3. → AGENT (only complete this section if the application is being made on behalf of the owner) ¶	
Name of agent: ¶	Complete this section if the application is being made on behalf of the owner. Please make sure all the fields are completed and authorisation from the owner is specified.
Contact person: (must have a valid New Zealand address) ¶	
Agent mailing address: ¶	
Agent email address: ¶	
Agent contact number: ¶	
Relationship to owner: (state details of the authorisation from the owner to make the application on the owners behalf) ¶ ¶	

First point of contact for communications with Dunedin City Council shall be:		This section must be completed.
<input type="checkbox"/> Owner (at above contact details)	<input type="checkbox"/> Agent (at above contact details)	

Section 4: Application (people involved in the project)

Add the date when the building work was completed.

4. APPLICATION

All building work to be carried out under the above building consent was completed on: ____/____/____. [date]

The Licensed Building Practitioner(s) (LBP) who carried out or supervised the restricted building work is/are as follows: (continue on another page if necessary)

Name	Licensing Class	LBP Number <small>(or registration number if treated as being licensed under section 291 of the Building Act 2004)</small>	Particular work carried out or supervised

If your project included restricted building work, any licensed building practitioners (LBP) who carried out the work must submit a Record of Work with this application (if not already provided).

The personnel who carried out building work other than restricted building work are as follows: (continue on another page if necessary)

Other	N/A <input type="checkbox"/>	Other	N/A <input type="checkbox"/>
Name:		Name:	
Address:		Address:	
Phone: Fax:		Phone: Fax:	
Email:		Email:	
Licensing Class:		Licensing Class:	
LPB N°: Reg. N°:		LPB N°: Reg. N°:	
Particular work carried out or supervised:		Particular work carried out or supervised:	

Please supply names, registration and contact details of key individuals (such as plumbers, electrician, joiner) involved in the project.

Section 5: Specified systems

5. SPECIFIED SYSTEMS (only complete this section if the building has had specified systems installed or removed during construction)

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 standard set out in the building consent.

SS1 Automatic Systems for Fire Suppression	SS11 Laboratory Fume Cupboards
SS2 Emergency Warning Systems	SS12/1 Audio Loops
SS3/1 Automatic Doors	SS12/2 FM Radio and Infrared

All the specified systems in the building must be listed here if there have been specified systems installed or removed as part of this building consent.

Section 6: Declaration

6. DECLARATION - SIGNED BY

I request that you issue a code compliance certificate for this work under section 95 of the New Zealand Building Act 2004.

<input type="checkbox"/> Owner or <input type="checkbox"/> Agent	Signature:
Name of person signing:	
I understand this application may <i>only</i> be made with the owner's approval <input type="checkbox"/> (nominate)	
The code compliance certificate should be sent to: (nominate appropriately and address)	
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other	Address:
Postcode:	
Preferred method for receiving certificate: (nominate one)	<input type="checkbox"/> Email <input type="checkbox"/> Post

Your application form must be signed by the owner or agent on behalf of, or with authority from the owner. Please nominate whether you are the owner or agent. Agents need to complete the owner's approval declaration. Your application will not be valid if you have not signed the application form.

INVOICES/REFUNDS

Invoices: Any additional charges to be invoiced to:

☐ Owner ☐ Agent ☐ Other (specify details):

How do you want to receive your invoice? ☐ Email ☐ Post

Refunds: Refer to guidance in regards to refund recipients <http://www.dunedin.govt.nz>

Provide bank account details for refund:

Account Name: Bank Account:

Refunds are paid to the debtor nominated on the building consent application, unless there has been a change of ownership (refer section 2 of this guidance). If the above does not apply, contact DCC Building Services Administration. Registering as a user to DCC Online Services will give you access to view individuals and roles (e.g. debtor) associated with the building consent:
<https://secure.dunedin.govt.nz/ePathway/Live/Web/Registration/Register.aspx>
Please provide details of where invoice/refunds are to be sent and include bank account details if applicable.

Section 7: Attachments

7. ATTACHMENTS - The following documents are attached to this application (if applicable):

<input type="checkbox"/> Memoranda (records of building work) from licensed building practitioner(s) stating what restricted building work they carried out or supervised
<input type="checkbox"/> Certificates from the registered tradesman who carried out the work
<input type="checkbox"/> Certificates that relate to the energy work
<input type="checkbox"/> Evidence that specified systems are capable of performing to the performance standard
<input type="checkbox"/> Any other documents from personnel who carried out the work e.g. Producer Statements

Please review your application carefully and ensure all the supporting information is attached, (or already supplied), otherwise your application cannot be processed.