

Guide to completing the code compliance certificate application form

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. The following 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 (Form 6) is included with the issued building consent documents. Additional copies are available on the DCC website.

The completed application form can be posted, delivered or emailed to the DCC. Please make sure any supporting documents accompany the application form. Delivery details are included on the application form.

Please make sure all 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). If completing by hand please use black ink throughout and write clearly.

The following guide 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.

Section 2: The owner

2. THE OWNER <i>(this section is not applicable if details have not changed from the building consent)</i>		
Ownership changed: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(nominate one)</i>		
Owner name:	Title: e.g. Mr, Miss, Dr.	
Contact person: <i>(must have a valid New Zealand address)</i>	<p>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.</p>	
Owner mailing address:		
Street address/registered office: <i>(if different than above)</i>		
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		
owner(s) of the building.		

Section 3: Agent (& communication details)

3. AGENT <i>(only complete this section if the application is being made on behalf of the owner)</i>	
Name of agent:	
Contact person: <i>(must have a valid New Zealand address)</i>	<p>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.</p>
Agent mailing address:	
Agent email address:	
Agent contact number:	
Relationship to owner: <i>(state details of the authorisation from the owner to make the application on the owners behalf)</i>	

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

