# BCA accreditation scheme checklist

## Regulation 7(2)(b),(c) and (d)(i): – Receiving applications for building consents

### Minimum criteria for accreditation against Regulation 7(2)(b)

#### **Receiving applications**

The BCA’s policy, procedure and system in place for receiving building consent applications ensures:

[ ]  all relevant information required on the prescribed Form 2 is completed by the applicant

[ ]  memoranda (Form 2A) from LBPs are supplied if the application involves restricted building work

***Notes:*** Click or tap here to enter text.

### Minimum criteria for accreditation against Regulation 7(2)(c)

#### **Checking applications**

The BCA’s policy, procedure and system:

[ ]  ensures each application has the [relevant informatio](#relevaninfo)n provided in accordance with section 45

[ ]  describes what happens if the application is not complete (eg reject and or return)

[ ]  stipulates a timeframe in which an application will be checked (MBIE recommends within 48 hours)

***Notes:*** Click or tap here to enter text.

### Minimum criteria for accreditation against Regulation 7(2)(d)(i)

#### **Recording applications in the consenting processing system**

The BCA records in its building consent processing system:

[ ]  the date a complete consent application was received

[ ]  any acknowledgement of the receipt and acceptance for processing of the application

[ ]  the date/s upon which any acknowledgements were made

***Notes:*** Click or tap here to enter text.

[Regulation 7(2)(b),(c) and (d)(i) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/receiving-applications-building-consents/) provides more information.

**Evidence of Policy/Procedure/System being completely and effectively implemented**

***Notes:*** Click or tap here to enter text.