# BCA accreditation scheme checklist

## Regulation 7(2)(d)(iv): processing consents

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

#### **Processing consents**

The BCA refers to the region’s territorial authority matters related to:

[ ]  building work already undertaken (with or without an issued consent) which may require a certificate of acceptance (s 42)

[ ]  waivers or modifications to the Building Code (s 67 – 70)

[ ]  decisions under section 112(2) of the Building Act 2004 (the Act)

[ ]  the change of use of buildings (s 115)

[ ]  the specified intended life of buildings (s 113)

[ ]  the subdivision of a building or part of a building (s 116A)

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

The BCA’s policies, procedures and systems for processing a building consent application include:

[ ]  processes for the receipt of certificates or other information or matters from a territorial authority related to a consent

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

The BCA’s policies, procedures and systems for processing a building consent application include processes for the processing of building consents related to:

[ ]  national multiple-use approvals (s 30A-H)

[ ]  modular components manufactured, or designed and manufactured, by registered Modular Component Manufacturers

[ ]  current registered product certificates

[ ]  minor variations (s 45A)

[ ]  changes to plans or specifications (s 45(4))

[ ]  new buildings

[ ]  alterations to existing buildings (s 112)

[ ]  allotments and subdivisions (s 75-77 and s 116A)

[ ]  specified systems (s 102)

[ ]  cable cars

[ ]  swimming pools

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

The BCA’s policies procedures and systems for processing a building consent application include processes for:

[ ]  making and receiving requests for information (RFIs), including coordinating requests (as far as is possible)

[ ]  processing consents that include building methods or materials that rely on alternative solutions

[ ]  applications for minor variations or amendments to a consent

[ ]  staged building work

[ ]  the collection and payment of the relevant building levy and development contributions

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

The BCA’s policies, procedures and systems for processing a building consent application include processes for making section 112(1) decisions related to:

[ ]  earthquake-prone buildings (s 133AT)

[ ]  means of escape from fire

[ ]  access and facilities for people with disabilities

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

The BCA’s policies, procedures and systems for processing a building consent application include processes for:

[ ]  utilising Fire and Emergency New Zealand (FENZ) advice

[ ]  making decisions related to building on land subject to natural hazards

[ ]  making decisions related to buildings on two or more allotments

[ ]  making decisions about conditions on consents

[ ]  complying with any building method or product warnings or bans

[ ]  compiling and amending compliance schedules (CS) (where required – i.e. compiling specified system information for inclusion on Form 5, a draft CS or amending an existing CS)

[ ]  ensuring compliance with other legislation relevant to the consent process such as the Resource Management Act 1991

[ ]  how the BCA applies the test of being ‘satisfied on reasonable grounds’ in order to grant a consent

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

[Regulation 7(2)(d)(iv) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/process-applications/#:~:text=Regulation%207(2)(d)(iv)%20requires%20a%20BCA%27s,for%20information%20(RFI)%20process.) provides more information.

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

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