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# BCA accreditation scheme checklist

## Regulation 7(2)(d)(v): Granting, refusing to grant and issuing

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

#### Granting a consent

[ ]  The BCA has processes to ensure it complies with the time limits specified in section 48 of the Act for granting a consent

[ ]  The BCA’s process for granting a consent complies with the legal test in section 49 of the Act

[ ]  The BCA has processes to ensure it complies with sections 53(2)(b), 54 and 58 of the Act with regard to the building levy when granting a consent

#### ***Notes***: Click here to enter text.

Where a consent is granted subject to section 72 of the Act, the BCA:

[ ]  complies with the notification requirements in section 73 of the Act

#### ***Notes***: Click here to enter text.

Where a consent is granted subject to section 77 of the Act, the BCA:

[ ]  ensures the territorial authority has issued any certificate required under section 75(2) of the Act

[ ]  notes on the consent, any conditions imposed in the certificate issued by the territorial authority

#### ***Notes***: Click here to enter text.

#### Issuing a consent

[ ]  The BCA’s process for issuing a consent complies with the requirements of [section 51 of the Act](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306387.html?search=sw_096be8ed812d7d13_conditions_25_se&p=1) and the prescribed form

[ ]  The BCA advises the applicant of its entitlement to undertake inspections under section 90 of the Act

#### ***Notes***: Click here to enter text.

The BCA ensures that consents are issued with, as required, a copy of:

[ ]  any project information memorandum

[ ]  the applicant’s development contribution notice under section 36 of the Act (if any)

[ ]  a certificate issued under section 37 of the Act (if any)

#### ***Notes***: Click here to enter text.

The BCA ensures that consents are issued with, as required, notifications under:

[ ]  section 73 of the Act

[ ]  section 39 of the Act to Heritage New Zealand

#### ***Notes***: Click here to enter text.

If a compliance schedule is required as a result of the building work, the building consent states the:

[ ]  specified systems that must be covered by the compliance schedule

[ ]  performance standards for the specified systems that are required

#### ***Notes***: Click here to enter text.

If an amendment to an existing compliance schedule is required as a result of the building work, the building consent states the:

[ ]  specified systems that must be covered by the compliance schedule

[ ]  performance standards for the specified systems that are required

#### ***Notes***: Click here to enter text.

[ ]  The BCA sends any territorial authority documents or information to an applicant if and when they are received (section 51(1)(3)(4))

#### ***Notes***: Click here to enter text.

[ ]  The BCA advises of any requirement under any other Act which will prevent the commencement of building work (section 51(2)) eg RMA

#### Notes: Click here to enter text.

#### Extending the timeframe in which a consent remains valid

[ ]  The BCA has a policy, procedure and system for making a decision about whether to extend the timeframe in which a consent remains valid (which may be on application only)

[ ]  The BCAs record/system is updated with the result of each decision

#### Notes: Click here to enter text.

#### Refusing a consent

The BCA’s policy, procedure and system provides for the refusal to grant a consent application:

[ ]  where the information received, at any time prior to granting a consent, is materially insufficient and or inadequate

[ ]  in writing, stating the refusal and reasons for the refusal (s 50) – refer example in BCA accreditation guidance

#### Notes: Click here to enter text.

[Regulation 7(2)(d)(v) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/granting-refusing-to-grant-issue-building-consent/) provides more information.

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

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