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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.*