# BCA accreditation scheme checklist

## Regulation 7(2)(f): Code compliance certificates, compliance schedules, and notices to fix

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

#### **Applications for code compliance certificates**

The BCA’s policy, procedure and system in place for receiving code compliance certificate (CCC) applications:

ensures all relevant information required on the prescribed Form 6 is completed by the owner or their agent

describes what happens if the application is not complete eg reject and return

describes what happens if the application is complete

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

The BCA collects the following information from an applicant for a CCC where required:

certificates that relate to the energy work

evidence showing the specified systems are capable of performing to the performance standards identified on the issued building consent

current manufacturers certificates issued by a registered manufacturer, that relate to any modular components

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

*Accepting a CCC application where the building consent was granted by another BCA*

The BCA’s polices, procedures and systems for accepting (or otherwise) a CCC application for building work where the building consent was granted by another BCA covers:

seeking the applicant’s agreement to the BCA considering the application

how the BCA makes a decision to consider the application

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

***Recording the receipt of a CCC application***

The BCA records in its building consent processing system:

the data a CCC application was received

any acknowledgement of the receipt of a CCC application made to the applicant

the date/s upon which any acknowledgements of a CCC application were made

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

***Deciding a CCC application***

The BCA’s policies, procedures and systems for considering whether to issue a CCC include processes for:

considering whether the specified systems in the building are capable of performing to the performance standards set out in the building consent

considering whether there are any applicable warnings or bans related to any building method or product that may have been used

accepting current manufacturers certificates for modular components as establishing that the building work to which the certificate applies complies with the building consent

making a decision where no application has been made two years after the date on which the building consent was granted

making a decision about whether to extend the timeframe in which the code compliance of the building work may be determined

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

***Issuing a CCC***

The BCA’s process for issuing CCC’s complies with the time limits specified in section 93 of the Act

The BCA’s process for considering whether to issue a CCC satisfies section 94 of the Act

The BCA’s CCCs meet the requirements of section 95 of the Act

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

The BCA’s CCCs include the declaration that:

the BCA is satisfied, on reasonable grounds that the building work complies with the building consent

where relevant, the specified systems in the building are capable of performing to the performance standards set out in the building consent

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

The BCA’s process for issuing a CCC enables it to ensure that it has received any required:

development contribution under section 198 of the Local Government Act 2002

fee for the processing of the application

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

***Issuing any required compliance schedule***

The BCA’s policy, procedure and system for issuing CCCs enables it to:

identify where a compliance schedule must be issued with the CCC

issue a compliance schedule consistent with the requirements of section 103 of the Act

(where a BCA is not a TA) provide the relevant territorial authority with a copy of the certificate within five working days (section 104)

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

***Refusing a CCC***

The BCA has a policy, procedure and system for refusing a CCC application

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

***Notices to fix***

The BCA has a policy, procedure and system for making decisions to:

issue a NTF to the specified person

notifying another responsible authority of the need for a NTF

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

The BCA’s policy, procedure and system for NTF support it to comply with the requirements of:

section 165 of the Act

section 166 of the Act

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

[Regulation 7(2)(f) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/code-compliance-certificates-compliance-schedules-notices-to-fix/) provides more information.

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

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