

Certificate of Acceptance Circulation Checklist

Ref: CP 11
Ver: 06
Issued: 10 July 2015
IT-644527
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Copies	ADMINISTRATION CHECKLIST	
Required	To be completed by Customer Service Centre (✓)	✓
2	Geyserview printout (contour plan) checked with Applicant for Correctness	
N/A	Site Inspection Card completed	X
N/A	Applicant Inspection card complete	X
N/A	Form 6 (Application for Code Compliance Certificate) attached to Applicant Inspection Card	X
1	Form 8 administratively complete and front cover signed appropriately	

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1	Form 8 admi	m 8 administratively complete and front cover signed appropriately						
BUILD CAT	COST	CAT RB	w	NZSFC	CONTRACT	OR 1ST INS	PECTOR	
						Carl Lo	mas	
ALLOCATED E	ВҮ					l		
COA Applicatio	n No.					Property File I	No.	
Owner:								
Project Location	n:							
Description of V	Vork:							
COA Circulation	Record:							
Hazard/Caution	1					Hard copy dod	cuments (attache	ed)
Information (as noted on file)						Electronic doc	cuments (in Trim,	
Discipline	o √	Review Date		N	ame	INFO RECORDED	Other Permissions or Advice √	Review Completed
☐ Engineering	ı							
☐ Pollution Co	ontrol							
☐ Planning								
☐ Geothermal								
Licensing								
☐ Sport and R	ec							
☐ Building (Ca	rl Lomas)							
✓ "Info RECORDI	ED" and in th	e "COA Rev	iew F	orm" conta	ined within the ce	ertificate of accepta	ance file (COA###	###*) NB any info

Records sent to applicant and TA.	Plans	Supporting documentation	Section 37 Notice	
Business Support to complete on issue (✓ included or x NA)	PIM	Certificate of Acceptance	Section 36 Notice	
Name			Date	

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recorded will alert building officer to any potential non-compliance or if there is insufficient detail to make a decision.

^{✓ &}quot;Other Permission Required" and if these are show stoppers, contact applicant directly recording outcome in the "Consent Review Form" contained within the certificate of acceptance file (COA######*) Any required Planning permissions will result in a section 37 notice being issued with the building consent. Other permissions will be recorded as an advice note as reinforcement only!

[&]quot;Review Completed" Sign in Review Completed column when your input into the certificate of acceptance review process is completed.

This is for building work already completed. Only identify what needs to be corrected.

Statements and comments from other departments in context with your legislation.
Comment on Independent Report (reasons for acceptance and content)
- Common of macportain report (reacons for accoptance and content)
Use checklist IC 26 – Certificate of Acceptance to confirm compliance and record outcomes

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