



Certificate of Acceptance Circulation Checklist

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

BUILD CAT	COST CAT	RBW	NZSFC	CONTRACTOR	1 ST INSPECTOR
		<input type="checkbox"/>	<input type="checkbox"/>		Carl Lomas
ALLOCATED BY					

COA Application No. _____ **Property File No.** _____

Owner: _____

Project Location: _____

Description of Work: _____

COA Circulation Record:

Hazard/Caution/ Information <i>(as noted on file)</i>	Hard copy documents <i>(attached)</i> <input type="checkbox"/>				
	Electronic documents <i>(in Trim)</i> <input type="checkbox"/>				
Discipline ✓	Review Date	Name	INFO RECORDED ✓	Other Permissions or Advice ✓	Review Completed
<input type="checkbox"/> Engineering			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Pollution Control			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Planning			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Geothermal			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Licensing			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sport and Rec			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Building (Carl Lomas)			<input type="checkbox"/>	<input type="checkbox"/>	

✓ **"Info RECORDED"** and in the "COA Review Form" contained within the certificate of acceptance file (COA#####) **NB** any info recorded will alert building officer to any potential non-compliance or if there is insufficient detail to make a decision.

✓ **"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!**

"Review Completed" Sign in Review Completed column when your input into the certificate of acceptance review process is completed.

Records sent to applicant and TA. Business Support to complete on issue <i>(✓ included or x NA)</i>	Plans		Supporting documentation		Section 37 Notice	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Name					Date	

