# BCA accreditation scheme checklist

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

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

#### **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 date 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 has a process to monitor its compliance with the timeframes specified in section 93 of the Act

[ ]  The BCA’s process for issuing CCCs ensures that it complies with the timeframes specified in section 93 of the Act

[ ]  The BCA has a process in place that outlines what it will do if it is unable to meet the timeframes 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.**

***Refusing a CCC***

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

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

**Minimum criteria for accreditation against Regulation 7(2)(f)(ii)**

***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.**

**Minimum criteria for accreditation against Regulation 7(2)(f)(iii)**

***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.