# FORM ONE: Initial application for accreditation

Use this form to make an application for accreditation under the Ministry of Business, Innovation and Employment (MBIE) building consent authority (BCA) accreditation scheme.

## The minimum standards and criteria for accreditation

Before completing this form, please ensure that you have:

* read the Building (Accreditation of Building Consent Authorities) Regulations 2006 (the Regulations)
* read MBIE’s regulatory guidance for the scheme
* met the minimum standards and criteria for accreditation.

The regulations: **www.legislation.govt.nz/regulation/public/2006/0399/latest/DLM424665.html**

The regulatory guidance: [**www.building.govt.nz/building-officials/bca-accreditation**](http://www.building.govt.nz/building-officials/bca-accreditation)

## Fees for the accreditation assessment

The Regulations set out the fee structure for accreditation applications. It is important to understand how the structure works.

As part of the application process, the accreditation body will provide you with a:

* fee estimate before they assess your application, and
* detailed invoice when they request payment for your accreditation assessment.

The accreditation assessment fees are payable upon receipt of a determination from the accreditation body stating whether it has granted or declined your organisation’s application for accreditation. It is important to note that you are liable for the fee even if the application is declined.

## Submitting your organisation’s application for accreditation

Applications for accreditation must be made to the accreditation body and addressed to:

Programme Manager: Building Consent Authority Accreditation  
International Accreditation New Zealand  
Private Bag 28908, Remuera, Auckland 1541

All available information requested to accompany this form must be provided to the accreditation body in hard copy, printed single-sided, unbound and appropriately indexed.

## Information requested

### DETAILS OF YOUR ORGANISATION

|  |  |
| --- | --- |
| Full legal name: | Click here to enter text. |
| Physical address for delivery and service of notices: | Click here to enter text. |
| Postal address (if different from physical address): | Click here to enter text. |
| Website address: | Click here to enter text. |
| Telephone number: | Click here to enter text. |

### DETAILS OF AUTHORISED REPRESENTATIVE

This person will be the key contact for MBIE and the accreditation body.

|  |  |  |
| --- | --- | --- |
| Full name: | Click here to enter text. | |
| Information requested (continued) | | |
| Role in organisation: | | Click here to enter text. | |
| Email address: | | Click here to enter text. | |
| Telephone number: | | Click here to enter text. | |
| Mobile number: | | Click here to enter text. | |
| Signature: | | Click here to enter text. | |

### DETAILS OF CHIEF EXECUTIVE

|  |  |  |
| --- | --- | --- |
| Full name: | Click here to enter text. | |
| Email address: | Click here to enter text. | |
| Telephone number: | Click here to enter text. | |
| Mobile number: | Click here to enter text. | |
| Signature: | Click here to enter text. | |
| DATE OF APPLICATION: | | Click here to enter text. |
| LEGAL STATUS OF ORGANISATION | | Click here to enter text. |
| If not a territorial or regional authority, please attach details outlining the ownership of your organisation | | |

## ADDITIONAL INFORMATION REQUIRED FOR PURPOSES OF ASSESSING YOUR ORGANISATION AGAINST CRITERIA AND STANDARDs

### STATEMENT OF THE SCOPE OF ACCREDITATION

Please attach a statement of the scope of accreditation your organisation is applying for. This should include the:

* types of buildings for which you wish to undertake building control functions, and/or
* building control functions you wish to undertake.

Types of buildings can be broken-down into the following categories from the National BCA competency assessment system assessment levels. They are:

|  |  |
| --- | --- |
| **Level** | **Brief description** |
| Residential 1 | Residential outbuildings and ancillary buildings as defined by the Building Regulations 1992. This includes single household detached dwellings designed to a common standard that are single storey and have an E2/AS1 risk matrix score less than or equal to 6. |
| Residential 2 | Detached dwellings designed to a common standard that are less than or equal to two storeys and have an E2/AS1 risk matrix score less than or equal to 12. |
| Information requested (continued) | |
| **Level** | **Brief description** |
| Residential 3 | Detached dwellings or other dwellings that are less than or equal to three storeys but limited to vertical plane fire separation and direct egress to the outside and have an E2/AS1 risk matrix score of 13–20. This level also includes specifically designed residential cladding systems, components, detailing and junctions where a risk matrix score of greater than 20 has been calculated. |
| Commercial 1 | Commercial, industrial and communal non-residential buildings and their associated outbuildings and ancillary buildings equal to or less than two storeys and an occupancy load of equal to or less than 100 people.  Sleeping Residential or Sleeping Accommodation buildings up to two stories and with horizontal fire separation. |
| Commercial 2 | Commercial, industrial, communal residential and communal non-residential buildings equal to or less than four storeys and an occupancy load of equal to or less than 500 people.  Sleeping care or sleeping detention facilities that are single storey. |
| Commercial 3 | All uses of buildings that are over four storeys high, or contain over 500 occupants or Sleeping Care or Sleeping Detention facilities greater than single storey. |
| Other | Building control functions that are not consent, inspection or code compliance decision making and include applications for project information memoranda, the issuing of compliance schedules and the making of notices to fix. |

An application must make specific reference to the sections in the Building Act 2004 detailing the functions your organisation wishes to become accredited to undertake. The building control functions that your organisation may be accredited to undertake are listed in regulation 3 of the Regulations and, at a high level, may include:

* building consent application processing
* building inspections
* code compliance certificate inspections.

Please advise approximately how many of the following your organisation expects to issue or perform annually:

1. building consents for residential work
2. building consents for commercial work
3. building consents for dams
4. inspections
5. notices to fix
6. code compliance certificates
7. compliance schedules
8. other.

***Note:*** *Information about scopes of accreditation can be found in the regulatory guidance, in the section ‘Applying to become an accredited organisation’. To apply for a limited scope of accreditation applicants only need to supply information related to that scope. For example, if applicants wish to limit themselves to residential consents, they only need to supply information related to that category.*

***Note:*** *Regulation 3 of the Regulations provides a definition of ‘building control function’. In addition, this statement does not restrict an organisation changing the nature of its building control functions or how those functions are delivered as long as changes are notified where required and all work is delivered consistently with accreditation requirements. The change notification requirements are set out in the Regulations, along with all other accreditation requirements.*

External moisture – a guide to using the risk matrix is a companion guide to E2/AS1:

[**www.building.govt.nz/assets/Uploads/building-code-compliance/e-moisture/e2-external-moisture/e2-riskmatrix.pdf**](http://www.building.govt.nz/assets/Uploads/building-code-compliance/e-moisture/e2-external-moisture/e2-riskmatrix.pdf)

The Building Act 2004:

**www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html**

## Information requested (continued)

### INFORMATION ABOUT RESOURCES AND EQUIPMENT

Please attach a statement of the number of employees projected to be directly involved in performing building control function work:

* part-time
* full-time.

Please attach a statement with the following information for every contractor that may be engaged under regulation 12 of the Regulations to perform building control functions for your organisation:

1. name
2. work to be performed
3. contact details.

Please attach a copy of your organisation's system for ensuring that persons doing technical jobs have, or are working towards having within a reasonable time, appropriate qualifications.

Please attach a copy of your organisation's current organisational chart.

***Note:*** *MBIE’s regulatory guidance for regulation 15 of the Regulations provides further information on the minimum standard and criteria for keeping organisational records, including organisational charts.*

Please attach a copy of a document showing relevant delegations and responsibilities in your organisation.

***Note:*** *This requirement may be met by providing information on the proposed delegations and responsibilities for projected employees and contractors.*

Please attach a statement about the equipment your organisation has to perform building control functions, including:

1. the description, make, model, range, and/or unique identifier
2. quantity
3. other information that the organisation considers appropriate to provide.

***Note:*** *It is at the discretion of the applicant whether to provide any additional information about equipment to the accreditation body.*

### POLICIES AND PROCEDURES TO COMPLY WITH ACCREDITATION REQUIREMENTS

Please attach a copy of your organisation's policies and procedures.

Please attach a copy of your organisation's quality assurance system.

***Note:*** *MBIE’s regulatory guidance for regulation 17 of the Regulations provides further information on the minimum standard and criteria for assuring quality.*

## Additional notes on completing the form

### INFORMATION IN ADDITION TO THAT REQUIRED BY THE FORM

The accreditation body may seek further information from your organisation if it considers this to be necessary to ascertain compliance with accreditation requirements. Where this is the case, the lead assessor will advise your authorised representative of the:

* additional information required
* accreditation requirement that necessitates the collection of the information
* timeframe in which the information is to be provided to the accreditation body.

### MAKING AN APPLICATION FOR AN INITIAL ACCREDITATION ASSESSMENT AS A BCA CLUSTER

MBIE’s regulatory guidance has detailed information about how to make an application for an initial accreditation assessment as a BCA cluster. Please review this information to ensure that you have:

* a single authorised representative for engagement with the accreditation body and evidence that the person has the endorsement of all the BCAs within the cluster.

## Information requested (continued)

* an organisational chart clearly detailing the management structure for the cluster and the roles of employees and contractors who will be performing building control functions.