

Building consent authorities (BCAs)

This guide provides step-by-step instructions to use the self-certification for plumbing and drainlaying scheme. It clarifies roles and responsibilities for key parties and explains important steps and considerations.



1

BCA receives the building consent application

The BCA receives the application and identifies:

- any plumbing proposed to be self-certified
- any drainlaying proposed to be self-certified
- the supporting plans and specifications for the self-certifiable work.



2

BCA assesses the proposed work

The BCA determines whether:

- the proposed building work complies with the Building Code
- the proposed plumbing and drainlaying is eligible for the scheme.

Self-certification does not reduce the amount of information required for a building consent application.



3

BCA issues the building consent

The BCA grants the building consent and:

- records any plumbing authorised for self-certification on the building consent
- records any drainlaying authorised for self-certification on the building consent
- issues the building consent.

5

BCA processes amendments and minor variations

The BCA will continue to process minor variations and building consent amendments using the existing Building Act framework.

4

BCA retains records

The BCA will maintain records relating to:

- self-certifiable plumbing and drainlaying
- endorsed plumbers and drainlayers
- certificates of compliance and supporting documents received.



6

BCA receives certificates of compliance

The BCA will receive certificates of compliance and supporting documents from endorsed plumbers and drainlayers. The certificate of compliance also needs to be included in the application for a code compliance certificate by the building consent applicant.

7

BCA checks the certificate of compliance

The BCA must confirm that:

- the certificate is complete
- it has been issued by an endorsed plumber or drainlayer at the time it was issued (check the Board's register: [Plumbers, Gasfitters and Drainlayers Board](#)).
- required supporting information is included, such as the required tests and statements by the endorsed plumber or drainlayer.

This is a completeness check, not a technical reassessment of the self-certified plumbing or drainlaying.



8

BCA considers the code compliance certificate application

When deciding whether to issue a code compliance certificate (CCC) the BCA will:

- follow their usual processes and procedures for building work that isn't self-certified
- accept certificates of compliance as evidence that self-certified work complies with the building consent.

9

BCA issues or refuses the CCC

The BCA will make a decision to issue or refuse in accordance with the Building Act.

Self-certification is optional. If plumbing and drainlaying work doesn't require a building consent, it isn't eligible for the scheme. This is because self-certification removes the need for inspections for eligible work listed on the building consent as self-certifiable.