

## Detailed regulatory guidance on the BCA accreditation scheme

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The Ministry of Business, Innovation and Employment (MBIE) has developed detailed regulatory guidance for the building consent authority (BCA) accreditation scheme. You can access the guidance, and minimum standards and criteria for each regulation, to better understand the accreditation requirements of the scheme.

The regulatory guidance has been developed to support understanding of the Building (Accreditation of Building Consent Authorities) Regulations 2006 (the Regulations).

An applicant must be able to meet, and a BCA must be able to maintain compliance with, all the regulatory requirements of the scheme detailed in the Regulations and this regulatory guidance from this time.

To use this guidance, go to the regulatory requirement you require further information about. The regulatory guidance will outline the objective of the Regulation and the minimum standards and criteria necessary to comply with it. There are also helpful notes to guide the accreditation assessment process.

Where more help or information is needed, interested parties can contact MBIE. There is a process for requesting advice or further regulatory guidance.

The Building (Accreditation of Building Consent Authorities) Regulations 2006 (<http://www.legislation.govt.nz/regulation/public/2006/0399/latest/DLM424665.html>) are available on the Legislation website.

[How to request further advice or regulatory guidance \(https://www.building.govt.nz/building-officials/bca-accreditation/request-further-advice-or-regulatory-guidance/\)](https://www.building.govt.nz/building-officials/bca-accreditation/request-further-advice-or-regulatory-guidance/) has more information.

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### BCA accreditation quick reference guide

This guide lists the accreditation regulations for business as usual, your annual review and two-year assessment.

Go to the guide (<https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/bca-accreditation-guide/>)

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### Checklists for BCA accreditation regulatory guidance

Checklists for the minimum criteria that must be met to become an accredited organisation or BCA.

Go to the checklists (<https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/checklists/>)

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### The status of the regulatory guidance

MBIE has taken care in preparing the regulatory guidance and intends that it can be relied upon by applicants, accredited organisations and BCAs, and the accreditation body appointed by MBIE's Chief Executive under section 248 of the Building Act 2004.

The minimum standards and criteria in the regulatory guidance are those which the accreditation body will use to undertake accreditation assessments. The accreditation body will make a finding of non-compliance where an applicant, accredited organisation or BCA does not have

<http://mbie5.cwp.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/>

policies, procedures or systems consistent with the minimum criteria, or where those policies, procedures and systems have not been consistently and effectively implemented.

## In this section

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### [BCA accreditation quick reference guide](#)

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[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/bca-accreditation-guide/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/bca-accreditation-guide/)

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### [Regulations 1–4: Preliminary provisions](#)

The preliminary provisions include the Regulations' title and commencement, as well as the interpretations clause.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/1-4-preliminary-provisions/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/1-4-preliminary-provisions/)

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### [Regulation 5 – Requirements for policies, procedures and systems](#)

Building consent authority policies, procedures and systems must be appropriate for purpose, and consistently and effectively implemented.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/5-requirements-policies-procedures-systems/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/5-requirements-policies-procedures-systems/)

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### [Regulation 6 – Decisions under policies, procedures and systems](#)

Building consent authorities must keep records of reasons for decisions related to the policies, procedure and systems the regulations require.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/6-decisions-policies-procedures-systems/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/6-decisions-policies-procedures-systems/)

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### [Regulation 6A – Notification requirements](#)

<p>The notification requirements will ensure the Ministry of Business, Innovation and Employment and the accreditation body are advised of significant changes in a building consent authority.</p>

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/6a-notification-requirements/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/6a-notification-requirements/)

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### [Regulation 7 – Performing building control functions](#)

<p>Building consent authorities must have policies, procedures and systems in place for performing building control functions.</p>

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/)

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### [Regulation 8 – Ensuring enough employees and contractors](#)

Building consent authorities need a system to ensure they have sufficient employees and contractors to perform their building control functions.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/8-ensure-enough-employees-contractors/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/8-ensure-enough-employees-contractors/)

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### [Regulation 9 – Allocating work to competent employees or contractors](#)

Building control functions must be performed by competent employees and/or contractors within a building consent authority.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/9-allocate-work-competent-employees-contractors/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/9-allocate-work-competent-employees-contractors/)

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### [Regulation 10 – Establishing and assessing competence of employees](#)

All prospective and current building control officials performing building control functions must have their competency established.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/10-establish-assess-competence-employees/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/10-establish-assess-competence-employees/)

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### [Regulation 11 – Training employees](#)

Building consent authorities must have a system for training employees performing a building control function by doing a technical job.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/11-training-employees/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/11-training-employees/)

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### [Regulation 12 – Choosing and using contractors](#)

Building consent authorities must have a system for choosing and using contractors that perform building control functions.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/12-choosing-using-contractors/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/12-choosing-using-contractors/)

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### [Regulation 13 – Ensuring technical leadership](#)

Building consent authorities must have a system to identify employees and contractors who are competent to provide technical leadership.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/13-technical-leadership/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/13-technical-leadership/)

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### [Regulation 14 – Ensuring necessary technical resources](#)

Building consent authorities require a system to ensure the availability and continuing appropriateness of the technical resources.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/14-necessary-technical-resources/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/14-necessary-technical-resources/)

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### [Regulation 15 – Keeping organisational records](#)

Building consent authorities must record their organisational structure.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/15-keeping-organisational-records/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/15-keeping-organisational-records/)

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### [Regulation 16 – Filing applications for building consents](#)

Building consent authorities must comply with the record keeping requirements of the Building Act 2004 and other relevant legislation.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/16-filing-applications-building-consents/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/16-filing-applications-building-consents/)

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### [Regulation 17 – Assuring quality](#)

BCAs must have a system that supports quality and continuous improvement in its management and operation.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/17-assuring-quality/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/17-assuring-quality/)

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### [Regulation 18 – Requiring technical qualifications](#)

Employees and contractors performing building control functions by doing a technical job need a technical qualification.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/18-appropriate-technical-qualifications/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/18-appropriate-technical-qualifications/)

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### [Regulation 19 – The fees schedule](#)

Regulation 19 links to Schedule 2 of the Regulations, which sets out the fees payable for accreditation assessments.

[\(https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/19-fees-schedule/\)](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/19-fees-schedule/)

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**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
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