

Checksheet – certificate of acceptance

For use with applications for a certificate of acceptance

Address _____

Use this checksheet to help you to lodge a complete application and to avoid delays in processing. Please attach the completed checksheet and **two copies** of the following information (unless otherwise specified) with your completed application form.

Tick each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer use

a) Date of construction

Provide proof of date of construction, such as signed / dated building contract payments.

b) Work closed in

Provide supporting evidence that work closed in and now not able to be inspected complies with the current Building Code.

- Photographs
- Concrete certificates
- Material supply docketts
- PS4 from supervising engineers
- Expert opinion reports.

c) Completed building consent application checksheet appropriate for the scope of the work carried out

d) Application fee

Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.

Office use only

The following councils have developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.

For office use only

Office/officer verification

Name: _____ Signature: _____ Date: _____