How building work is certified

The purpose of this document is to provide information on how building work is certified.

What does certified mean?

When a building consent is issued, the work within that building consent is certified when a code compliance certificate (CCC) is issued.

What is a code compliance certificate (CCC)?

A CCC is a formal statement issued under section 95 of the Building Act 2004 (BA04). Council issues this certificate, which confirms that Council is satisfied on reasonable grounds that all work has been completed in accordance with the building consent issued for your project. It is issued after the successful completion of a final inspection and the collation of any additional paperwork supplied. A CCC is necessary to confirm that all building work carried out under a building consent is completed, but can also be required for completing a successful sale and purchase agreement or for insurance purposes.

The BA04 requires all owners to apply for a CCC when work is complete. Furthermore, if your building is open to the public, whether for free or payment or a charge, the building cannot be used / occupied until a CCC or a Certificate for Public Use is issued.

It is an offence:
- To use or permit the use of public premises, which are the subject of a building consent unless a CCC or certificate for public use has been issued;
- For a residential property developer to transfer (complete the sale) a household unit without a CCC.

What are public premises?

Any building which is open to the public whether for free or payment of a charge, including:
- shopping malls
- cinemas
- maraes
- camping grounds
- commercial garages and workshops
- funeral homes
- office / retail complexes
- rest homes, etc

How do I apply for a code compliance certificate (CCC)?

At the end of the project and after all inspections have been completed, you should request a final inspection and apply for a CCC in the prescribed form.
Booking a final inspection
To request a final inspection, you can do one of the following:

1. Phone (09) 301 0101 and make an appointment; or
2. You can book online at [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz)

Final inspection
A Council Inspector will carry out a final inspection of all building work associated with the consent. If all work has satisfactorily been completed and all outstanding information has been provided, including supplying an application for CCC, the inspection will be approved. A final document check is then completed and invoices reconciled before the CCC can be issued. If any documentation is missing, we will contact you requesting the missing information.

If the work has not been satisfactorily completed or there is outstanding information, the inspection will not be approved. The outstanding work or information must be provided within 60-working days (3 months). If the outstanding work or information is not provided within this time, a full re-inspection of the building work may be required.

Application for CCC
Under s.92 of the BA04, an owner must apply for a CCC when the work is complete. The CCC application form is included in the inspection booklet provided when your consent was issued. Alternatively, you can apply online at [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz).

When you apply for your CCC, the following documents may be required, if applicable:

- Energy works certificates (certificates issued by your electrician for electrical work and/or gasfitter for gas work)
- Records of Work (certificates issued by Licensed Building Practitioners confirming that restricted building work (RBW) has been carried out in accordance with the approved plans)

Please refer to your conditions of consent as other documentation may also be required. This documentation may include but is not limited to:

- Producer statements (statements issued by professionals and contractors confirming that the building work is in accordance with the approved plans)
- Warranty certificates (certificates issued by manufacturer's on their products)
- Installers certificates (certificates issued by the installer of a particular system e.g. a lift, that the system has been installed and is functioning correctly)

What happens after a successful final inspection?
Once a final inspection has been approved, any further documentation received is checked for content and accuracy. Our support staff will also check to ensure there are no outstanding fees.

Sometimes there will be additional costs for inspections; extra charges for inspections may occur as a result of the way your building has been constructed (particularly for additions and alterations), or where inspections have failed and the work has been re-inspected or insufficient inspections were estimated. Outstanding fees (if any) must be paid in full before the CCC is issued; this includes payment of development contributions, if applicable. For more information on development contributions please contact the Resource Consents Team.
Is there a time limit on applying for a code compliance certificate?

Under s.93 of the BA04, if an application for CCC has not been made within two years of the date that the building consent was granted and issued, Council must make a decision whether to issue or refuse the CCC within 20-working days of the second anniversary.

Council will endeavour to contact you before the second anniversary of the granting of your consent; however, if we are unable to make contact, we are required by the BA04 to make a decision.

If a decision is made to refuse the CCC, this does not mean that the decision is final. The owner may reapply at a later stage to have this decision reconsidered.

If you simply need more time to complete the work, please advise our support staff.

How long will it take to get a code compliance certificate?

Applications must be processed within 20 working days of the receipt of the application. However, the ‘clock’ stops if further information is required or there are any outstanding fees; the clock will restart when the issue has been resolved and the CCC issued.

If your application is in excess of 5 years old, an application for B2 Durability will be required. If the application includes specified systems, a compliance schedule must also be issued with the CCC.

Note: a compliance schedule is only issued for a residential dwelling if it has a cable car attached to it. For further information about compliance schedules please refer to guidance information on our website http://www.aucklandcouncil.govt.nz/EN/ratesbuildingproperty/consents/Consent%20documents/ac1806complianceschedulesandbuildingwofs.pdf

What is B2 Durability?

A historic application is one which is five or more years old; this assessment is focused on B2 Durability.

B2 Durability is one of the most important technical clauses referred to in the Building Code and relates to the durability of building elements. It aims to ensure that a building will throughout its life continue to satisfy the other objectives of the Building Code with normal maintenance.

Normal maintenance is defined as work that is necessary to achieve the expected durability for a given building element. The extent and nature of that maintenance will depend on the material, or system, its geographical location and position within the building. It can also involve the replacement of components subject to accelerated wear.

If a building consent application is in excess of 5 years old, an application to assess Durability will be required. Please refer to http://www.aucklandcouncil.govt.nz/EN/ratesbuildingproperty/consents/Consent%20documents/ac2122applicationformodificationrelatingtob2durability.pdf on our website for further information about the Durability process.
What is a certificate for public use (CPU)?

If your building is open to the public, whether for free or payment of a charge, the building can not be used / occupied until a CCC or CPU is issued. Public premises generally have systems within the building which contribute to the life safety and well-being of the building user, furthermore; the safety of the public must be assured during construction.

Where construction has not been completed and there is a need to use part of the premises, it is possible to apply for a CPU, which may allow a building to be used before the CCC is granted. Each application will be considered on a case-by-case basis and must be supported with sufficient documentation to demonstrate that members of the public can use the premises safely.