

Applying for your Code Compliance Certificate

When speaking with a number of builders recently the number one challenge for most building companies and individual builders is the collation of documentation to apply for the code compliance certificate (CCC).

You have already started the next couple of building projects and are generally thinking about ordering materials and directing employees or contractors for the new building work being undertaken. You are after your final payment and the CCC being issued is the final hurdle to achieving this.

Although the details of the information required are given with the building consent there is still a deliberate process to follow to ensure that there are no hold ups once the final inspection has been approved and the CCC can be applied for. A methodical process which suits each individual or team is the best option to achieve the CCC with the minimum of stress.

Start collating all of the individual documentation required during each project and as a backup process, scan it to a folder, just in case. Ensure all of your subcontractors are providing records of work (ROW) or PS3s on completion of their part in the project.

To reduce additional work in collating ROWs add this requirement to your contractual arrangements with each of the sub-trades. Once they have left the site this becomes another issue you will have to follow up.

Ensure that ROWs clearly detail the actual work which has been undertaken by the licenced building practitioner (LBP) and that each LBP who has worked on the project has provided you with a ROW. Also ensure that each LBP who has worked on the site has recorded their name and number in the site inspection folder.

Trades who are not LBPs should still provide you with documentation which reflects their sign-off responsibilities, electrical certificates, pile driving producer statements, waterproofing statements, specified system test certifications and other items as detailed in the building consent or later specified by the inspector. As these contractors may be one-off for a particular project, it is good practice to require these before they leave the site.

If additional information is requested by the inspector during the construction period record this in your CCC file with a reminder to action this well before the completion of the project to ensure you are well prepared in advance resulting in a stress free CCC application process. If amended plans or on-site minor variations are required due to changes on site, action these promptly with the designer LBP. If materials have been substituted during construction for those specified on the approved plans it is imperative that this information is recorded.

Every CCC application review undertaken by the CCC assessor requiring a request for further information (RFI) is an additional cost to your business and ultimately your client. It also means a delay in issuing the CCC which affects everyone including other applicants.

For a better understanding of the council requirements and CCC application process Jason Wang (Inspections Manager North/West) is undertaking a training program in the evening for builders. The uptake has been very encouraging. If you would like to attend one of these training sessions please contact Ali at the Auckland Registered Master Builders office or Cheryl at Certified Builders Association of New Zealand to arrange booking for you.