

Certificate of Acceptance (CoA)

The policy on Certificates of Acceptance (CoA) has been updated and takes effect on 1 July 2015. A CoA is for unauthorised building work (work for which a building consent should have been obtained but was not) or building work carried out under urgency.

All CoA applicants need to attend a pre-application meeting before submitting their application.

The purpose of a pre-application meeting is to ensure that the information being supplied is sufficient to enable the application to be accepted and to determine whether:

- the reasons why such an application is necessary
- an Infringement Fee is to be applied and / or whether Council should lay a complaint with the Licensed Building Practitioner Board if Restricted Building Work is involved
- there is any non-compliance with the District Plan
- there is any non-compliance with any other Acts or Regulations
- the approval of the Network Utility Operator (NUO) is required
- any specified systems are involved and if so whether an application for a compliance schedule or an amendment to compliance schedule is required
- minor remedial works, maintenance and / or a building consent is required to remedy any building work or whether building work is exempt under Schedule 1
- a project information memorandum or resource consent is required; if required these approvals must be obtained before the application will be accepted; and
- the value of works, to calculate the levies and fees required to be paid
- the history of compliance action and findings

The documentation that accompanies an application for a COA must be to the same standard as that of a building consent application. The Act requires that plans are drawn demonstrating compliance with the current Building Code, rather than the Building Code that was in place when the building work was undertaken. Applications need to be supported by an independent third party report written by a suitably qualified professional (e.g. chartered professional engineer, registered building surveyor, etc) confirming compliance with the NZ Building Code

If a CoA is granted it will indicate which parts of the NZ Building Code have and have not been established; the final decision will not be released until all outstanding invoices have been paid. Guidance is provided on how unauthorised building work is assessed (AC1805) please refer the document AC1805 found on the council website.

For further information on COA's please refer to the Ministry of Business, Innovation and Employment website

<http://www.dbh.govt.nz/bofficials-certificates-of-acceptance>

