

**Code Compliance Certificate Checklist**  
(in conjunction with form 6)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

The following documentation is required to be submitted in sufficient detail to show compliance with the approved building consent documentation. **Please complete this checklist in FULL by ticking the appropriate box to indicate that the required item of information has been supplied or is not applicable to the project.**

Upon receipt, your application will be checked for completeness. This list is not intended to be exhaustive and additional information may be requested during processing of the Code Compliance application.

CODE COMPLIANCE APPLICATION INFORMATION		Supplied	N/A	Council
1	CCC Application form COMPLETED and signed			
2	Outstanding Application fees GST Inclusive (Accepted Methods of Payment: CASH - EFTPOS – CHEQUE) Have all fees & charges been paid? [If not, an invoice will be sent and place application 'on hold' until payment received]			
3	Passed Inspection records: Have all the required inspections been undertaken? A passed final inspection must be confirmed			
4	As built documentation: Truss certificates, drainage plans etc submitted			
5	Construction Monitoring: Have all inspection records and producer statements been supplied by appropriately qualified persons			
6	Amended Documentation: Has all minor variations or amendments been approved for the project?			
7	LBP(s) Record of Works: Have all Record of Works been supplied by the appropriately Licenced personal			
8	Conditions of Building Consent: Have all conditions listed on the approved building consent been met?			
9	Energy Works Certificates: Have certificates been issued for electrical installations or gas work?			
10	Potable Water: Have all water tests be completed and results show water is potable?			
COMPLIANCE SCHEDULE				
11	If there are any Specified Systems present in the building a Compliance Schedule is required. Has all Installation certification been supplied for each specified system			
SS 1	Automatic systems for fire suppression			
SS 2	Automatic or manual emergency warning systems			
SS 3/1	Automatic doors			
SS 3/2	Access controlled doors			
SS 3/3	Interfaced fire or smoke doors or windows			
SS 4	Emergency lighting systems			
SS 5	Escape route pressurisation systems			
SS 6	Riser mains			
SS 7	Automatic back-flow preventers			
SS 8/1	Passenger-carrying lifts			
SS 8/2	Service lifts			
SS 8/3	Escalators and moving walks			
SS 9	Mechanical ventilation or air conditioning systems			
SS 10	Building maintenance units			
SS 11	Laboratory fume cupboards			
SS 12/1	Audio loops			
SS 12/2	FM radio frequency systems and infrared beam transmission systems			
SS 13/1	Mechanical smoke control			
SS 13/2	Natural smoke control			
SS 13/3	Smoke curtains			
SS 14/1	Emergency power systems			
SS 14/2	Signs			
SS 15/1	Systems for communicating spoken information intended to facilitate evacuation			
SS 15/2	Final exits			
SS 15/3	Fire separations			
SS 15/4	Signs for communicating information intended to facilitate evacuation			
SS 15/5	Smoke separations			
SS 16	Cable Car			