



Form 6

Application for Code Compliance Certificate

Section 92, Building Act 2004

1. PROJECT DETAILS

Building Consent number:	
Issued by:	Queenstown Lakes District Council
Description of work:	
Street address of building:	
Legal description of land where building is located:	
Valuation number:	

2. THE OWNER

Name of owner:			
Preferred title or form of address:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other		
Contact person: (only required if owner is <u>not</u> an individual)			
Mailing address:			
Street address/registered office: (if different to above)			
Phone Number:	Landline:	Mobile:	
	Daytime:	After hours:	
Facsimile number:			
Email address:			
Website:			

The following evidence of ownership is attached to this application. Please ensure that records include **full legal description of the land** that is associated with your building project:

- ☐ Copy of Certificate of Title (available from <https://www.linz.govt.nz/land/land-records/order-title>)
- ☐ Lease
- ☐ Agreement for sale and purchase
- ☐ Other document showing full name of legal owner(s) of the building e.g. rates invoice

3. AGENT Section is only required if application is being made by an Agent on behalf of the owner

Name of Agent:			
Contact person: (not required if agent is an individual)			
Mailing address:			
Street address/registered office: (if different to above)			
Phone number:	Landline:	Mobile:	
	Daytime:	After hours:	
Facsimile number:			
Email address:			
Website:			
Relationship to owner:	State details of authorisation from the owner to make application on the owner's behalf Owner authorisation email attached		

FIRST POINT OF CONTACT - Contact details must be in New Zealand

If the first point of contact for communications with the QLDC Building Consent Authority is different to the information provided above, please provide their contact details below:

Full name:			
Mailing address:			
Phone number(s):	Landline:	Mobile:	
	Daytime:	After hours:	
Email address:			

Facsimile number(s):

4. APPLICATION

All building work to be carried out under the building consent specified on this form was completed on:	[insert date]
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RESTRICTED BUILDING WORK

The licence building practitioner(s) who carried out or supervised the restricted building work is/are as follows:

Name:	
Company:	
Licensing class:	
Licensed Building Practitioner number: <small>(or registration number if treated as being licensed under section 291 of Act)</small>	
Particular work carried out or supervised:	

Name:	
Company:	
Licensing class:	
Licensed Building Practitioner number: (or registration number if treated as being licensed under section 291 of Act)	
Particular work carried out or supervised:	

Name:	
Company:	
Licensing class:	
Licensed Building Practitioner number: (or registration number if treated as being licensed under section 291 of Act)	
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Name:	
Company:	
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Name:	
Company:	
Licensing class:	
Licensed Building Practitioner number: (or registration number if treated as being licensed under section 291 of Act)	
Particular work carried out or supervised:	

Name:	
Company:	
Licensing class:	
Licensed Building Practitioner number: (or registration number if treated as being licensed under section 291 of Act)	
Particular work carried out or supervised:	

NON-RESTRICTED WORK

The personnel who carried out building work other than restricted building work are as follows:

BUILDER

Name:	
Company:	
Email/address:	
Phone numbers:	
LBP number:	

PLUMBER

Name:	
Company:	
Email/address:	
Phone numbers:	
Plumbers Registration Number:	

DRAINLAYER

Name:	
Company:	
Email/address:	
Phone numbers:	
Drainlayers Board Registration Number:	

GASFITTER

Name:	
Company:	
Email/address:	
Phone numbers:	
Gasfitters Registration Number:	

ELECTRICIAN

Name:	
Company:	
Email/address:	
Phone numbers:	
Electrician Registration Number:	

5. SPECIFIED SYSTEMS

The following **specified systems are contained on the compliance schedule** for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:

SS number	Specified System name

6. APPLICANT SIGN-OFF

I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004.

The Code Compliance Certificate should be sent to:

	<input type="checkbox"/> Owner <input type="checkbox"/> Agent
Email address: (required)	

Signature (digital or handwritten) of owner/agent on behalf of and with the authority of the owner:

Name of person signing:

Date: _____

Attachments

The following documents are attached to this application:

- ☐ Other documents from the personnel who carried out the work (including Producer Statements)
- ☐ Memoranda from licensed building practitioners(s) stating what restricted building work they carried out or supervised (record(s) of building work)
- ☐ Certificates that relate to the energy work
- ☐ Evidence that specified systems are capable of performing to the performance standards set out in the building consent

Customer Information

Each Licensed Building Practitioner (LBP) who carries out or supervises any of your restricted building work must provide you (or the Building Consent holder) and your Council with a Record of Work or Certificate of Design Work.

This is also known as a Memorandum and it needs to detail all aspects of restricted building work carried out or supervised by each LBP.

Your LBP cannot contract out of this obligation. There could be disciplinary action and an application penalty if a Record or Certificate of Building Work is not provided.

You must have a copy of your LBP's Record or Certificate of Building Work because you will need to submit it with your Code Compliance Certificate application.

If your LBP only has a site license, they cannot supervise or sign off the work. The site license is a voluntary license to show the holder has been assessed as competent in site supervision.