



## Code Compliance Certificate (CCC)

When the building work is finished you or your agent must apply on line for your CCC after the final inspection is passed. Don't forget to upload all of your documents.

It is the owners' responsibility to include all the Record of Works (ROW) from licensed building practitioners.

Council has 20 days to issue CCC if satisfied that the completed work complies with the consent documentation.

Your CCC fee is included in your building consent invoice however if more inspections were required than originally anticipated there may be additional fees to pay. These will not be calculated until after your final inspection but will need to be paid prior to issue of CCC.

Any outstanding Development contributions will also need to be paid prior to issue of CCC.

Once you receive your CCC this is the end of the process.

There is considerable emphasis on getting your CCC under the Building Act 2004.

There are several advantages in doing so:

- Not having CCC can be a major obstacle when you wish to sell
- You won't have "peace of mind" until achieved
- Your insurance may be affected

If you don't apply Council has two years to decide whether to issue CCC or not. CCC can be refused if Council is not satisfied that compliance with the consented documents has been achieved.

## What now?

Don't forget to obtain maintenance documents from your contractors and keep instructions so that warranties and guarantees are effective.

Remember, maintenance protects your investment.

For further information on anything relating to the building consent process, please visit the Build Waikato website [www.buildwaikato.co.nz](http://www.buildwaikato.co.nz)

Alternatively contact our customer services team.

**Phone 07 868 0200** or  
**[www.tcdc.govt.nz/building](http://www.tcdc.govt.nz/building)**

We trust your build has run smoothly.

If you'd like to let us know how your project's gone please fill in our Building Services customer survey

[www.surveymonkey.com/r/NW97BY9](http://www.surveymonkey.com/r/NW97BY9)



**Phone 07 868 0200**



# Building Consent Process

We have received your application for building consent and we will be processing it shortly.

Here is a brief guide to help make sure your project runs smoothly and without any unplanned surprises.



## Fees and charges

You will have paid a deposit with your application to cover the planning check, online fee and estimated processing fee. However, there are other key points in the project where other fees may be payable:

- Prior to issue of building consent (for anticipated inspections, government levies and any additional processing time)
- Prior to issue of Code Compliance Certificate (for any additional inspections)
- If you want to make any changes, or
- If you need more time to complete your project.

For current fees see

[www.tcdc.govt.nz/building](http://www.tcdc.govt.nz/building)

## Understanding the process

If you have appointed an agent, a site manager or a builder, talk to them and make sure they keep you informed of progress.

If you wish to be included in correspondence then please make this clear to your agent.

Your agent has the ability to include you in all consent communication.

Get familiar with the building consent documentation:

- Check out the conditions of consent.
- A section 37 certificate means no work can begin until you have obtained resource consent.
- A list of anticipated inspections will be included. These may include inspections by your nominated engineer.
- Your consent will detail the documentation required so start collecting this along the way in preparation for final sign off.

To avoid inspection delays it would be a good idea to notify Council of your Licensed Building Practitioners before starting any restricted building work on site.

## Inspections – build to the consent

*Once your consent is approved either you or your agent will print a full set of stamped, approved building consent documents.*

**These stamped and approved documents must be kept on site for the Inspector.**

You or your agent will need to arrange inspections at various stages of construction.

### To book an inspection

**Email** [building.inspections@tcdc.govt.nz](mailto:building.inspections@tcdc.govt.nz)

**Phone** 07 868 0425

*Please have handy your:*

- Building consent ABA#
- The type of inspection required
- The site address
- The name and contact number of the person on site
- Relevant email address to send Site Notice to

*One of our inspectors will:*

- Check the compliance of building work with the consented plans and associated documents
- Complete a checklist and let you know the outcome of the inspection
- Email a copy of the Site Notice to all nominated parties

*Your inspection can fail and require a re-inspection at an additional cost if:*

- The work does not comply with the approved plans and specifications
- You or your agent are not on site at the requested time
- The approved documentation is not on site
- You are not ready to be inspected

A notice to fix may also be issued. If this happens make sure the work identified on the Notice is completed and advise Council when done.

## Changes to your Building Consent

Making changes can be expensive and cause delays.

It is important that any proposed changes are submitted to Council before any changes are made to the building.

For any changes find out if you need to submit a minor variation or apply for a major amendment.

A **MINOR** variation is a minor modification, addition or change to consented plans that does not deviate significantly from the approved plans and specifications.

For **MAJOR** changes, you will need to submit an amendment application online which will be treated as if it is a new building consent application and will be charged based on actual time spent processing the amendment application.

## Extension of time to commence work and to complete project

Building work must commence within 12 months of the date of issue or your consent will lapse.

To avoid lapsing, you may need to apply for an extension before the specified timeframe is reached.

If you don't apply before your consent lapses you will need to apply for a new building consent.

You also need to complete works within two years.

You are able to apply for an extension before the timeframe is reached.

Don't worry we will send you or your agent reminders along the way.