

CHECKSHEET (Effective from 31 March 2005)

Certificate of acceptance

Address

Use this check sheet to assist you in lodging a complete application and to avoid delays in processing. Please attach **3 copies** of the following information (unless otherwise specified) with your completed application form. **Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer use

a **Date of Construction**

Provide proof of date of construction such as signed / dated building contract payments

b **Work closed in**

Provide supporting evidence that work closed in and now not able to be inspected complies with the current building code.

- Photographs
- Concrete certificates
- Material supply docketts
- PS4 from supervising engineers
- Expert opinion reports

c **Completed building consent application checksheet appropriate for the scope of the work carried out**d **Application fee**

Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.

For office use only

The following Councils developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.