

Certificate of acceptance Checksheet

For use with [Application for Certificate of Acceptance \(Form 8\)](#)

Address
Description of work

This checksheet is a guide to ensure a complete application and will need to be submitted with the Application for Certificate of Acceptance. Please complete all fields in the checksheet to ensure your application is accepted for processing.

Please submit the following documents with your application:

- A completed checksheet
- One copy of the information required below
- A completed application form: [Application for Certificate of Acceptance \(Form 8\)](#)

Important: please refer to section 96 of the Building Act 2004 (the Act) to become familiar with the possible limitations of a certificate of acceptance, and the requirement regarding works carried out under urgency as per section 42.

A certificate of acceptance does not excuse a person from the obligations under section 40 of the Act, where-by a person must not carry out building work except in accordance with a building consent. Should this application provide evidence to Council that building work has been carried out in contravention of section 40 of the Act Council will retain the ability to carry out any enforcement action deemed appropriate. This may also result in additional fees.

Tick each relevant box and ensure you attach the information.

Not providing required information will result in the application being rejected.

Customer use		Office use only
	<p>Date of construction (in relation to this application)</p> <p>Provide proof of when the building work subject to this application took place, such as signed/dated building contract payments.</p>	
<p>Y</p> <p>N</p>	<p>Notice to fix</p> <p>Is this CoA application in response to a Notice to Fix requirement?</p>	
	<p>Work undertaken</p> <p>Provide evidence that all building work (including that closed-in) complies with the building code.</p> <ul style="list-style-type: none"> • Architectural drawings detailing the parts of the building work covered by this application. Plans must demonstrate the full extent of work. (It may be necessary to apply for plans from Council Archives, in support of your application) • Evidence of key portions of construction eg. photographs of work progress and completed work • Relevant certifications from professionals engaged in the work • Producer statements from supervising engineers (if applicable) • Producer statements for any other work from relevant professionals • Expert opinion reports • Specifications • Records of invoicing relating to the work being carried out 	

	<p>Application fee</p> <p>Applications will not be accepted without payment of the appropriate fees. Fees payable are set out on the WCC website here: https://wellington.govt.nz/services/consents-and-licences/building-and-resource-consents/building-consents/find-out-if-you-need-a-building-consent/certificate-of-acceptance</p>	
	<p>Unauthorised building work</p> <p>I confirm acknowledgement of the requirements under sections 40, 42, and 96 of the Act, and the possibility that Council may undertake enforcement action for any work in contravention of the Act, including the provision that Council may impose related fees.</p>	
	Name:	
	Signature:	Date: