



2 October 2024

Our reference: BC220403

Prime Designs
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Kia ora

Receipt of Code Compliance Certificate application letter BC220403 – 64 Waipounamu Drive KELSON 5010

Thank you for your Code Compliance Certificate (CCC) application received on 2 October 2024. This letter acknowledges receipt and outlines the process to be followed by the CCC Processing Team.

Statutory requirements – Section 94(1) of the Building Act 2004 states that:

‘A building consent authority must issue a code compliance certificate if it is satisfied, on reasonable grounds, (a) that the building work complies with the building consent’.

Hutt City Council (Council) has determined that, for section 94 purposes, a CCC application meets the reasonable grounds test when we are satisfied that:

- There is sufficient relevant evidence to show that the building work has been completed as described in the issued building consent.
- All building inspections listed in the issued building consent, including the CCC inspection, have been carried out and passed.
- A complete CCC application form has been received.
- All required documents for each building inspection mentioned in the issued building consent have been provided to Council.
- All documents required under sections 92 and 94 of the Building Act 2004 for the CCC application have been provided to Council.
- If applicable, there is sufficient evidence showing that any new, altered, or added specified systems in the building meet the performance standards set out in the issued building consent.

CCC Final Inspection

Passing the CCC Final inspection is required before Council can decide to issue a CCC. We recommend that the building work passes the CCC Final inspection before you apply for the CCC. If you haven't booked the CCC Final inspection yet, we can arrange it for you, with your agreement.

Vetting of CCC Applications

Once we receive your CCC application, the CCC Processing Team will carry out a two-stage vetting process to decide whether to accept or refuse to accept it. The two stages are to determine:

- if the building work has been completed; and
- if the application has been completed correctly and all the required documents have been provided.

If the CCC Processing Team is satisfied that the building work has been completed, the CCC application form is filled out correctly, and all required documents have been provided, your CCC application will be accepted for processing.

Refusal to accept a CCC application

If the CCC Processing Team finds that the building work has not been completed, the CCC application form is not filled out correctly, or required documents are missing, you will be notified that we have refused to accept your CCC application.

Re-applying for a CCC

You can reapply for a CCC once you have addressed the reasons why your previous application was refused. We recommend that you do not reapply until the building work has passed its CCC Final inspection.

Processing of CCC applications

Once we accept your CCC application, it will be processed as quickly as possible. We expect that you will receive your CCC within five working days of acceptance.

No Requests for Information (RFI)

The vetting process will lead to the refusal of CCC applications that are incomplete or missing required documentation. No Requests for Information (RFIs) will be issued during CCC vetting or processing.

If an omission is discovered during the CCC process and cannot be resolved by phone, the CCC Processing Team will decide to refuse to issue the CCC.

Decision to issue a CCC

We will issue the CCC only after all outstanding fees and charges, including development and reserve contributions, have been paid in full.

Please feel free to contact us by email at CCC.Responses@huttcity.govt.nz if you need any assistance with obtaining your CCC.

Ngā mihi

Cameron Douglas
Building Officer