

## Hutt City Council

Quality assurance		
Building consent number:		
Site address:		
Building owner(s)	Name(s):	Contact details:
Location of building or building work within site/block number/building:		
Description:	<p>This is a desktop inspection to be undertaken by a senior building inspector.</p> <p>This inspection is to check whether:</p> <ul style="list-style-type: none"> <li>• Every inspection before the CCC final inspection has been undertaken and achieved a pass outcome</li> <li>• All documents required for every inspection before the CCC final inspection have been provided to Council and validated by the building inspectors</li> </ul>	
When to book this inspection	Book this inspection when every inspection before the CCC final inspection has been undertaken and achieved a pass outcome	
Building Inspector:	Name:	Warrant number:
Inspection date and time:	Click or tap to enter a date.	Time:
Next inspection:		
General		
Items to be checked	Help Text	
Outstanding items from previous inspection(s)	<p><i>Are there any outstanding items from previous inspection(s).</i></p> <p><i>If yes, fail the inspection.</i></p>	

**Documentation - all documentation required for this inspection, excluding the on-site copy of the issued building consent documentation, must have been uploaded onto the building consent file in Objective Build prior to the applicant requesting the inspection booking. If the required documents are not on the building consent file, then the inspection booking will be declined.**

- Producer Statement – PS4 Construction Reviews from suitably qualified chartered professional engineers (CPEngs)
- Electrical Certificate of Compliance & Electrical Safety Certificate (Energy Work Certificate) from a registered electrician
- Electrical Record of Inspection from a registered electrician
- Gas Certificate of Compliance & Gas Safety Certificate (Energy Work Certificate) from a certifying gas fitter
- Record of work from Licensed Building Practitioners (LBPs)
- Hutt City Council Producer Statement PS3 – Construction [form](#) from approved specified system installers
- Hutt City Council Producer Statement PS3 – Construction [form](#) from an approved proprietary deck installer
- Hutt City Council Producer Statement PS3 – Construction [form](#) from an approved proprietary barrier installer

## Inspections

Items to be checked	Help Text
Have all inspections detailed on the Form 5 and any other inspections added in GoGet before the CCC final inspection been undertaken and achieved a pass outcome?	<i>If no, fail this inspection and inform the Inspections Team Lead of the finding. State which inspections have failed or not been undertaken.</i>
Were the inspections carried out by building inspectors with current relevant competency?	<i>If no, fail this inspection and inform Inspections Team Lead of finding.</i>
Has the required supervision of building inspectors been completed and documented?	<i>If no, fail this inspection and inform Inspections Team Lead of finding.</i>
Were the inspections carried out by building inspectors who had a current and valid warrant	<i>If no, fail this inspection and inform Inspections Team Lead of finding.</i>

issued under <a href="#">section 174</a> of the Local Government Act 2002?	
Has every inspection that received a Partial Pass outcome before 6 March 2023 been reinspected and achieved a pass outcome?	<i>If no, fail this inspection and inform Inspections Team Lead of finding.</i>
Have the notes for every inspection been read and any outstanding matters been addressed?	<i>If no, fail this inspection and inform Inspections Team Lead of finding.</i>
<b>Inspection documents</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Have all required inspection documents for all inspections been provided to the Council and validated by a building officer?	<i>If no, fail this inspection and inform Inspections Team Lead of finding. State what documents have not been provided or been validated.</i>
Specified systems	<ol style="list-style-type: none"> <li><i>1. Have all Hutt City Council Producer Statement PS3 – Construction form from approved specified system installers been provided? If no, fail this inspection.</i></li> <li><i>2. Have all third party certification from approved specified system certifiers been provided? If no, fail this inspection.</i></li> </ol>
<b>Outstanding amendments and/or minor variations</b>	
<b>Items to be checked</b>	<b>Help Text</b>
Should any amendments and/or minor variations have been applied for and/or granted for this building consent?	<i>If yes, fail this inspection and inform Inspections Team Lead of finding.</i>

<p>Were any required amendments issued for this building consent?</p>	<p><i>If no, fail this inspection and inform Inspections Team Lead of finding. State the application number for any amendment</i></p>
<p>Was the building work carried out in accordance with the issued building consent and any issued amendments?</p>	<p><i>If no, fail this inspection and inform Inspections Team Lead of finding.</i></p>
<p><b>Enforcement actions</b></p>	
<p><b>Items to be checked</b></p>	<p><b>Help Text</b></p>
<p>Have any enforcement actions e.g. notice to fix, dangerous building notice, infringement notice etc. been resolved?</p>	<p><i>If no, fail this inspection and inform Inspections Team Lead of finding. State what enforcement actions are outstanding and the last action undertaken by the Council and/or the customer.</i></p>