

Applying for your Code Compliance Certificate

Completing and passing your final building inspection triggers the beginning of the code compliance certificate (CCC) process.

Often the issuing of the CCC will generate the final progress payment from the bank and the commencement of the home owner insurance cover. In a commercial building the CCC will generate other processes such as the compliance schedule, liquor licence, health licence etc.

The time to begin considering the close out process for your building project and the application for the CCC is at the beginning of the project, when the initial project management commences and before the work starts on site.

The building consent contains a list of *consent conditions and advice notes*, which provide a guide for the customer of the information required to be provided with the application for the CCC. The law requires the owner to apply for a CCC; an application form is included in your consent documents.

While building work is under construction, the producer statements and various certificates required in the consent conditions and advice notes can be collated and prepared to present on completion of the building project and the final inspection passed.

Records of building work from the licenced building practitioner (LBP), if the building work is residential, are also required on completion. These records are a requirement of the LBP provisions of the Building Act. A record of work is the identification by the LBP of the work they have undertaken in relation to their licence on that particular residential project.

Collecting this information during construction is a good work practice and enables a smoother process to issue the CCC. Often we have difficulty completing processing the CCC due to incomplete or missing documentation. This can become a cause of frustration for the customer who is looking to conclude their building project. To prevent delays issuing the CCC, a well-managed project will result in the prompt issuing of the final documents to enable the building project to be occupied.