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# BCA accreditation scheme checklist

## Regulation 16: Filing applications for building consents

### Minimum criteria for accreditation against regulation 16

#### Recording a unique file number

[ ]  The BCA allocates each and every complete application a unique file number

#### Notes: Click here to enter text.

#### Information relevant to an application

The BCA stores the following information on file where available:

[ ]  all plans and specifications received as part of a building consent

[ ]  project information memoranda (if any)

[ ]  building consents

[ ]  code compliance certificates

[ ]  compliance schedules

[ ]  if applicable, the specified intended life of the building

[ ]  statutory declarations provided by an owner-builder

[ ]  records of work and certificates of work provided under section [45(2)](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306381.html?search=sw_096be8ed812d7d13_%22regional+authority%22_25_se&p=2) or 88(1)(a) of the Act

[ ]  building warrants of fitness

[ ]  energy work certificates

[ ]  notices to fix

[ ]  any orders issued by the District Court under section 126 of the Act

[ ]  records of any information on any land or building received by the BCA from a statutory authority

[ ]  details about any levy collected under [section 53](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html?search=sw_096be8ed812d7d13_%22regional+authority%22_25_se&p=2) of the Act

[ ]  a summary of any complaints laid in relation to the building, and the BCA’s response

[ ]  any other relevant records that relate to the information above

#### Notes: Click here to enter text.

#### Building consent applications processed by or for a third party

The BCA keeps records of the:

* name and address for service of third parties performing building control functions on its behalf
* building control function work performs for others using its own policies, procedures and systems

#### Notes: Click here to enter text.

#### Ensuring information is readily accessible, retrievable and stored securely

The BCA’s records are:

* readily accessible and retrievable in a way that complies with principle 3.3 of the RMS
* stored securely in a way that complies with principles 2.2 and 3.4 of the RMS

#### Notes: Click here to enter text.

[Regulation 16 regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/16-filing-applications-building-consents/) provides further information.

#### Of note:

A BCA may demonstrate compliance with regulation 16 by providing an independent assessment of its own, or parent organisation’s compliance with the Information and Records Management Standard for the New Zealand Public Sector (the RMS) that has been completed within 12 months of its accreditation assessment.

**Evidence of Policy/Procedure/System being completely and effectively implemented**

***Notes:******Click here to enter text.***