#

# BCA accreditation scheme checklist

## Regulation 7(2)(a): Consumer information

For a BCA that only consents dams, the information required to comply with regulation 7(2)(a) is information relevant only to the consenting process for dams.

### Minimum criteria for accreditation against Regulation 7(2)(a)(i)

#### Information on applying for a consent

[ ]  The BCA has consumer information about how to apply for a consent that covers the definition of a building consent

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

The BCA has consumer information about how to apply for a consent that covers building work that:

[ ]  requires consent

[ ]  may be proposed on land subject to natural hazards

[ ]  is restricted building work

[ ]  is exempt from consent requirements

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

The BCA has consumer information about how to apply for a consent that covers:

[ ]  the licensed building practitioners (LBP) scheme

[ ]  owner-builder exemption from LBP requirements

[ ]  project information memorandum

[ ]  other legislation the applicant should consider, such as the Resource Management Act 1991 (RMA)

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

The BCA has consumer information about how to apply for a consent that covers how and where to apply for a consent, including the:

[ ]  consent applications that the BCA can process (if it has a limited scope)

[ ]  appropriate form(s) to complete

[ ]  detail required of plans, and supporting material

[ ]  acceptance and management of professional opinions (eg producer statements)

[ ]  section 112 requirements where the application is for alteration to an existing building

[ ]  section 115 requirements related to the change of use of a building

[ ]  section 116 requirements related to an extension to the specified intended life of the building

[ ]  section 116A requirements for subdivision of existing building

[ ]  the need for proposed inspection, maintenance and reporting procedures for specified systems

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

The BCA has consumer information about how to apply for a consent that covers:

[ ]  how to make applications for minor variations or amendments to a consent

[ ]  applicable fees and levies

[ ]  method of fee and levy payment for consents, inspections and Code Compliance Certificates

[ ]  when a consent lapses

[ ]  when building work can begin (including any RMA requirements)

[ ]  when premises for public use can be occupied (including CPU process)

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

### Minimum criteria for accreditation against Regulation 7(2)(a)(ii)

#### Information on how consents are processed

The BCA has consumer information about how consents are processed that covers the process for acceptance of a consent including the:

[ ]  statutory timeframe for processing, and when the ‘clock’ may be stopped and started

[ ]  statutory timeframe for processing a consent that includes a National Multiple-Use Approval (MultiProof) certificate, and when the ‘clock’ may be stopped and started

[ ]  request for information (RFI) process

[ ]  referrals to Fire and Emergency New Zealand (FENZ)

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

The BCA has consumer information about how consents are processed that covers:

[ ]  at a high level, how the application is assessed against the relevant Act and associated regulations

[ ]  the section 49 requirement to be ‘satisfied on reasonable grounds’

[ ]  the meaning of ‘grant’ of consent

[ ]  when conditions can be applied to a consent, and their meaning

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

The BCA has consumer information about how consents are processed that covers queries, concerns and complaints about the consent decision (to grant or otherwise) including the:

[ ]  BCA complaint process

[ ]  determination process

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

### Minimum criteria for accreditation against Regulation 7(2)(a)(iii)

#### Information on how consents are inspected

The BCA has consumer information about how building work is inspected that covers:

[ ]  that the grant of a consent is conditional on enabling the building work to be inspected

[ ]  inspection requirements, and how to make bookings

[ ]  at a high-level, a description of typical inspection types, for example, structure, drainage, etc

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

The BCA has consumer information about how building work is inspected that covers on-site requirements for inspections including:

[ ]  access for inspectors

[ ]  people and information that need to be available on-site

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

The BCA has consumer information about how building work is inspected that covers a summary of what happens in an on-site inspection including:

[ ]  verification of construction to consented documents

[ ]  recording of inspection findings

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

The BCA has consumer information about how building work is inspected that covers a summary of what happens when inspections find non-compliant building work including:

[ ]  conditional continuation of work

[ ]  notices to fix (NTF)

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

### Minimum criteria for accreditation against Regulation 7(2)(a)(iv)

#### Information on how consents are certified

The BCA has consumer information about how building work is certified that covers:

[ ]  the definition of a CCC

[ ]  the requirement to apply for a CCC once work is complete

[ ]  when to apply for a CCC

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

The BCA has consumer information about how building work is certified that covers how and where to apply for a CCC, including the:

[ ]  appropriate form(s) to complete

[ ]  required content and detail required of plans, and supporting material

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

[ ]  The BCA has consumer information about how building work is certified that covers the section 94 requirement to be ‘satisfied on reasonable grounds’

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

The BCA has consumer information about how building work is certified that covers the process for issuing the CCC including the:

[ ]  statutory timeframe for processing, and when the ‘clock’ may be stopped and started

[ ]  RFI process

[ ]  compliance schedule matters

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

The BCA has consumer information about how building work is certified that covers:

[ ]  the fees and levies payable, including development contributions

[ ]  the method of fee and levy payment for consents, required inspections and CCCs

[ ]  what the receipt of a CCC means

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

The BCA has consumer information about how building work is certified that covers queries, concerns and complaints about the compliance decision (to issue or otherwise) including the:

[ ]  BCA complaint process

[ ]  determination process

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

[Regulation 7(2)(a) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/consumer-information/) provides more information.

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

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