# BCA accreditation scheme checklist

## Regulation 7(2)(d)(iv): processing consents

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

#### **Processing consents**

The BCA refers to the region’s territorial authority matters related to:

building work already undertaken (with or without an issued consent) which may require a certificate of acceptance (s 42)

waivers or modifications to the Building Code (s 67 – 70)

decisions under section 112(2) of the Building Act 2004 (the Act)

the change of use of buildings (s 115)

the specified intended life of buildings (s 113)

the subdivision of a building or part of a building (s 116A)

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

The BCA’s policies, procedures and systems for processing a building consent application include:

processes for the receipt of certificates or other information or matters from a territorial authority related to a consent

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

The BCA’s policies, procedures and systems for processing a building consent application include processes for the processing of building consents related to:

national multiple-use approvals (s 30A-H)

modular components manufactured, or designed and manufactured, by registered Modular Component Manufacturers

current registered product certificates

minor variations (s 45A)

changes to plans or specifications (s 45(4))

new buildings

alterations to existing buildings (s 112)

allotments and subdivisions (s 75-77 and s 116A)

specified systems (s 102)

cable cars

swimming pools

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

The BCA’s policies procedures and systems for processing a building consent application include processes for:

making and receiving requests for information (RFIs), including coordinating requests (as far as is possible)

processing consents that include building methods or materials that rely on alternative solutions

applications for minor variations or amendments to a consent

staged building work

the collection and payment of the relevant building levy and development contributions

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

The BCA’s policies, procedures and systems for processing a building consent application include processes for making section 112(1) decisions related to:

earthquake-prone buildings (s 133AT)

means of escape from fire

access and facilities for people with disabilities

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

The BCA’s policies, procedures and systems for processing a building consent application include processes for:

utilising Fire and Emergency New Zealand (FENZ) advice

making decisions related to building on land subject to natural hazards

making decisions related to buildings on two or more allotments

making decisions about conditions on consents

complying with any building method or product warnings or bans

compiling and amending compliance schedules (CS) (where required – i.e. compiling specified system information for inclusion on Form 5, a draft CS or amending an existing CS)

ensuring compliance with other legislation relevant to the consent process such as the Resource Management Act 1991

how the BCA applies the test of being ‘satisfied on reasonable grounds’ in order to grant a consent

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

[Regulation 7(2)(d)(iv) regulatory guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/7-perform-building-control-functions/process-applications/#:~:text=Regulation%207(2)(d)(iv)%20requires%20a%20BCA%27s,for%20information%20(RFI)%20process.) provides more information.

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

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