

## Application for registration by a territorial or regional authority

Use this form to make an application for registration under the Ministry of Business, Innovation and Employment (MBIE) building consent authority (BCA) accreditation scheme.

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### PART A: MINIMUM STANDARDS AND CRITERIA FOR REGISTRATION

Before completing this form, please ensure that you:

- meet the requirements in the Building (Registration of Building Consent Authorities) Regulations 2007 (the registration Regulations).
- have read MBIE's regulatory guidance for the scheme.
- meet the minimum standards and criteria for accreditation.
- hold a current Certification of Accreditation issued by the accreditation body.

The regulatory guidance: [www.building.govt.nz/building-officials/bca-accreditation](http://www.building.govt.nz/building-officials/bca-accreditation)

The registration regulations: [www.legislation.govt.nz/regulation/public/2007/0300/latest/DLM973528.html](http://www.legislation.govt.nz/regulation/public/2007/0300/latest/DLM973528.html)

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### PART B: SUBMITTING YOUR APPLICATION FOR REGISTRATION

Applications for registration as a building consent authority (BCA) must be made to the Ministry of Business, Innovation and Employment and addressed to:

**National Manager  
Consent System  
Building System Assurance  
Building & Tenancy  
PO Box 1473  
Wellington**

## PART C: INFORMATION REQUESTED

### DETAILS OF YOUR ORGANISATION

Full legal name:

Physical address for delivery and service of notices:

STREET NAME  SUBURB

CITY  POSTCODE

Mailing address (if different from physical address):

Website address:

Telephone number:

### DETAILS OF PERSON RESPONSIBLE FOR APPLICATION

This person will be the key contact for MBIE and the accreditation body.

Full name:

Role in organisation:

Email address:

Telephone number:  Mobile number:

### SIGNATURE, DATE AND PLACE OF SIGNING

Signature:

Full name:

Signed at:  Date of application:

## PART D: NOTES ON COMPLETING THE FORM

MBIE's Chief Executive may also request that your organisation provides any further information that they consider necessary for the purposes of assessing whether your organisation has met the registration criteria.