



# Applications for Certificates of Acceptance

## Information for Applicants



ISO 9001:2008  
Form BIB0004 - C1278  
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## What is a Certificate of Acceptance

A Certificate of acceptance (COA) is a document issued by Marlborough District Council for Building work that has been undertaken without Building Consent. The certificate indicates that the Council accepts that the building work, or part of it, complies with the NZ Building Code. It does not take away any responsibility or liability people may have for undertaking the work in the first place.

A **Minor Certificate of Acceptance** is considered for work that meets the following criteria:

- Work that would not usually require a Project Information Memorandum or Planning and Services Confirmation.
- Internal work with no roofing or cladding involved.
- Installation of Logfires or Solar Water Heating systems
- Internal wall relocation for non load bearing walls.
- Window and wall position changes (not effecting structural components).
- Low level open decks.
- Playgrounds and play equipment.
- Minor plumbing and drainage work such as relocating a shower or bath.

## Applications can only be accepted for some buildings

Marlborough District Council will accept applications for certificates of acceptance where:

- an owner or previous owner carried out or arranged building work without consent.
- where emergency work has been carried out in accordance with S43 of the Building Act 2004.
- in circumstances where a private building consent authority is unable or refuses to issue a code compliance certificate.
- the building work has taken place after July 1992.

## Applications for Certificates of Acceptance

All applications for certificates of acceptance must:

1. Be on the correct application form which can be obtained from Council Office.
2. Include a statement why a certificate is required and why no building consent was obtained.
3. Include plans and specifications, Chartered Professional Engineers' Statements, supporting technical data and literature as if the application was for a new building consent.
4. Be accompanied by payment of the application, admin and PIM fees.
5. Include a list of all specified systems that are being altered, added to or removed if a compliance schedule or an amended compliance schedule is required as a result of the work.
6. Include copies of energy works certificates for gas and electrical work undertaken as a result of the work.
7. In the case of commercial, industrial work or any accommodation building or any other building requiring fire safety or warning systems, be accompanied by a fire report and where access and facilities for people with disabilities is required to be accompanied by an accessibility report.
8. Be accompanied by full reports, calculations and producer statements from a Chartered Professional Engineer, where the work is specifically designed and include reports of any inspections of the work undertaken which may support the application.

## Fees

Fees for Certificates of acceptance will include the following:

- an application fee of \$510.00 or \$300 for a minor COA
- administration fee
- processing fee for certificate of acceptance plus 1% of the value of the work
- inspection fees and travel to inspections
- DBH and BRANZ levies if they apply
- Project Information Memorandum payable on application (fee from MDC Fee Schedule) Not required for a minor COA
- plus all fees that would have been payable had a building consent been obtained

Application Fee	\$510.00
Project Information Memorandum ( Not Required for Minor COA's	From MDC Fee Schedule
Administration Fee	\$26.00
Processing Fee	1% of value of the work
Inspection Fees and Travel	Standard Fee
All equivalent building Consent fees for a project of the same value including:	
• Lodgement	From MDC Fee Schedule
• Processing	From MDC Fee Schedule
• Inspections	From MDC Fee Schedule
• Travel	From MDC Fee Schedule
• Code Compliance Certificate	From MDC Fee Schedule
• DBH and BRANZ Levies	From MDC Fee Schedule
• Services charges	From MDC Fee Schedule
• Development fees	From MDC Fee Schedule
Minor COA Application Fee	\$300
Travel and Inspections for Minor COA	Standard Fee from fee schedule

## Processing Certificates of Acceptance

- Certificates of Acceptance will normally be processed in 20 working days from the date of application. The 20 working day period is suspended when further information is requested until the requested information is received.
- the building site will be visited to inspect and record those parts of the building work that are visible.
- the processing officer will consider all of the information and make recommendations to either approve or refuse the application. The recommendation will include full details of which parts or components of the building are included, and which are not included, in any recommendation. The processing officer will consider and make recommendations if prosecution under S40 of the Building Act for doing work without consent should proceed.
- the application will be approved or declined by the Environment Committee Chairman.

## Dangerous and Insanitary Situations

Where earthquake prone, dangerous or insanitary situations are seen then the application will be refused. Action in these cases will be taken as soon as reasonably possible as set out in Sections 124 - 130 of the Building Act 2004.

## Acceptance or Refusal of Certificate of Acceptance

Where the application is refused a Notice to Fix must be issued.

### **Certificates of Acceptance will only be recommended for issue:**

- where to the best of the knowledge and belief of the processing officer and on reasonable grounds, the building work complies with the New Zealand Building Code.
- where the extent of the work covered by the acceptance is clearly identified.
- where the extent of the building work not included in the acceptance is clearly identified.

### **Certificates of Acceptance will be refused where:**

- there are dangerous or insanitary situations existing in the building work.
- compliance with the New Zealand Building Code has not clearly been shown, or determined by inspection.
- the applicant refuses or fails to provide requested information within one calendar month of request.
- a building consent already covers the work.

## Issue of Certificates of Acceptance

Certificates of acceptance will:

- only be issued after all outstanding fees have been made.
- be on the standard form (Form 9).
- include details of the work covered by the Certificate of acceptance.
- be accompanied by a compliance schedule for the building where this is applicable.
- include exclusions of all work or parts of the work that were unable to be inspected.
- Will not take away any responsibility or liability for the work being done without consent