


CERTIFICATE OF ACCEPTANCE CHECKLIST

An up-to-date version of Adobe Reader is required to fill this form out online.
Download for free  <http://get.adobe.com/reader/>

Address:

- You can complete this form online, save it, and send it to us electronically with your application. For help go to: www.huttcity.govt.nz/apply-online
- Use this checklist to assist you in lodging a complete application and to avoid delays in processing.
- Tick each box which is relevant and ensure you attach the information. If the box is not relevant, please leave it blank.

Customer Use		For office use only
<input type="checkbox"/>	a Date of Construction Provide proof of date of construction such as signed / dated building contract payments.	<input type="checkbox"/>
<input type="checkbox"/>	b Work closed in Provide supporting evidence that work closed in and now not able to be inspected complies with the current building code: <ul style="list-style-type: none">▪ Photographs▪ Energy works certificate (for gas fitting and electrical work)▪ Material supply docket▪ PS4 from supervising engineers▪ Expert opinion reports▪ Licensed Installer's certificate▪ Product warranty statements	<input type="checkbox"/>
<input type="checkbox"/>	c Completed building consent application checklist and supporting documentation appropriate for the scope of the work carried out (ECB-FORM-333)	<input type="checkbox"/>
<input type="checkbox"/>	d Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of Council that has jurisdiction over the project site.	<input type="checkbox"/>