

***Building Act 2016***  
***Building Regulations 2016***

**Index of Forms Approved by the Director of Building Control**

**Updated 1 November 2018**

Approved Forms are specified in the *Building Act 2016* and the *Building Regulations 2016*. The Director of Building Control has approved these forms as templates for use in the administration of the Act.

- The Forms are limited to the matters, things or actions that are required to be undertaken under the Act or the regulations. This includes making applications and compliance actions. Most of the forms are for the exclusive use of council officers or building surveyors.
- Exercise care when completing Forms. Read the Act or regulations, and in particular the section or regulation referred to, before use. This will provide a check to ensure that the user understands the Form being used, and that all relevant information is included.
- Please contact CBOS if you have problems viewing or printing these documents or need the document in a different format.

<b>Key to abbreviations used in this Index:</b>			
A	Agent	I	Installer
AO	Adjoining Owner	O	Owner
Appl.	Applicant	Occ.	Occupier
B	Builder (Licensed Building Service Provider)	OB	Owner builder
BS	Building Surveyor (Licensed Building Service Provider)	OP	Other person
C	Council	PA	Permit Authority
CO	Chief Officer	Pa	Person authorised
D	Designer (Licensed Building Service Provider)	PAIC	Person apparently in charge
Dem	Demolisher (Licensed Building Service Provider)	PCOPW	Person carrying out plumbing work
DBC	Director of Building Control	P	Plumber
EHO	Environmental Health Officer	Pu	Purchaser
FCA	Function Control Authority	QP	Qualified person
GM	General Manager		

**Forms for the *Building Act 2016* and *Building Regulations 2016*:**

No	Name	Section / Regulation	Issued by	Issued to	Copy to	Date approved
1	Application for Demolition Permit/ CLC/ Notice of Work	Ss 120, 181, 190	O or A	PA		1 July 2017
2	Application for Building Permit/ CLC/ Notice of Work	Ss 97, 130, 139	O or A	PA		1 July 2017
3	Application for a Plumbing Permit / CLC/ Notice of Work	Ss 108, 156, 165	O or A	PA		1 July 2017
4	Application for Occupancy Permit	s217	O or A	BS		1 January 2017
5	Application for a Temporary Occupancy Permit	s230	O or A	BS		1 January 2017
6	Notice for Proposed Protection Work	s76	O	AO; BS	BS	1 July 2017
7	<b>Deleted</b>					
8	Application for Certificate of Substantial Compliance	s255	O	BS		1 January 2017
9	Application for a Permit of Substantial Compliance	s258	O	PA		1 January 2017
10	Referral to Function Control Authority	s20 DBC Determination	BS	FCA		1 January 2017
11A	Certificate of Likely Compliance - Building Work	s98, s134;	BS	O or A	PA	1 July 2017
11B	<b>Deleted</b>	;				
11C	Certificate of Likely Compliance - Demolition Work	s121, s185;	BS	O or A	PA	1 July 2017
12	Certificate of Final Inspection - Building Work	s152	BS	O or A	PA; B	1 January 2017
13	Occupancy Permit	s223	BS	O or A	PA	1 January 2017

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No	Name	Section / Regulation	Issued by	Issued to	Copy to	Date approved
14	Building Notice	s237	BS or PA	O or B	O or B	1 January 2017
15	Building Order	Ss 246, 247, 248, 249	BS or PA	O or PAIC	PA	1 January 2017
16	<b>Deleted</b>					
17	Certificate of Substantial Compliance	s257	BS	O or A		1 January 2017
18	Building Permit	s143	PA	O or A; BS; B		1 January 2017
19	Plumbing Permit	ss109, 160, 169	PA	O or A;	P	1 July 2017
20	Certificate of Completion - Building Work	ss104, 153	BS or PA	O or A	BS or PA	1 July 2017
21	Certificate of Completion - Plumbing Work	ss115, 178	PA	O or A		1 July 2017
22	Plumbing Notice	s238	PA	O or PCOPW		1 January 2017
23	Plumbing Order	s250	PA	O, or PAIC, or P		1 January 2017
24	<b>Deleted</b>					
25	Permit of Substantial Compliance	s260	PA	O or A	BS	1 January 2017
26	Temporary Occupancy Permit	s232	BS	O or A	PA	1 January 2017
27	Emergency Order	s245	GM	O or Occ.	PA	1 January 2017
28-31	<b>Deleted</b>					
32	Demolition Order	s267	C	O		1 January 2017
33, 34	<b>Deleted</b>					
35	Certificate of responsible designer (Building work, or Plumbing or Work)	Ss 94, 106, 155, 129	D	BS or PA		2 August 2017
36	Registers	s27	PA	Kept by PA		1 January 2017

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No	Name	Section / Regulation	Issued by	Issued to	Copy to	Date approved
37	<b>Deleted</b>					
38	Notice of refusal of Start Work Application - Building Work	r29	BS	O or B		1 January 2017
39	Start-Work Notification and Authorisation - Building Work	s99; r29	OB or B	BS	PA	1 January 2017
40	<b>Deleted</b>					
41	Request for report from Chief Officer	Ss 131, 219; r26A, 27 and 67	BS	CO		1 January 2017
42	Request for report from Environmental Health Officer	Ss 131, 219; r26B, 28 and 67	BS	EHO		1 July 2017
43	<b>Deleted</b>					
44	Building Inspection Direction	s150; r20	BS	B, OB or Dem		1 January 2017
45	<b>Deleted</b>					
46	Schedule of Maintenance - Prescribed Essential Building Services	s206; r72	BS	O or A		1 July 2017
47	Chief Officer Report	s131; r27	CO	BS		1 January 2017
48	Chief Officer occupancy report	s219; r67	CO	BS		1 January 2017
49	Environmental Health Officer report	s131; r28	EHO	BS		1 January 2017
50	Environmental Health Officer Occupancy report	s219; r67	EHO	BS		1 January 2017
51	Building Certificate	r83	GM	O; Pu; Pa		1 January 2017
52	<b>Deleted</b>					
53	Notice of intention to install Heating Appliance	r30	O or I	PA		1 January 2017
54	Heating Appliance Installation Compliance	r30	O or I	PA		1 January 2017

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No	Name	Section / Regulation	Issued by	Issued to	Copy to	Date approved
	Certificate					
55	Certificate of Qualified Person - Assessable Item	s321	QP	O or A, or BS or PA		1 July 2017
56	<b>Deleted</b>					
57	Application for Building Certificate	r83	O; Pu; Pa	GM		1 January 2017
58	Permit Document Endorsement - building, plumbing or demolition	r22	PA	A, O		1 January 2017
59	<b>Deleted</b>					
60	Start-Work Notification and Authorisation - Plumbing Work	s110; r35	PA	Appl or P ;	Appl. P	1 July 2017
61	Notice of refusal of Start Work Application - Plumbing Work	r35	PA	Appl or P		1 January 2017
62, 63	<b>Deleted</b>					
64	Plumbing Inspection Direction	s176; r20	PA	P		1 January 2017
65-67	<b>Deleted</b>					
68	Demolition Permit	s193	PA	O or A		1 January 2017
69	Certificate of Final Inspection - Demolition Work	s202	BS	O or A	PA; B	1 January 2017
70	Certificate of Completion - Demolition Work	s203; s127	PA	O or A		1 July 2017
71A	Standard of Work Certificate - Building Work	s151; s103	B	O	BS	1 July 2017
71B	Standard of Work Certificate - Plumbing Work	s177; s114	P	O	PA	1 July 2017
71C	Standard of Work Certificate - Demolition Work	s201; s126	B or Dem	O	BS	1 July 2017
72	<b>Deleted</b>					

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No	Name	Section / Regulation	Issued by	Issued to	Copy to	Date approved
73	Start-Work Notification and Authorisation - Demolition Work	s122; r47	B or Dem	BS	PA	1 January 2017
74	Notice of refusal of Start Work Application - Demolition Work	r47	BS	O, B, or Dem		1 January 2017
75	Demolition Inspection Direction	s200; r20	BS	O or B or Dem		1 January 2017
76A	Application - Extension of Duration of Building Permit	s147	PA	O or A	BS	1 July 2017
76B	Application - Extension of Duration of Plumbing Permit	s173	PA	O or A		1 January 2017
76C	Application - Extension of Duration of Demolition Permit	s197	PA	O or A	BS	1 July 2017
77	Notice for Emergency Work	s215	O or A; or B	PA		1 January 2017
78, 79	<b>Deleted</b>					
80	Notice of Low Risk Work	r32	O or A	PA		1 July 2017

**Notes on some deleted or combined forms:**

- Owner builder applications now come under the *Occupational Licensing Act 2005*. Go to [owner builder](#) for more information.
- Appeals made under the Building Act or the Building Regulations (including plumbing regulations); forms are available on the [Resource Management and Planning Appeal Tribunal](#) website.
- See [the List of changes - Approved Forms - Building Act 2016 and Building Regulations 2016](#) on the CBOS website about changes in July 2017; – it has details of forms deleted, combined, and other changes.
- Forms 3A and 19A (relating applications for plumbing work ) have been replaced by an application for a Plumbing Permit/ CLC/ Notice of work (Form 3)
- Form 59 (Certificate of Specialist/ Other Person – Plumbing Work) has been replaced by Form 55, which is used for the certification of any type of work.