

<b>Title</b>	<b>Demonstrate knowledge of the BCA's QA/QMS process for building consent approvals</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>12</b>

<b>Purpose</b>	<p>This unit standard is for people working or intending to work in a building regulatory environment in New Zealand.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of the end-to-end process for approving building consent applications;</li> <li>– demonstrate knowledge of the end-to-end process for building consent inspections;</li> <li>– demonstrate knowledge of the end-to-end process for issuing a Code Compliance Certificate; and</li> <li>– apply the processing steps necessary to support lodgement of a building consent application.</li> </ul>
----------------	---

<b>Classification</b>	Compliance and Law Enforcement > Building Control Surveying
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

---

## Guidance Information

### 1 References

Building (Accreditation of Building Consent Authority) Regulations 2017;  
 Building Act 2004 and associated Building Regulations; includes Building Code;  
 Building (Forms) Regulations 2004;  
 Electricity Act 1992;  
 Hazardous Substances and New Organisms Act 1996;  
 Health Act 1956;  
 Heritage New Zealand Pouhere Taonga Act 2014;  
 Local Government Act 2002;  
 Local Government Official Information and Meetings Act 1987;  
 Plumbers, Gasfitters, and Drainlayers Act 2006;  
 Privacy Act 2020;  
 Resource Management Act 1991;  
 Sale and Supply of Alcohol Act 2012;  
 and all subsequent amendments and replacements.

**2 Definitions**

*BC* means Building Consent.

*BCA* means Building Consent Authority.

*QA/QMS* – the quality assurance or quality management system setting out the policies and procedures of the BCA. Where the BCA is an operating unit within a larger organisation, the applicable QA/QMS may be that operated by the parent organisation.

**3 All evidence presented for assessment must be relevant to situations found in a building regulatory related environment.**

People should be assessed against this unit standard in a real-life context using naturally occurring evidence, or in simulated conditions that demand performance equivalent to that required in the real-life context.

Where naturally occurring evidence is used for assessment against this unit standard, a verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.

**Outcomes and performance criteria****Outcome 1**

Demonstrate knowledge of the end-to-end process for approving building consent applications.

**Performance criteria**

1.1 Describe the processing steps required to be completed in accordance with a typical QA/QMS.

Range includes but is not limited to – determination of fees; adequacy of application, inspections required; means of compliance, other stakeholder engagement, approval of applications, amendments.

1.2 Describe statutory timeframes that apply to the processing of applications.

Range 20 days, 10 days, and 12 months.

**Outcome 2**

Demonstrate knowledge of the end-to-end process for building consent inspections.

**Performance criteria**

2.1 Describe the inspection steps required to be completed in accordance with a typical QA/QMS.

Range identifying required inspections, booking process for inspections, timeframes, failed inspections, minor variations.

**Outcome 3**

Demonstrate knowledge of the end-to-end process for issuing a Code Compliance Certificate.

**Performance criteria**

3.1 Describe the process for documenting building consent decisions in accordance with a typical QA/QMS.

Range includes but is not limited to – current status, further requirements, requests for further information, accurate record keeping.

3.2 Describe the steps required to be completed in accordance with a typical QA/QMS.

Range application, fees, supporting documentation, timeframes (20 days, 24 months).

**Outcome 4**

Apply the processing steps necessary to support lodgement of a building consent application.

**Performance criteria**

4.1 Apply the processing steps required to be completed to support lodgement of an application in accordance with a typical QA/QMS.

Range may include but is not limited to – determination of fees; assessment of adequacy of application, identify inspections required, means of compliance, other stakeholder engagement, approval of applications, amendments.

<b>Planned review date</b>	31 December 2026
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	29 March 2018	N/A
Revision	2	31 May 2018	N/A
Rollover and Revision	3	30 January 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

---

**Comments on this unit standard**

Please contact the Waihanga Ara Rau Construction and Infrastructure Workforce Development Council [qualifications@waihangaararau.nz](mailto:qualifications@waihangaararau.nz) if you wish to suggest changes to the content of this unit standard.