# West of the second seco



# Code Compliance Certificate Checklist

ADDRESS OF PROPERTY	3 State Highway 12, Opononi 0473
CONSENT NUMBER	BC-2015-1225/0
PROJECT DESCRIPTION	Slab Floor, Ply Cladding on Framing and other Minor Building Works on Existing Garage
DATE FORM 6 RECEIVED	21-4-2016

TECHNICAL REVIEW - BUILDING OFFICER:	VEC	NO	NI/A	Comment	
Aspect	YES	NO	N/A	Comment	
If Application is over 4 years old, File to be forwarded for peer review by Team Leader prior to final decision			V		
Final inspection passed failed (Items addressed) green final	V			PASSEN	
Photographs attached	V			PHOTO'S ATT	4CHED
Final pack items Form 6 supplied RoW for residential buildings Owner builder? (exemption declaration complete) List of consultants / Tradespersons complete in full Energy works certificate Gas certificate As laid drainage plans	V		~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	FORM COMPU SIGNES, PA LISTON CENTR	KTKV) TEN, NACTONS SUPPLIK
As builts ( minor variations certified on site noted)	<u></u>		V		
All building consent conditions fulfilled  Section 67 wavers and Modifications  Section 72 natural hazards  Section 75 two or more allotments  Section 90 inspections	~		~ ~ ~ ~	AU INSPECT	on Completed
Section 113 Specified intended life  Important and Imperative Information received					
Survey certificate (Site specific for location, height or finish floor level)  Producer Statement (PS4) engineer  Producer Statement (PS3) constructor			V V V		
Construction complies with approved building consent  Amended plans necessary?  Verify project description is accurate	~		~	Construction THE APPROVERS	CompLIES WAH BUILDING CONFER
Amendment application reviewed note BC			V		
Nominated site inspections verified	V			Nominated:	Actual :
Swimming pool / spa on site  ☐ Pool final inspection checklist completed (blue final)				SPL no:	
Commercial only  ☐ Specified Systems installed to approved plans ☐ Certification or commissioning statements for S/S (FPIS CERT etc) ☐ Draft C/S verified (further information?) ☐ IQP Identified					

**TECHNICAL DECISION:** Outstanding items are required and are nominated above. (under "NO") SUSPEND **PROCESSING** (circle) Date: Building Officer \_\_\_ General / Follow up Comments (Change of Decision): I have checked the information and am "satisfied on reasonable grounds" the building has **BUILDING IS** been completed in accordance with the issued plans and consent. A code compliance certificate COMPLIANT may be granted subject to fees etc prior to issuing (admin to verify below). TO THE **ISSUED** CONSENT (circle) I am not satisfied that code compliance has been achieved (reasons to be attached) **REFUSE CCC** (circle)

Date:\_

Building Officer \_\_

### BC-2015-1225/0

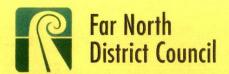
Inspection Type	Date	Results	Officer	On File	Notes
Foundations - (Slab or wall concrete strip)	18-Nov-2015	Completed	Malcolm Stevenson		
Slab - Concrete Floors	18-Nov-2015	Completed	Malcolm Stevenson		
Drainage	23-Nov-2015	Completed	Richard Woodman		
Final	25-Jan-2016	Pending	Richard Woodman		
Final	21-Apr-2016	Pending	Richard Woodman		

OBJECT ID: A1267619

3 of 4

# CCC TRACKING SHEET

BUILDING SUPPORT OFFICER TO COMPLETE  T33 attached:  Signed off by; (officers name)  Deta signed:  DECISION made by officer:  Sisue CCC  RECONCILE INSPECTION FEES / DCFS  Total number of billable visits:  Number moliced to date:  Number of inspections to be invoiced; credited  TIDY UP BC SCREEN (10)  Update final inspection details (if applicable)  Update final inspection task if not already done  Tidy up 'Inspection' screen  Complete first inspection task if not already done  Tidy up 'Inspection' screen  Untick any unnecessary popup memo's  Complete first inspection task if not already done  TiDY UP CCC SCREEN (1)  Update owners postal details from Form 6  Current lawful use entered  Workflow tasks completed  If CPU applies delete expiry date  Untick any unnecessary popup memos  Wisc Data / Names / References entered  Workflow tasks completed  If CPU applies delete expiry date  Unck / Nan  Complete first entered  Workflow tasks completed  If CPU applies delete expiry date  Unck / Nan  Clock days / status / decision correct  NOTES:  Clock days / status / decision correct  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (nick / Nan)  Plans documentation  Compliance documentation  Compliance documentation  Compliance documentation  Compliance documentation  Compliance documentation		CONSEN	T N°:	BC-2015-1225/0					
BUILDING SUPPORT OFFICER TO COMPLETE  T33 attached:	PPLICANT NAME: Michael Anthony O'Halloran Date:								
BUILDING SUPPORT OFFICER TO COMPLETE T33 attached:  Signed off by: (officers name)  Date signed:  DECISION made by officer:  DECI	PROJECT DESCRIPTION:	Slab Floor, Ply Cladding on Framing and other Minor Building Works on Existing Garage							
Table a signed off by: (officers name)  Date signed:  DECISION made by officer:  DECISION made by officer made by officer officer:  DECISION made by officer officer:	LEGAL DESCRIPTION: LOT 1 DP 171461 BLK VI HOKIANGA SD								
Signed off by: (officers name)  Date signed:  DECISION made by officer:  DECISION made by officeredited:  DECISION made by office	BUILDING SUPPORT OFFICE	R TO COMPL	ETE						
Date signed:  DECISION made by officer:  DECISION made by officer:  DESSUE CCC  REFUSE CCC  RUBCE CCC  REFUSE CCC  RUBCE CCC  RUBCE CCC  REFUSE CCC  RUBCE CCC  REFUSE CCC  RUBCE CCC  REFUSE CCC  RUBCE CCC  RU	T33 attached:								
DECISION made by officer:  DISSUE CCC  REFUSE CCC  RECONCILE INSPECTION FEES / DCFS (TICK / NA)  Total number of billiable visits:  DCFs checked:  Historic / Current debtor details checked:  VINUMBER of inspections to visits (in applicable)  TIDY UP BC SCREEN (/0)  TICK / NA)  Update final inspection details (if applicable)  VINIDATE of the second of	Signed off by: (officers name)	Licuary Dooman							
RECONCILE INSPECTION FEES / DCFS (TICK / INA)  Total number of billable visits:    Committee of the provided of date:   Committee of the provided of the provided of date:   Committee of the provided of	Date signed:	28 APRIL 2016							
Total number of billable visits:    Complete first inspection task if not already done   Complete first inspection task if not already done   Complete first inspection task if not already done   Complete first inspection details from Form 6   Complete first inspection first inspection / timesheet tasks completed   Complete first inspection form form 6   Complete first inspection from Financial documentation   Compliance doumentation   Compliance form Financial documentation   Compliance doumentation   Compliance doumen	DECISION made by officer:	FOIDION							
Number invoiced to date:  Number invoiced to date:  Number of inspections to be invoiced) credited  Invoice or credit note (with claim form) posted:  Invoice or credit note (with claim form) poste	RECONCILE INSPECTION FE	ES / DCFS (TI	ICK / N/A		(TICK / N/A)				
Number of inspections to be invoiced \( \) credited \\ TIDY UP BC SCREEN (IO) \( \) (TICK /NA) \( \) Remove all expiry dates \( \) Untick any unnecessary popup memo's \( \) Complete first inspection task if not already done \( \) First inspection / timesheet tasks completed \( \) Untick any unnecessary popup memo's \( \) CCC documents generated \( \) Untick any unnecessary popup memo's \( \) (TICK /NA) \( \) (T	Total number of billable visits:		S	DCFs checked:	N/4				
TIDY UP BC SCREEN (/0)  Update final inspection details (if applicable)  Tidy up 'Inspection' screen  Untick any unnecessary popup memo's  Complete first inspection task if not already done  First inspection / timesheet tasks completed  TIDY UP CCC SCREEN (/1)  Update owners postal details from Form 6  Current lawful use entered  Untick any unnecessary popup memos  Current lawful use entered  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Decision entered  Untick inspection documentation  (TICK / NA)  Decision - all CCC documentation  Plans documentation  Processing documentation  Processing documentation  Compliance do bumentation  Processing documentation  Processing documentation  Compliance do bumentation	Number invoiced to date:		2	Historic / Current debtor details checked:	1				
Update final inspection details (if applicable)  Tidy up 'Inspection' screen  Complete first inspection task if not already done  TIDY UP CCC SCREEN (/1)  Update owners postal details from Form 6  Current lawful use entered  Untick any unnecessary popup memo's  Current lawful use entered  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Decision entered  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Untick /NA)  (TICK /NA)  Pool inspector advised of pool  Clock days / status / decision correct  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK /NA)  Plans documentation  Application form  Processing documentation  Processing documentation  Compliance dopumentation	Number of inspections to be invoiced cred	ited	1	Invoice or credit note (with claim form) posted:	V				
Tidy up 'inspection' screen  Complete first inspection task if not already done  TIDY UP CCC SCREEN (/1)  Update owners postal details from Form 6  Current lawful use entered  Wesponsible officer entered  Wisc Data / Names / References entered  All workflow tasks completed  OLDER CCC'S MISCELLANEOUS  Modification sent to MOBIE  Inspection block in place if CCC is refused  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK /NA)  Decision – all CCC documentation  Financial documentation  Compliance dobumeptation  Untick any unnecessary popup memo's  CCC documents generated  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  CCC documents generated  Untick inspection / timesheet tasks completed  Untick inspec	TIDY UP BC SCREEN (/0)	(T)	ICK / N/A	)	(TICK / N/A)				
Complete first inspection task if not already done  TIDY UP CCC SCREEN (/1)  Update owners postal details from Form 6  CCC documents generated  Untick any unnecessary popup memos  Responsible officer entered  Wince Data / Names / References entered  All workflow tasks completed  Update owners / References entered  Compliance Schedule required  Decision entered  If CPU applies delete expiry date  OLDER CCC'S MISCELLANEOUS  (TICK /NA)  Modification sent to MOBIE  Inspection block in place if CCC is refused  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK /NA)  Decision – all CCC documentation  Inspection documentation  Processing documentation  Compliance documentation  Processing documentation  Processing documentation  Compliance documentation  Processing documentation  Compliance documentation	Update final inspection details (if applicable	)	V	Remove all expiry dates	0				
TIDY UP CCC SCREEN (/1)  Update owners postal details from Form 6  CCC documents generated  Untick any unnecessary popup memos  Responsible officer entered  Enter Billable / Non Billable hours  Compliance Schedule required  Decision entered  OLDER CCC'S MISCELLANEOUS  ITICK / NA)  Modification sent to MOBIE  Inspection block in place if CCC is refused  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / NA)  Decision – all CCC documentation  Inspection documentation  Processing documentation  Processing documentation  Compliance documentation  Processing documentation  Compliance documentation  Processing documentation  CCC documents generated  CCCC documents generated  CCCC documents generated  CCC documents generated  CCCC documents generated  Compliance documentation  Inspection documentation  Processing documentation  CCC documents generated  CCCC documents generated  CCCC documents generated  CCCC documents generated  CCCC documents generated  Compliance documentation  TICK / NA)  (TICK / NA)  (TICK / NA)  (TICK / NA)  (TICK / NA)  Plans documentation  Processing documentation  CCCC documents generated  CCCC documents g	Tidy up 'Inspection' screen		V	Untick any unnecessary popup memo's					
Update owners postal details from Form 6  Current lawful use entered  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Misc Data / Names / References entered  All workflow tasks completed  Decision entered  Decision entered  OLDER CCC'S MISCELLANEOUS  (TICK / NA)  Modification sent to MOBIE  Inspection block in place if CCC is refused  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / NA)  Decision – all CCC documentation  Inspection documentation  Processing documentation  Financial documentation  CCC documents generated  Untick any unnecessary popup memos  Enter Billable / Non Billable hours  Compliance Schedule required  Decision entered  Compliance Schedule required  Decision entered  Compliance documentation  Processing documentation  Processing documentation  CCC documents generated  Untick any unnecessary popup memos  Compliance documentation  Processing documentation  Processing documentation	Complete first inspection task if not already done		/	First inspection / timesheet tasks completed					
Current lawful use entered  Current lawful use entered  Enter Billable / Non Billable hours  Enter Billable / Non Billable hours  Compliance Schedule required  Decision entered  Decision entered  Compliance Schedule required  Decision entered  Decision entered  Compliance Schedule required  Decision entered  Compliance Schedule required  Decision entered  Compliance Schedule required  Clock days / status / decision correct	TIDY UP CCC SCREEN (/1)	(Т	ICK / N/A		(TICK / N/A)				
Responsible officer entered  Misc Data / Names / References entered  All workflow tasks completed  Decision entered  Decision entered  Decision entered  TICK / NA)  Modification sent to MOBIE  Inspection block in place if CCC is refused  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / NA)  Decision – all CCC documentation  Inspection documentation  Application form  Processing documentation  Compliance documentation  Processing documentation  Processing documentation  Compliance documentation	Update owners postal details from Form 6			CCC documents generated	0				
Misc Data / Names / References entered  All workflow tasks completed  Decision entered  Decision entered  Decision entered  Decision entered  Decision entered  Tick / Na)  Modification sent to MOBIE  Inspection block in place if CCC is refused  Decision entered  Decision entered  Tick / Na)  Tick / Na)  Pool inspector advised of pool  Clock days / status / decision correct  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Plans documentation  Application form  Processing documentation  Compliance documentation  Compliance documentation	Current lawful use entered			Untick any unnecessary popup memos	1				
All workflow tasks completed  If CPU applies delete expiry date  OLDER CCC'S MISCELLANEOUS  (TICK /NA)  Modification sent to MOBIE  Inspection block in place if CCC is refused  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK /NA)  Decision – all CCC documentation  Inspection documentation  Financial documentation  Compliance do bumentation  Decision entered  TICK /NA)  Pool inspector advised of pool  Clock days / status / decision correct  Decision entered  TICK /NA)  Pool inspector advised of pool  Clock days / status / decision correct  Decision entered	Responsible officer entered		V	Enter Billable / Non Billable hours	/				
All workflow tasks completed  If CPU applies delete expiry date  OLDER CCC'S MISCELLANEOUS  (TICK /N/A)  Modification sent to MOBIE  Inspection block in place if CCC is refused  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK /N/A)  Decision – all CCC documentation  Inspection documentation  Application form  Financial documentation  Compliance documentation  Decision – all CCC documentation  Processing documentation  Compliance documentation	Misc Data / Names / References entered		V	Compliance Schedule required	1				
OLDER CCC'S MISCELLANEOUS  (TICK / N/A)  Modification sent to MOBIE  Inspection block in place if CCC is refused  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Inspection documentation  Plans documentation  Application form  Financial documentation  Compliance documentation  (TICK / N/A)  Processing documentation  Compliance documentation	All workflow tasks completed		1	Decision entered	NA.				
Modification sent to MOBIE  Inspection block in place if CCC is refused  Clock days / status / decision correct  NOTES:  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Inspection documentation  Processing documentation  Compliance documentation  Pool inspector advised of pool  (TICK / N/A)  Plans docinentation  Processing documentation  Compliance documentation	If CPU applies delete expiry date		Ma						
Inspection block in place if CCC is refused  Clock days / status / decision correct  NOTES:  LACIC OF TRADES DOTALES.  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Inspection documentation  Plans documentation  Application form  Financial documentation  Compliance documentation	OLDER CCC'S MISCELLANEO	OUS (T	ICK / N/A	)	(TICK / N/A)				
NOTES:  LACIC OF TRADES DOTALES.  DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Inspection documentation  Financial documentation  Compliance documentation  Processing documentation  Compliance documentation	Modification sent to MOBIE		NA	Pool inspector advised of pool	de				
DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Inspection documentation  Financial documentation  Compliance documentation  Postarics  (TICK / N/A)  Plans documentation  Application form  Processing documentation	Inspection block in place if CCC is refused		MA	Clock days / status / decision correct	V				
DOCUMENTS SENT TO ARCHIVES FOR FILING (TICK / N/A)  Decision – all CCC documentation  Inspection documentation  Application form  Financial documentation  Compliance documentation	NOTES:		-71						
Decision – all CCC documentation  Inspection documentation  Application form  Financial documentation  Compliance documentation  Plans documentation  Application form  Processing documentation	LARIC OF T	NADES D	ر محری	cÇ.					
Inspection documentation  Application form  Financial documentation  Compliance documentation	DOCUMENTS SENT TO ARCH	IIVES FOR FI	LING	(TICK / N/A)	(TICK / N/A)				
Financial documentation  Processing documentation  Compliance documentation	Decision – all CCC documentation		V	Plans documentation	No				
Compliance documentation	Inspection documentation			Application form					
	Financial documentation		NA	Processing documentation					
DATE: 3/5/201/ ASSESSED BY: Initials - Company Signature - Signatu	Compliance documentation								
	DATE: 3/5/2016 ASSES	SED BY: Initials -	Ric	Signature					



5 February 2016

Michael Anthony O'Halloran PO Box 261 Dargaville 0340

**Building Consent Number:** 

BC-2015-1225/1

Address:

3 State Highway 12, Opononi 0473

**Property ID:** 

3327795

**Description:** 

Slab Floor, Ply Cladding on Framing and other Minor Building Works on Existing Garage

Dear Sir / Madam,

## **Final Inspection Review**

A final inspection of your building project for code compliance was made on 25 January 2016, however, before we can further process the Code Compliance Certificate, the following matters need to be addressed:-

- Two garage doors to be installed.
- Spouting to be installed.
- Down pipes to new water tank to be installed.
- 4. Water tank to be installed (as per Owner's request).
- 5. Over-flow pipes to Council SW main on boundary to be installed.
- 6. Painting and staining of the exterior to be completed.
- 7. Form 6 to be completed and signed when final date of work is complete.

As soon as you have completed this outstanding work, please contact our call centre to book a reinspection on 0800 920029 or 09 401 5200. Any documentation requested should be handed to the Building Officer at the time of re-inspection. This will ensure that the Code Compliance Certificate can proceed in a timely manner.

If you have any questions please contact the Building Team on 0800 920 029 or 09 401 5200

Yours faithfully,

**Building Team** 

**Environmental Management** 

# Code Compliance Certificate Checklist

ADDRESS OF PROPERTY	3 State Highway 12, Opononi 0473						
CONSENT NUMBER	BC-2015-1225/0						
PROJECT DESCRIPTION	lab Floor, Ply Cladding on Framing and other Minor Building Works on xisting Garage						
DATE FORM 6 RECEIVED	WORK STILL TO RE COMPLETED						

### **TECHNICAL REVIEW - BUILDING OFFICER:**

Aspect	YES	NO	N/A	Comment
If Application is over 4 years old, File to be forwarded for peer review by Team Leader prior to final decision			V	
Final inspection passed /failed (Items addressed) green final		V		FAILED
Photographs attached	V			
Final pack items  Form 6 supplied  RoW for residential buildings  Owner builder? (exemption declaration complete)  List of consultants / Tradespersons complete in full  Energy works certificate  Gas certificate	~	V	11 11	NO POWER TO THIS BUILDINGSW ONLY TO BE MOVINED
<ul><li>✓ As laid drainage plans</li><li>✓ As builts ( minor variations certified on site noted)</li></ul>			V	,
All building consent conditions fulfilled  Section 67 wavers and Modifications  Section 72 natural hazards  Section 75 two or more allotments  Section 90 inspections  Section 113 Specified intended life	V		ンンン	AU INPECTIONS COMPLETED A REINSPECTICE PERPINS
Important and Imperative Information received  Survey certificate (Site specific for location, height or finish floor level)  Producer Statement (PS4) engineer  Producer Statement (PS3) constructor		1/8		
Construction complies with approved building consent  Amended plans necessary?  Verify project description is accurate		V	~	RES 1 SHED WORK STILL TO BE COMPLETE
Amendment application reviewed note BC			V	
Nominated site inspections verified				Nominated: 3 Actual: 2
Swimming pool / spa on site  Pool final inspection checklist completed (blue final)			V	SPL no:
Commercial only  Specified Systems installed to approved plans  Certification or commissioning statements for S/S  (FPIS CERT etc)  Draft C/S verified (further information?)  IQP Identified			V V V V	

TECHNICAL D	ECISION:	
SUSPEND PROCESSING (circle)	Outstanding items are required and are nominated ab  Building Officer Rullocolura	
General / Follow	w up Comments (Change of Decision):  NEEN SHEET 7 ITEM TO BE	ComPleten
BUILDING IS COMPLIANT TO THE ISSUED CONSENT	I have checked the information and am "satisfied on been completed in accordance with the issued plans a may be granted subject to fees etc prior to issuing (ad	and consent. A code compliance certificate
(circle)	Building Officer	Date:
REFUSE CCC (circle)	I am not satisfied that code compliance has been achi	eved (reasons to be attached)
	Building Officer	Date:

### BC-2015-1225/0

Inspection Type	Date	Results	Officer	On File	Not	es	
Foundations - (Slab or wall concrete strip)	18-Nov-2015	Completed	Malcolm Stevenson ✓				
Slab - Concrete Floors Drainage Final	18-Nov-2015 23-Nov-2015 25-Jan-2016	Completed Pending Pending	Malcolm Stevenson Richard Woodman Richard Woodman	wrong	SITE	on this	DAY - TOE SEED JOB.

OBJECT ID: A1267619

Review Date: 16/12/13:

# **CCC TRACKING SHEET**

	CONSENT	N°: BC-2015-1225/0					
APPLICANT NAME:	Michael Anthony O'Halloran Date:						
PROJECT DESCRIPTION:	Slab Floor, Ply Cladding on Framing and other Minor Building Works on Existing Garage						
LEGAL DESCRIPTION: LOT 1 DP 171461 BLK VI HOKIANGA SD							
BUILDING SUPPORT OFFICE	R TO COMPLET	E					
T33 attached:							
Signed off by: (officers name)							
Date signed:							
DECISION made by officer:	ISSUE CCC	REFUSE CCC					
RECONCILE INSPECTION FE	ES / DCFS (TICK	/ N/A) (TICK	( / N/A)				
Total number of billable visits:		DCFs checked:					
Number invoiced to date:		Historic / Current debtor details checked:					
Number of inspections to be invoiced / cred	dited	Invoice or credit note (with claim form) posted:					
TIDY UP BC SCREEN (/0)	(TICK	/N/A) (TICI	K / N/A)				
Update final inspection details (if applicable	e)	Remove all expiry dates					
Tidy up 'Inspection' screen		Untick any unnecessary popup memo's					
Complete first inspection task if not already	y done	First inspection / timesheet tasks completed					
TIDY UP CCC SCREEN (/1)	(TICK	/ N/A) (TICK	( / N/A)				
Update owners postal details from Form 6		CCC documents generated					
Current lawful use entered		Untick any unnecessary popup memos					
Responsible officer entered		Enter Billable / Non Billable hours					
Misc Data / Names / References entered		Compliance Schedule required					
All workflow tasks completed		Decision entered					
If CPU applies delete expiry date							
OLDER CCC'S MISCELLANE	OUS (TICK	/ N/A) (TICK	K / N/A)				
Modification sent to MOBIE		Pool inspector advised of pool					
Inspection block in place if CCC is refused		Clock days / status / decision correct					
NOTES:							
DOCUMENTS SENT TO ARC	HIVES FOR FILI	NG (TICK / N/A) (TICK	( / N/A)				
Decision – all CCC documentation		Plans documentation					
Inspection documentation		Application form					
Financial documentation		Processing documentation					
Compliance documentation							
DATE: ASSES	SSED BY: Initials -	Signature -					