

Agreement to provide a quality assurance programme on completion of building work

The purpose of a quality assurance programme is to confirm that all building work has been carried out in accordance with the consented plans. By completing this form, the building owner agrees to submit a quality assurance programme as part of the building consent application. If accepted, it will form part of the building consent documentation.

This form must be completed by the property owner or agent (acting on behalf of the owner)

Building consent application number:

Property address:

Description of the building work:

Owner's contact details (must be legal owner of property)

Full name:

Address:

Postcode:

Street address/registered office:

Phone:

Email:

Agent's contact details (only required if application is being made on behalf of the owner)

Full name:

Address:

Postcode:

Street address/registered office:

Phone:

Email:

I am the owner I am the agent acting on behalf of the owner

I agree to provide the Council with a documented quality assurance programme, detailing all aspects of the re-clad construction process relating to the above property, and arrange for all necessary inspections. I understand that the Council will be relying upon this document to issue the code compliance certificate on completion of all building work described in the building consent to which this document relates.

I understand and confirm that, over and above any other inspections identified, I must arrange:

- a pre-commencement meeting before any construction starts, which will be attended by the owner, main contractor, designer, Council inspector and any other relevant design professionals
- a strip-off inspection, once all existing cladding and wrap has been stripped off the building, which will be attended by the owner, main contractor, designer, Council inspector and any other relevant design professionals to outline and agree proposed remedial works
- a pre-wrap inspection, to check framing, bracing, fire and acoustic ratings etc that have been replaced or affected before any building wraps or barriers are installed over them

I must also identify any additional remedial work, agree any variations with a Council inspector and submit an amendment before carrying out any building work.

Signed by the owner/agent

Name:	Signature:	Date:
-------	------------	-------

Note: If this agreement is signed on behalf of the owner, provide a letter of authority, signed by the owner, to act on the owner's behalf.