

COMMERCIAL AND COMPLEX RESIDENTIAL APPLICATION FOR A BUILDING CONSENT

and/or Project Information Memorandum [Form 2, Building (Forms) Regulations 2004]

Building Act 2004, section 33 or section 45

Send or deliver your application to: Kāpiti Coast District Council,
175 Rimu Road, Paraparaumu 5032
Private Bag 60601, Paraparaumu 5254
For enquiries, phone 04 296 4700

Council use only:
Application #
Property ID

Please provide one copy of all attachments, unless otherwise specified in checklist

PART 1 – APPLICATION *(select type appropriately)*

If you have an existing application number relating to this building please note the number beside the application type

☐ Project Information Memorandum Number:

☐ Building Consent Number:

☐ Staged Consent Number:

☐ Amendment Number:

☐ National Multi-use Approval *(If yes provide copies of MultiProof certificate, plans and specifications)*

Please indicate desired Building Consent format to be provided:

(Note: Project Information Memoranda are provided by email. A hard copy of the Building Consent is to be made available on site during inspections)

☐ electronic copy emailed ☐ additional hard copy mailed ☐ additional hard copy collected

Restricted Building Work

Yes

No

Does application involve restricted building work?

If yes, show Licensed Building Practitioner(s) details on page 3 and provide certificate(s) of design work
(If LBP details are unknown at the time of application they must be supplied before building work begins)

☐

☐

Financial assistance package (FAP)

Yes

No

Is application subject to a claim under the FAP scheme? If yes, FAP claim number:

☐

☐

Cultural or Heritage Significance

Yes

No

Does the building or site have any cultural or heritage significance, or is it a marae?

☐

☐

Is the site subject to natural or created hazards such as erosion, subsidence, flooding, slips, cut and fill or contamination?

☐

☐

If yes, provide details:

EARTHQUAKE RELATED WORK *(Canterbury only)*

Yes

No

Is this application earthquake related?

☐

☐

If yes, is it coordinated by an insurance company via a Project Management Organisation (PMO),
e.g. Construction company?

☐

☐

If yes, name of PMO:

THE BUILDING *(project location)*

Building name *(if applicable)*:

Building street address:

(if no street address –nearest intersection and distance to intersection)

Location of building within the site <i>(include nearest street access)</i> :		
Legal description of land where the building is located. If a subdivision of the land is proposed provide the lot numbers and consent number		
Lot(s):	Subdivision lot No:	
DP(s):	Subdivision consent No:	
Number of levels <i>(include below ground, ground and above ground)</i> :		
Level/unit number <i>(if applicable)</i> :		
Area (in square metres)		
Existing floor area:	Proposed new floor area:	Resulting total floor area:
Current, lawfully established use of all parts of the building <i>(include number of occupants per level and per use if more than one level)</i>		
Year first constructed <i>(insert year, an approximate date is acceptable such as 1920's or 1960-1970)</i>		

THE OWNER *(must be completed for all applications and all details must be the owner's)*

Owner's name. If the owner is a company or other organisation provide the company or organisation name and a contact person's name.

Owner's mailing address:

Street address/registered office:

Owner's contact details

Landline:

Mobile:

After hours:

Fax:

Email:

Website:

Proof of ownership – Attach the following as evidence

☐ Copy of the land title *(Computer register, Record of Title, RT or property title)* – no more than three months old **AND** where applicable ☐ Lease or ☐ Agreement for sale and purchase.

AGENT *(only required if application is being made on behalf of the owner)*

Name of agent. If application is for a company, trust or other organisation provide a contact person's name.

Agent's mailing address:

Street address/registered office:

Agent's contact details

Landline:

Mobile:

After hours:

Fax:

Email:

Website:

Relationship to owner (state the details of the owner's authorisation if making this application on the owner's behalf):

First point of contact - mark boxes as appropriate and provide details of any other points of contact (Contact details must be in New Zealand)				A copy of all requests for further information will be sent to owners.	
Further Information	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other – details:	<input type="checkbox"/> Email	<input type="checkbox"/> Post
Correspondence	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other – details:	<input type="checkbox"/> Email	<input type="checkbox"/> Post
Invoicing	<input type="checkbox"/> Agent	<input type="checkbox"/> Owner	<input type="checkbox"/> Other - details:	<input type="checkbox"/> Email	<input type="checkbox"/> Post

CONTACTS (provide all details including licensed building practitioner information where relevant)					
Designer or Architect		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP or registration number/qualification:				Licensing class:	
Structural Engineer		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP or registration number/qualification:				Licensing class:	
Fire Safety Designer		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP or registration number/qualification:				Licensing class:	
Head Contractor / Site Manager		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP or registration number/qualification:				Licensing class:	
Builder		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP or registration number/qualification:				Licensing class:	
Plumber		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP/Certifying Plumber/qualification:				Licensing class:	
Drainlayer		Business/name:			
Address:					
Email:		Mobile:		Landline:	
LBP/Certifying Drainlayer/qualification:				Licensing class:	

Other <i>(Attach additional page if required)</i>		
Role	Business/name:	
Address:		
Email:	Mobile:	Landline:
LBP or registration number/qualification:		Licensing class:

APPLICATION

I request that you issue *(tick relevant boxes)* ☐ **Building Consent** and/or ☐ **Project Information Memorandum** for the building work described in this application.

Signed by the owner	OR	Signed by the agent <i>(on behalf of, and with the authority of, the owner)</i>
Signature:		Signature:
Name:		Name:
Date:		Date:

PRIVACY INFORMATION

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to forward these regularly to Statistics New Zealand. The Council stores the information on a public register, which must be supplied (as previously determined by the Ombudsman) to whoever requests the information.

Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

PART 2 – PROJECT

GENERAL INFORMATION

Description of the building work *(provide sufficient description to enable full understanding of the scope of the work)*.

		Yes	No
Has a pre-application meeting been attended?	If yes, number:	<input type="checkbox"/>	<input type="checkbox"/>
Will the building work result in a change of use of any part of the building?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide details of the new use:			
Intended life of the building stated in years, only if intended to be less than 50 years old			
List building consents previously issued for the project <i>(if any)</i> . List who issued the consent, the date of issue and the consent number.			
Estimated value of the building work on which the building levy will be calculated <i>(including goods and services tax)</i> [state estimated value as defined in section 7 of the Building Act 2004].			
\$			

PART 3 – SITE ISSUES AND PROJECT INFORMATION

Site issues	Applicant to complete	Reference on drawings, specifications and/or comments	Council use only	
Are the finished floor, finished ground, street and associated datum levels shown on plans?			Notes	
Are the distances to boundaries shown on plans?				
Does the proposed work cover two or more allotments?				
What is the wind zone?				
What is the exposure zone?				
Are there public drains on the site?				
Is the site subject to natural or created hazards such as (tick one):	yes no	If any ticked, ensure design shows how this issue to be mitigated. Further information on such sites is available on request form Council		
Erosion <input type="checkbox"/> <input type="checkbox"/> Subsidence <input type="checkbox"/> <input type="checkbox"/> Flooding <input type="checkbox"/> <input type="checkbox"/> Ponding <input type="checkbox"/> <input type="checkbox"/> Slips <input type="checkbox"/> <input type="checkbox"/> River/Stream corridor <input type="checkbox"/> <input type="checkbox"/> Overflow Path <input type="checkbox"/> <input type="checkbox"/> Cut and fill or contamination <input type="checkbox"/> <input type="checkbox"/> If yes, provide details.				
Are the ground conditions specified?				

PROJECT INFORMATION

Select box if the matter is part of the project	Comments
Subdivision <input type="checkbox"/>	
Alterations to land contours <input type="checkbox"/>	
New or altered connection to public utilities <input type="checkbox"/>	
New or altered locations and/or external dimensions of building(s) <input type="checkbox"/>	
New or altered access for vehicles <input type="checkbox"/>	
Building work over or adjacent to any road or public place <input type="checkbox"/>	
Disposal of stormwater and wastewater <input type="checkbox"/>	
Building work over any existing drains or sewers or in close proximity to wells or water mains <input type="checkbox"/>	
Other matters known to the applicant that may require authorisation from the appropriate territorial authority <i>[specify]</i> <input type="checkbox"/>	

PART 4 – COMPLIANCE

Do not fill in this section if this application is only for a Project Information Memorandum

All documentation, including plans, specifications, calculations and producer statements, used to show building consent compliance must be formally listed as attachments in the relevant checksheet (Form 333, Form 332 or Form 334) and attached to this application.

The building work will comply with the building code as follows

Please ensure that any details of the listed compliance elements are shown on drawings and/or specifications.

B1: Structure

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B1: Foundations	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
foundation size	<input type="checkbox"/> Specific engineering design		
reinforcing	<input type="checkbox"/> NZS 3604		
foundation/footings for retaining walls	<input type="checkbox"/> NZS 4229 <input type="checkbox"/> Other (Specify)		
B1: Slab	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
layout dimensions	<input type="checkbox"/> Specific engineering design		
thickness	<input type="checkbox"/> NZS 3604		
reinforcing	<input type="checkbox"/> NZS 4229		
slab thickening/point loads	<input type="checkbox"/> Other (Specify)		
fixing/connections			
B1: Timber Sub-floor and Floor	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
pile details including bracing	<input type="checkbox"/> Specific engineering design		
bearers and joist details including support/blocking details	<input type="checkbox"/> NZS 3604		
flooring material and floor height above ground	<input type="checkbox"/> Other (Specify)		
fixing/connection			
B1: Walls	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
wall type, height, centres, member sizes and bracing	<input type="checkbox"/> Specific engineering design		
window and door framing details including lintels	<input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4210 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230		
fixing/connection	<input type="checkbox"/> Other (Specify)		
B1: Roof	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
layout/trusses including member centres sizes and bracing	<input type="checkbox"/> Specific engineering design		
purlin/batten centres and sizes	<input type="checkbox"/> NZS 3604		
beams centres and sizes	<input type="checkbox"/> Other (Specify)		
fixing/connection			
B1: Barrier Fixings	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
rail, fence, baluster fixings	<input type="checkbox"/> Specific engineering design		

B2: Durability

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
B2: Durability	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
concrete/masonry	<input type="checkbox"/> B2/AS1 <input type="checkbox"/> NZS 3101 <input type="checkbox"/> NZS 3404 <input type="checkbox"/> NZS 3602 <input type="checkbox"/> NZS 3604 <input type="checkbox"/> NZS 4229 <input type="checkbox"/> NZS 4230 <input type="checkbox"/> Other [specify]		
timber treatment			
metal			
subfloor and roof/skillion ventilation			
plumbing materials			

C: Protection From Fire

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
C1-C6	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
	<input type="checkbox"/> C/AS1: SH <input type="checkbox"/> C/AS2: SM, SI, CA, WB, WS <input type="checkbox"/> C/VM2 Verification method		

D1-D2: Access

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
D1: Access Routes	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
slip resistance	<input type="checkbox"/> D1/AS1 <input type="checkbox"/> AS/2890.1 <input type="checkbox"/> Other [specify]		
landing size			
handrail			
stair dimension including tread and riser			
ramps			
head height clearance			
vehicle access: parking, loading spaces and driveway			
D2: Mechanical Installations for Access	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
lift	<input type="checkbox"/> D2/AS1 <input type="checkbox"/> D2/AS2 <input type="checkbox"/> NZS 5279 <input type="checkbox"/> Other [specify]		
external platform/chairlift			
cable car			

E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
E1: Site Drainage (surface water)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
secondary flow path			
stormwater disposal method: gravity controlled, storage-pumped systems to Council main, soak pit or street kerb with channel	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
surface water and field drains to silt sumps			
E1: Roof Water Dispersal (surface water)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
internal/external gutter including rainwater head, scupper opening details	<input type="checkbox"/> E1/AS1 <input type="checkbox"/> E1/VM1 <input type="checkbox"/> AS/NZS 3500.3 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
roof and deck catchment area, pitch (roof and/or deck) including downpipe size and number			
E2: Floor (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
floor height above ground			
damp-proof membrane	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
deck threshold with door details			
E2: Decks and Balconies (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
waterproof membrane details including eaves, barges, junction with walls, barrier fixings, outlets and overflows	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
balustrade detail of flashing, capping, junctions and penetration			
E2: Walls (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
building wrap			
head, jamb and sill flashing details			
cavity or direct fix cladding system including: flashing details for external and internal corners, junctions with other materials, vertical and horizontal control joints	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]		
cladding clearances between floor level, ground level and/or membrane deck level			
tanking/damp proof membrane to retaining wall			
E2: Roof (external moisture)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	

E1-E3: Moisture

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only	
building wrap	<input type="checkbox"/> E2/AS1 <input type="checkbox"/> Other [specify]			
type of roof: profiled metal roof, concrete, clay tile roof etc				
membrane roof				
flashing of penetrations				
flashings of junctions: eave, ridge, valley, apron and upstands				
Flashing of parapets: junctions and penetration				
skylight details and flashings				
roof spouting, downpipe, solar panel fixings				
E3: Internal Moisture	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable			
wall and floor impervious lining	<input type="checkbox"/> E3/AS1 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> Other [specify]			
wet area membrane				
bath or shower junction details				
floor overflow control for sanitary rooms such as bathroom, toilet, kitchen – only required for more than one unit				

F1-F9: Safety of Users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
F1: Hazardous Agents Onsite	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		Notes:
contaminated site	<input type="checkbox"/> F1/VM1 <input type="checkbox"/> Other [specify]		
F2: Hazardous Building Materials	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
glass barriers, windows, doors, screens, mould, asbestos etc	<input type="checkbox"/> F2/VM1 <input type="checkbox"/> NZS 4223.3 <input type="checkbox"/> Other [specify]		
bathroom windows			
F3: Hazardous Substances and Processes	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
hazardous substances and processes	<input type="checkbox"/> F3/VM1 <input type="checkbox"/> Other [specify]		
F4: Safety from Falling	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
minimum height for internal and external barriers and barrier opening sizes (ie no toe holds)	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> FSP Act <input type="checkbox"/> Other [specify]		

F1-F9: Safety of Users

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
minimum window sill height and window restrictors required if there is potential for fall hazard	<input type="checkbox"/> F4/AS1 <input type="checkbox"/> F4/VM1 <input type="checkbox"/> Other [specify]		
F5: Site Safety	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
fencing/hoarding/overhead protection	<input type="checkbox"/> F5/AS1 <input type="checkbox"/> Other [specify]		
traffic plan			
encroachment/Council approval			
F7: Warning Systems	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
smoke detectors	<input type="checkbox"/> F7/AS1 <input type="checkbox"/> Other [specify]		
other warning systems specified			
F8 Signs	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
signs	<input type="checkbox"/> F8/VM1 <input type="checkbox"/> F8/AS1 <input type="checkbox"/> Other [specify]		
F9 Residential Pools	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
pools	<input type="checkbox"/> F9/AS1 <input type="checkbox"/> F9/AS2 <input type="checkbox"/> Other [specify]		

G1-G15: Services and Facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
G1-G3: Bathroom, Laundry and Kitchen	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		Notes:
G1: Personal Hygiene	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify] <input type="checkbox"/> G1/VM1		
G1 For Accessibility	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify] <input type="checkbox"/> G1/VM1		
G1: Bathroom Fixtures and Layout	<input type="checkbox"/> G1/AS1 <input type="checkbox"/> Other [specify] <input type="checkbox"/> G1/VM1		
G2: Laundry Fixtures and Layout	<input type="checkbox"/> G2/AS1 <input type="checkbox"/> Other [specify]		
G3: Kitchen Fixtures and Layout	<input type="checkbox"/> G3/AS1 <input type="checkbox"/> Other [specify]		
G4: Ventilation	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
natural ventilation	<input type="checkbox"/> G4/AS1 <input type="checkbox"/> G4/VM1 <input type="checkbox"/> NZS 4303 <input type="checkbox"/> AS 1668.2 <input type="checkbox"/> Other [specify]		
mechanical ventilation			
conditioned areas (living area) ventilation			
ventilation of gas-fired appliances			
G5: Internal Environment	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		

G1-G15: Services and Facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
Internal Environment	<input type="checkbox"/> G5/VM1 <input type="checkbox"/> G5/AS1 <input type="checkbox"/> Other [specify]		
G6: Airborne and Impact Sound	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
sound transmission class and sound transmission insulation details (vertical and horizontal transfer) including at penetrations (pipes)	<input type="checkbox"/> G6/AS1 <input type="checkbox"/> G6/VM1 <input type="checkbox"/> Other [specify]		
G7-G8: Natural and Artificial Light	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
G7: Natural Light to Habitable Space (eg glazing greater 10 percent of floor area)	<input type="checkbox"/> G7/AS1 <input type="checkbox"/> G7/VM1 <input type="checkbox"/> NZS 6703		
G7: Outside Visual Awareness	<input type="checkbox"/> G8/AS1 <input type="checkbox"/> G8/VM1		
G8: Artificial Lighting Details	<input type="checkbox"/> Other [specify]		
G9: Electricity	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
Electricity	<input type="checkbox"/> G9/VM1 <input type="checkbox"/> G9/AS1 <input type="checkbox"/> Other [specify]		
G10-G11: Piped Services and Gas Used as an Energy Source	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
G10: Ventilation and Airflow for Gas Appliances	<input type="checkbox"/> G10/AS1 <input type="checkbox"/> G11/AS1		
G10: Specified Gas Appliances Types	<input type="checkbox"/> NZS 3500.4 <input type="checkbox"/> NZS 5261		
G11: Gas Supply Type	<input type="checkbox"/> Other [specify]		
G12-G13: Water Supply and Foul Water	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		
G12: Water Supplies: pipe material, type of hot water system	<input type="checkbox"/> G12/AS1 <input type="checkbox"/> G12/AS2 <input type="checkbox"/> AS/NZS 3500.1&4 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
G13: Foul Water: pipe sizing, materials, venting and overflow relief gullies	<input type="checkbox"/> G13/AS1 <input type="checkbox"/> G13/AS2 <input type="checkbox"/> G13/AS3 <input type="checkbox"/> AS/NZS 3500.2 <input type="checkbox"/> AS/NZS 3500.5 <input type="checkbox"/> Other [specify]		
G 14: Industrial Liquid Waste	<input type="checkbox"/> Not applicable <input type="checkbox"/> Applicable		

G1-G15: Services and Facilities

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
industrial liquid waste	<input type="checkbox"/> G14/VM1 <input type="checkbox"/> G14/AS1 <input type="checkbox"/> Other [specify]		
G 15: Solid Waste	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	
solid waste	<input type="checkbox"/> G15/VM1 <input type="checkbox"/> G15/AS1 <input type="checkbox"/> Other [specify]		

H1: Energy Efficiency

Elements	Means of compliance	Reference on drawings, specifications and/or comments	For Council use only
H1: Energy Efficiency	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Applicable	Notes:
hot water heater and pipe insulation	<input type="checkbox"/> H1/AS1 <input type="checkbox"/> H1/VM1		
insulation: wall, roof, floor, glazing, etc	<input type="checkbox"/> NZS 4218 <input type="checkbox"/> NZS 4305 <input type="checkbox"/> ALF design <input type="checkbox"/> Other [specify]		

WAIVERS AND/OR MODIFICATIONS

Provide details of any waivers and/or modifications required for any sections of the New Zealand Building Code. Specify parts of the code; supporting documentation must be attached. If not applicable, state n/a.

PART 5 – COMPLIANCE SCHEDULE (Inspection, maintenance and reporting procedures)

Do not fill in this section if this application is only for a Project Information Memorandum										Yes	No			
Are there specified systems in the building? (If there are no specified systems, move on to part 6.)										<input type="checkbox"/>	<input type="checkbox"/>	For Council use only		
If existing building, please state the Building Warrant of Fitness No:										Notes:				
Are any specified systems affected by this application? (If yes, continue completing this section of the form, if no move on to part 6).													<input type="checkbox"/>	<input type="checkbox"/>
Hazard category:					Total occupancy numbers:					Notes:				
Uses of all or parts of buildings (select all relevant)														
CS	CL	CO	CM	SC	SD	SA	SR	SH	WL	WM	WH	WF	IA	ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The following systems are existing, being altered, added to, or removed in the course of the building work					Existing	New	Altered	Added	Removed	Inspection performance standards	Maintenance performance standards	Reporting frequency		
1) Automatic systems for fire suppression (e.g. sprinkler systems)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2) Automatic or manual emergency warning systems for fire or other dangers					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3) Electromagnetic or automatic doors or windows														
3.1 Automatic doors					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3.2 Access control doors					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3.3 Interfaced fire or smoke doors or windows					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4) Emergency lighting systems					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5) Escape route pressurisation systems					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
6) Riser mains for use by fire services					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
7) Automatic backflow preventers connected to a potable water supply					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
8) Lifts, escalators, travelators or other systems for moving people or goods within buildings														
8.1 Passenger-carrying lifts					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
8.2 Service lifts					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
8.3 Escalators and moving walkways					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
9) Mechanical ventilation or air conditioning systems					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
10) Building maintenance units (for providing access to the exterior and interior walls of a building)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
11) Laboratory fume cupboards					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
12) Audio loops or other assistive listening system														

12.1 Audio loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
12.2 FM radio frequency systems and infrared beam transmission systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13) Smoke control systems									
13.1 Mechanical smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13.2 Natural smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13.3 Smoke curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Notes:
14) Emergency power systems for, or signs relating to, a specified system in 1 to 13 above.									
14.1 Emergency power systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
14.2 Signs for systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15) Other fire safety systems or features									
15.1 Systems for communicating spoken information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15.2 Final exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15.3 Fire separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15.4 Signs for communicating information intended to facilitate evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
15.5 Smoke separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
16) Cable cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

PART 6 – Send to Fire and Emergency New Zealand (FENZ)		Yes	No
<p>Is the building of a type defined in the Fire Service Act 1975, section 21A; do any of the following apply? (FENZ review of the plans are generally required for these buildings)</p> <ul style="list-style-type: none"> gatherings of 100 or more people for any purpose providing employment facilities for 10 or more people providing accommodation for more than five people (other than in three or less household units) sorting or processing hazardous substances in quantities exceeding the prescribed minimum amounts providing early childhood facilities (other than in a household unit) providing nursing, medical or geriatric care (other than in a household unit) providing specialist care for persons with disabilities (other than in a household unit) providing accommodation for persons under lawful detention (other than persons subject to home detention). 		<input type="checkbox"/>	<input type="checkbox"/>
<p>Do any of the following fully apply to the building work proposed? (If so the FENZ review may not be required even if the building is of a type defined in the Fire Service Act 1975, Section 21A)</p>			
Household units separated vertically from other fire cells, each with independent and direct egress to a safe place outside the building		<input type="checkbox"/>	<input type="checkbox"/>
Outbuilding or ancillary building		<input type="checkbox"/>	<input type="checkbox"/>

PART 6 – Send to Fire and Emergency New Zealand (FENZ)		Yes	No
New building fully complying with compliance document for clauses C1-4, D1, F6 and F8		<input type="checkbox"/>	<input type="checkbox"/>
Internal fit-out, alteration, change of use or subdivision of a building with only *‘minor effect’ on the fire safety systems.		<input type="checkbox"/>	<input type="checkbox"/>
* a working definition of a ‘minor effect’: is that it does not impact on the effectiveness of a sprinkler system or any other specified fire safety system that would require a change to the compliance schedule.			

FENZ PROCESSING (COUNCIL USE ONLY)	
Additional copy of plans need to be sent to FENZ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Officer name: