



**Application for amendent to  
compliance schedule (form 11)**

Section 106, Building Act 2004

Council use only

Invoice number:

BWOF number:

**Note to applicant**

A copy of the existing compliance schedule must be attached to this application.

Please complete all sections.

Include all supporting documents.

**1. The building**

Street address of building:

Legal description of land where building is located:

Building name:

Location of building within site/block number:

Level/unit number:

Current, lawfully established, use:

Year first constructed:

Risk Group: **SH SM SI CA WB WS VP**

Total number of occupants of entire building:

Maximum Storage height:

**2. The owner**

Name of owner:

Contact person:

Mailing address:

Street address/registered office:

Phone number: Landline:

Mobile:

Daytime:

After hours:

Facsimile number:

Evidence of ownership:

Email address / Website:

**3. Agent** *(only required if application is being made on behalf of the owner)*

Name of agent:

Contact person:

Mailing address:

Street address/registered office:

Phone number: Landline:

Mobile:

Daytime:

After hours:

Facsimile number:

Email address:

Website:

Relationship with owner:

First point of contact for communications with the council:



**4. Amendments for Compliance Schedule**

I request that the compliance schedule for the above building be amended as follows:

<b>SPECIFIED SYSTEMS</b>	<b>AMENDMENT</b>	<b>REASON</b>
<input type="checkbox"/> SS1 Automatic systems for fire suppression		
<input type="checkbox"/> SS2 Emergency warning systems		
<input type="checkbox"/> SS3/1 Automatic doors		
<input type="checkbox"/> SS3/2 Access controlled doors		
<input type="checkbox"/> SS3/3 Interfaced fire and smoke doors or windows		
<input type="checkbox"/> SS4 Emergency Lighting Systems		
<input type="checkbox"/> SS5 Escape route pressurisation systems		
<input type="checkbox"/> SS6 Riser mains		
<input type="checkbox"/> SS7 Automatic backflow preventers		
<input type="checkbox"/> SS8/1 Passenger-carrying lifts		
<input type="checkbox"/> SS8/2 Service lifts		
<input type="checkbox"/> SS8/3 Escalators and moving walks		
<input type="checkbox"/> SS9 Mechanical ventilation or air conditioning systems		
<input type="checkbox"/> SS10 Building maintenance units		
<input type="checkbox"/> SS11 Laboratory fume cupboards		
<input type="checkbox"/> SS12/1 Audio loops		
<input type="checkbox"/> SS12/2 FM radio & infrared beam transmission systems		
<input type="checkbox"/> SS13/1 Mechanical smoke control		
<input type="checkbox"/> SS13/2 Natural smoke control		
<input type="checkbox"/> SS13/3 Smoke curtains		
<input type="checkbox"/> SS14/1 Emergency power systems		
<input type="checkbox"/> SS14/2 Signs relating to SS1-SS13		
<input type="checkbox"/> SS15/1 Systems for communicating spoken information intended to facilitate evacuation		
<input type="checkbox"/> SS15/2 Final exits		
<input type="checkbox"/> SS15/3 Fire separations		
<input type="checkbox"/> SS15/4 Signs for communicating information intended to facilitate evacuation		
<input type="checkbox"/> SS15/5 Smoke separations		
<input type="checkbox"/> SS16 Cable cars		



**5. Attachments**

Copy of existing compliance schedule.

Copies of PS3 & PS4 producer statements for all relevant systems (where required)

Copies of any As Built drawings / fire safety plans.

Cross out all systems/options not required in the compliance schedule and supply additional information as required.

If there are more than one specified system of the same type, complete the information on a separate sheet. Include all supporting documents i.e fire reports and drawings.

**On completing this form please sign and date Section six.**



**SS1 – Automatic Systems for Fire Suppression**

Directly brigade connected: Yes / No

PFA Number:

Security Monitored: Yes / No

Site ID Code:

Make:

Model:

Number of zones:

Type:

**Location:** - DBA / sprinkler valve set

Throughout building as detailed on appended plan / Drawing

**Areas protected:** (specify buildings, specific areas within a building)

**Areas NOT protected:** (specify buildings, specific areas within a building)

**Performance standards:** Please specify the current performance standard(s) or a Specifically designed solution with supporting documents

**Inspections:** Inspected by an independent qualified person:

Inspected by building owner

**Frequency of inspections:**

Daily / Weekly / Fortnightly / Monthly / Annual / other (please specify)

**Maintenance:**

In accordance with :

A specifically designed solution:

**Reporting:** Inspections shall be logged. Log book to be maintained and kept on Premises. Records are required to be kept for a period of two years.

**Maintenance:**

**Building consent number associated with installation** (if applicable):



**SS2 – Emergency Warning Systems**

**Type:** 2 / 3 / 4 / 5 / 6 / 7

**Make:** AMPAC / PERTRONIC / NOTIFIER / TYCO / BENSAN / BROOKS / OTHER – Please specify

**Model:**

**Number of zones:**

**Directly brigade connected:** Yes / No

**PFA number:**

**Security monitored:** Yes / No

**Site ID code:**

**Location:** - Fire panel

**Location:** - Remote indicator panel or N/A

Throughout building as detailed on appended plan / Drawing

**Areas protected:** (specify buildings, specific areas within a building)

**Areas NOT protected:** (specify buildings, specific areas within a building)

**Performance standards:** Please specify the current performance standard(s) or a Specifically designed solution with supporting documents: NZS4512: \_\_\_\_\_

**Inspections:** Inspected by an independent qualified person:

Inspected by building owner

**Frequency of inspections:**

Daily / Weekly / Fortnightly / Monthly / Annual / other (please specify)

**Maintenance:**

In accordance with:

A specifically designed solution:

**Reporting:** Inspections shall be logged. Logbook to be maintained and kept on premises. Records are required to be kept for a period of two years.

**Maintenance:**

**Building consent number associated with installation** (if applicable):



**SS3/1 – Automatic Doors**

**Make:**

**Model:**

**Location:**

Throughout the building as detailed on appended plan/ drawing.

Main entry of the building.

Specifically designed solution – please specify

**Performance standards**

Please specify:

A specifically designed solution – please specify.

**Frequency of inspections**

Daily inspections for crowd type occupancies while the building is in use.

Monthly inspections for all other occupancies by owner.

Annual inspection and maintenance by an independent qualified person.

Other: Please specify

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation (if applicable):**



**SS3/2 – Access Controlled Doors**

*(Where a security door is also an automatic door then inspection and maintenance for SS3/1 also applies)*

**Location**

Throughout the building as detailed on appended plan / drawing

Main entry of the building

*Other- please specify*

**Performance standards**

Please specify:

A specifically designed solution – please specify

**Inspections**

Inspections undertaken in accordance with:

Please specify:

A specifically designed solution:

**Frequency of inspections**

Daily inspections

Monthly inspections for all other occupancies by owner.

Six monthly and annual inspections by an independent qualified person

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation (if applicable):**



**SS3/3 – Interfaced Fire or Smoke Doors or Windows**

*(SS3/3 that forms part of fire/smoke separations needs to be inspected and maintained in accordance with SS15/3 and SS15/5)*

**Location**

Throughout the building

Throughout the building as detailed on appended plan / drawing

Main entry of the building

Other - please specify :

**Performance standards**

Please specify:

A specifically designed solution – please specify

**Inspections**

Inspected in accordance with:

Please specify:

A specifically designed solution – please specify

**Frequency of inspections**

Daily inspections for crowd type occupancies while the building is in use.

Monthly inspections for all other occupancies by owner.

Annual inspections by an independent qualified person

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.





**SS4 – Emergency Lighting Systems**

*Emergency lighting that also forms an exit sign needs to have its illumination aspect checked under SS15/4*

**Location**

Throughout the building

Throughout the building as detailed on appended plan / drawing

Other – please specify.

**Type**

Central battery system and charger / Self-contained battery and charger connected to independent circuit breaker / other – please specify

Illuminated exit lights / emergency lights / combined emergency lights

**Performance standards**

Please specify: ASNZS2293:1995 / ASNZS2293:2019 / ASZNS1680 / other- please specify

A specifically designed solution – please specify:

**Inspections**

Inspections by an independent qualified person to:

Please specify:

A specifically designed solution – please specify:

*(Systems prior to January 1996 in accordance with NZS 6742)*

Where a generator is part of the emergency lighting, it needs to be inspected to NZS6104:1981 part 8

*Complete SS14/1*

**Frequency of inspections**

Monthly by – Owner / IQP

Six monthly

Annual

A specifically designed solution – please specify:

**Maintenance**



In accordance with:

Please specify:

A specifically designed solution – please specify.

Back-up rechargeable batteries shall be replaced when found to be in-operable or defective.

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS5 – Escape Route Pressurisation Systems**

**Location**

Throughout the building

Throughout the building on appended plan / drawing

Other – Please Specify:

**Performance standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by an independent qualified person to:

Please specify:

A specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annual

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.



**SS6 – Riser Mains**

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by an independent qualified person to:

Please specify:

A specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annual

Other – please specify:

**Maintenance**

In accordance with

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.



**SS7 – Automatic Backflow Preventors**

**Cross Connection hazard** (G12 AS/1 Section 3.3 table 2)

High

Medium

Low

Other – please specify

**Backflow Preventer type**

Reduced pressure zone

Double check valve

Pressure vacuum breaker

Atmosphere vacuum breaker

**Location**

As detailed on appended plan / drawing

Other – please specify:

**Performance standards**

Please specify:

A specifically designed solution:

**Inspections and frequency**

Annual inspection by independent qualified person:

A specifically designed solution – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

Backflow preventors shall be inspected and tested after repair or replacement

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.



**SS8/1 – Passenger-Carrying lifts**

*(Ss8/1 that is connected to emergency warning system SS2 needs to have the interface tested annually)*

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspected by an independent qualified person to:

Please specify:

A specifically designed solution – please specify:

**Frequency**

Annual inspection by independent qualified person:

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS8/2 – Platform, Low-speed and service lifts**

*(SS8/2 that is connected to emergency warning system SS2 needs to have the interface tested annually)*

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspected by an independent qualified person in accordance with:

Please specify:

A specifically designed solution – please specify:

**Frequency**

Annual inspection by independent qualified person:

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS8/3 – Escalators, Travelators**

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspected by an independent qualified person in accordance with:

Please specify:

A specifically designed solution – please specify:

**Frequency**

Annual inspection by independent qualified person:

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):





**SS9 – Mechanical Ventilation**

*(SS9/1 that forms part of a fire / smoke separation needs to be inspected with SS15/3 and SS15/5)*

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspected by an independent qualified person in accordance with:

Please specify:

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

Annual

Other – please specify:

**Maintenance**

In accordance with:

Please specify:

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS10 – Building Maintenance units**

*e.g. Building Maintenance units for providing access to exterior and interior walls of buildings*

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspected by an independent qualified person in accordance with:

Please specify:

A specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annual

Other – please specify:

**Maintenance**

Planned preventive maintenance and responsive maintenance should be carried out in accordance with (please specify):

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS11 – Laboratory Fume Cupboards**

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Regular inspections and testing to ensure they operate as required by the performance standard by an independent qualified person to (please specify):

Inspected by an independent qualified to a specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annual

Other – please specify

**Maintenance**

Inspected and maintained in accordance with (please specify)

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS12/1 – Audio Loops**

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Regular inspections and testing to ensure they operate as required by the performance standard by an independent qualified person to (please specify):

Inspected by an independent qualified to a specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annual

Inspected by an independent qualified to a specifically designed solution – please specify:

**Maintenance**

Inspected and maintained in accordance with (please specify)

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS12/2 – FM Radio frequency systems and infra-red beam transmission systems**

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annual

Other – please specify:

**Maintenance**

In accordance with (please specify):

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS13/1 – Mechanical Smoke Control System**

*e.g., Smoke ventilator to open or extract in the event of a fire (SS13/1 that is connected to emergency warning system to SS2 needs to have the interface tested annually)*

**Location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

**Frequency of Inspections**

Monthly

Annually

Other – please specify:

**Maintenance**

In accordance with (please specify):

A specifically designed solution – please specify:

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS13/2 – Natural Smoke Control System**

*e.g., Smoke reservoir in an atrium / smoke doors*

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):



**SS14/1 Emergency power systems**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable):





**SS14/2 Signs**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable)



**SS15/1 Systems for communicating spoken information intended to facilitate evacuation**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable)



**SS15/2 Final exits**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable)



**SS15/3 Fire separations**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation (if applicable)**



**SS15/4 Signs for communicating information intended to facilitate evacuation**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation (if applicable)**



**SS15/5 Smoke separation**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable)



**SS16 Cable cars**

**location**

As detailed on appended plan / drawing:

Other – please specify:

**Performance Standards**

Please specify:

A specifically designed solution – please specify:

**Inspections**

Inspections by independent qualified person to (please specify)

A specifically designed solution – please specify:

**Frequency of inspections**

Monthly

**Reporting**

Inspections shall be logged. Logbook shall be maintained and kept on premises. Records are required to be kept for a period of two years.

**Building consent number associated with installation** (if applicable)



**6. Building owner / Agent signature**

Owner signature.....

Name.....

Position..... Date.....

Agent on behalf of and with the authority of the owner:

Agent signature.....

Name.....

Position..... Date.....

Send your application using one of the following methods:

Postal:                    Central Hawkes Bay District Council  
                                 Building compliance and consents  
                                 Po Box 127  
                                 Waipawa  
                                 4210

Email:                    bwof@chbdc.govt.nz