



Application for compliance schedule

Building Act 2004

Council use only

Valuation number:

BWOF number:

Consent number:

Note to applicant

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:

Email address:

Evidence of ownership:

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. Attachments

Copy of Property Ownership

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 five.



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:

Installation date:

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 assoiated 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:

Installation date:

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.

Building consent number associated with installation (if applicable):

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

Installation date:

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 door

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

Inspections by independent qualified person to (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):

SS13/3 – Smoke Curtains

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:

Maintenance

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

Frequency of inspections

Monthly

Annual

Other – 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.



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:

Maintenance

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

Frequency of inspections

Monthly

Annual

Other – 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.



SS14/2 – Signs relating to a system a feature specified in any clauses 1 to 13

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:

Maintenance

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

Frequency of inspections

Monthly

Annual

Other – 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.



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:

Maintenance

Inspections by independent qualified person to (please specify):

A specifically designed solution – please specify:

Frequency of inspections

Monthly

Annual

Other – 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.



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 & Frequency

Daily inspections by owner for crowd type occupancies while the building is in use and for all buildings while building work may affect a final exit to ensure the doors are not locked, barred or blocked and the door locking devices:

Are clearly visible

Are easily operated without a key or other security devices

Do not prevent or override the direct operation of panic bolts fitted to any door

Monthly inspection for all other occupancies

Annual inspection and maintenance for all other occupancies by an independent qualified person

Maintenance

Final exits shall be always maintained in a safe condition with particular attention to:

Freedom from obstructions

Locking

Blocking

Barring

Storage of combustibles

Ease of opening any door into the escape route and at the final exit

Responsive maintenance should be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency

A specifically designed solution – please specify:

Frequency of inspections

Monthly

Annual

Other – 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.



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 & frequency

Daily inspections by owner for crowd type occupancies while the building is in use and for all buildings while building work may affect a fire separation.

Six monthly inspections for all other occupancies with annual inspection and maintenance by independent qualified persons.

Other – please specify:

Maintenance

Responsive maintenance should be carried out to ensure fire separations prohibit the spread of fire on the case of fire doors occupants are not prevented from leaving the building in an emergency.

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.

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

Where available, signage should be inspected in accordance with the published standard or the performance specification of the associated specified system

Signs require regular inspection to ensure they are displayed to facilitate evacuation in an event of an emergency The following minimum checks should be carried out when appropriate to the installation:

Monthly inspection by an owner while the building is in use of illuminated signs to ensure they are:

- The correct type
- Present
- In the right locations
- Legible
- Illuminated

Annual inspections of signs not required to be illuminated to ensure they are:

- The correct type
- Present
- In the right location
- Legible
- Illuminated

Annual inspection and maintenance by an independent qualified person.

A specifically designed solution – please specify:

Maintenance

Signs shall be replaced if not of the correct type, replaced immediately should they be missing or refurbished before they become illegible.

Responsive maintenance should be carried out in accordance with the nominated performance and inspection standard, and to ensure signs remain correctly positioned and legible and where appropriate ensure the escape route is identified.

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.



SS15/5– Fire Separations

Emergency lighting that also forms an exit needs to have its illuminated aspect checked under SS4

Location

As detailed on appended plan / drawing:

Other – please specify:

Throughout the building

Performance Standards

Please specify

A specifically designed solution -- please specify:

Inspections

Inspected by independent qualified person to (please specify):

A specifically designed solution – please specify:

Frequency

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

Monthly inspection for all other occupancies

Annual inspection and maintenance by independent qualified person

Other – please specify

Maintenance

In accordance with – please specify:

A specifically designed solution – please specify:

Responsive maintenance should be carried out in accordance with the nominated performance and inspection standard, and to ensure signs remain correctly positioned and legible and where appropriate ensure the escape route is identified

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.



SS16- Cable Cars

Residential cable cars, an enclosed ski chair lift that operates wholly within a building

Location

As detailed on appended plan / drawing

Performance standards

Please specify:

A specifically designed solution – please specify:

Inspections

Inspected by independent qualified person to (please specify):

A specifically designed solution – please specify:

Frequency

Annual inspection and maintenance by an independent qualified person

Other- please specify:

Maintenance

Please specify:

A specifically designed solution – please specify:

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.



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