

APPLICATION FOR AMENDMENT OF COMPLIANCE SCHEDULE



Building Act 2004, section 106 Form 11
 Send or deliver your application to: : **Masterton District Council,
 PO Box 444, Masterton 5840.. 64 Chapel street, Masterton**
 For enquiries, phone (06) 370 6300.

Council use only:
 Compliance Schedule #
 Property ID

See the MDC fee schedule for fees applicable to this application.
 When using the MS Word version, double clicking the field or check box will open a selection box.

The building (LOCATION)	
Building name <i>(if applicable)</i>	
Building street address	
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>	
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>	
Existing compliance schedule number	Purpose Group:
Fire hazard category	Maximum occupant load:

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		
Name:		
Owner's mailing address		
Street address/registered office		
Owner's contact details		
Landline	Mobile	After hours
Fax	Email	Website
Proof of ownership – attach one of the following as evidence		
<input type="checkbox"/> Copy of certificate of title, lease agreement, agreement for sale and purchase, or other document showing the full name of the legal owner(s) of the building.		

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

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)

Application

Signed by the owner

OR

Signed by the agent (*on behalf of, or with the authority from, the owner*)

Signature

Signature

Name

Name

Date

Date

AMENDMENTS for COMPLIANCE SCHEDULE

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

	SPECIFIED SYSTEMS	AMENDMENT	REASON
<input type="checkbox"/>	SS1 Automatic systems for fire suppression		
<input type="checkbox"/>	SS2 Emergency warning systems		
<input type="checkbox"/>	SS3/1 Automatic door		
<input type="checkbox"/>	SS3/2 Access controlled doors		
<input type="checkbox"/>	SS3/3 Interfaced fire or 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 Escalator 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 for SS1-13		
<input type="checkbox"/>	SS15/1 Spoken information intended to facilitate evacuation; and		
<input type="checkbox"/>	SS15/2 Final exits		
<input type="checkbox"/>	SS15/3 Fire separations		
<input type="checkbox"/>	SS15/4 Signs for facilitating evacuation		
<input type="checkbox"/>	SS15/5 Smoke separations		
<input type="checkbox"/>	SS16 Cable cars		

In accordance with Section 103 of the 2004 Building Act, a Compliance Schedule lists the specified systems in your building, the performance standards for those specified systems, and references the inspection, maintenance and reporting procedures to be followed by your Independently Qualified Person (IQP). You are therefore required to also provide this information for all systems in your building.

The following documents are a blank template with a suggested format and an example showing the minimum information required, including plans of system positions and layout. NOTE: the format although preferred, is not mandatory, but the content is.

Compliance Schedule Operating, Inspection, Maintenance and Reporting Procedures
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System	Compliance Document	Location	Inspection Maintenance and Reporting Procedures	Frequency

Layout plans attached including system positions within the building

System	Compliance Document	Location	Inspection Maintenance and Reporting Procedures	Frequency
SS2: Type 3 – Automatic fire alarm	NZS 4512: 2010	Throughout the building as detailed	NZS 4512: 2010 Part 6 - Maintaining Systems in Compliance and Good Working Order <ul style="list-style-type: none"> All inspections shall be undertaken by appropriately qualified personnel as defined in section 109 of NZS 4512: 2010 Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Monthly and annual inspection
SS3/1 : Automatic Sliding Door	NZS 4239: 1993	Main entry of the building	NZS 4239: 1993 Appendix A and as per manufacturers recommendations. <ul style="list-style-type: none"> All inspections shall be undertaken by appropriately trained personnel as specified within Appendix A of NZS 4239: 1993 Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Inspected six monthly and annually.
SS4: Emergency Lighting system	AS/NZS 2293: 1995	As detailed within the attached drawings	AS/NZS 2293: 1995 Section 1.4.1 Maintenance of the installation <ul style="list-style-type: none"> All inspections by persons as defined in section 1.4.1 of AS/NZS 2293: 1995 Maintenance of the installation. Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Six monthly and annual inspections
SS7: Backflow Protection: Reduced pressure zone device: RPZ	AS/NZS 2845.1: 1998	Within Lab as detailed on drawings	AS/NZS 2845.1: 1998 <ul style="list-style-type: none"> All inspections carried out shall be undertaken by an independently qualified person. Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Annual inspection
SS9: Mechanical ventilation: Spray Booth	NZS 4114.2 : 2003	Within processing area	NZS 4114.2 2003: Appendix B and required references to electrical standards and AS/NZS 2381.1 <ul style="list-style-type: none"> All inspections carried out shall be undertaken by an independently qualified person Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	As required by the standard and Annual inspection by IQP
SS11: Laboratory fume cupboard	AS/NZS 2243.8: 2006	Within Lab	AS/NZS 2243.8: 2006 Section 5.5 Maintenance and testing schedule. All inspections carried out shall be undertaken by an independently qualified person <ul style="list-style-type: none"> All inspections carried out shall be undertaken by an independently qualified person Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Six monthly and annual inspections
SS 14/2 Emergency Power	AS/NZS 2293: 1995	As part of the Emergency lighting	Inspection and maintenance procedure's shall comply with the processes listed in AS/NZS 2293: Part	Six monthly and annual inspections

EXAMPLE

Systems		system	2. <ul style="list-style-type: none"> All inspections carried out shall be undertaken by an independently qualified person Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	
SS15/2: Final Exits	Clauses C2 and F8 of the NZBC	Final exits as noted on drawings	Inspections should be undertaken by the owner to ensure the doors are not locked, barred or blocked and the door locking devices are: <ul style="list-style-type: none"> Clearly visible. Easily operated without a key or other security device. not for or override the operation of any bolt fitted to a door Final exits should be maintained to ensure they are: clearly identified, free of obstructions, unlocked, easily used. Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Monthly
SS15/3 Fire Separations	Compliance Document C/AS1	Intermediate floor and safe path as noted on drawings	Inspections and maintenance as per compliance schedule handbook <ul style="list-style-type: none"> Inspections shall be carried out by the building owner to ensure doors, walls and floors forming part of an escape route are in a suitable condition for purpose. Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance 	Monthly and annual inspections
SS15/4 and 14/2 Signs	F6/AS1 and AS/NZS 2293	As noted on attached drawings.	Inspections and responsive maintenance shall be carried out in accordance with the requirements set out within the Compliance Schedule Handbook and as per the requirements of AS/NZS 2293:1995 <ul style="list-style-type: none"> Inspections shall be carried out by the building owner to ensure that signs remain correctly positioned and legible and where appropriate ensure the escape route is identified. Records shall be maintained and kept on the premises indicating: Date of inspection, Type of inspection, Any repairs or maintenance. 	Monthly and annual inspections

Include plans of layout and position of systems within the building.