# Application for Amendment of Compliance Schedule

**Form 11 Application for amendment to compliance schedule**

**Building Act 2004, section 106**  
Send or deliver your application to: Masterton District Council, PO Box 444, Masterton 5840.  
64 Chapel street, Masterton

For enquiries, phone (06) 370 6300.

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 (if applicable)**
- **Building street address**
- **Location of building within the site (include nearest street access)**
- **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 (include below ground, ground and above ground)**
- **Level/unit number (if applicable)**
- **Current, lawfully established use of all parts of the building (include number of occupants per level and per use if more than one level)**
- **Year first constructed (insert year, an approximate date is acceptable such as 1920’s or 1960-1970)**
- **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**
  - **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

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<tr>
<th>Name</th>
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Agent’s mailing address

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<th>Street address/registered office</th>
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Agent’s contact details

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<th>Landline:</th>
<th>Mobile:</th>
<th>After hours:</th>
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Relationship to owner (state the details of the owner’s authorisation if making this application on the owner’s behalf)

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<th>Relationship to owner</th>
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### Application

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

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<th>Signature</th>
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### AMENDMENTS for COMPLIANCE SCHEDULE

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

<table>
<thead>
<tr>
<th>SPECIFIED SYSTEMS</th>
<th>AMENDMENT</th>
<th>REASON</th>
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- SS1 Automatic systems for fire suppression
- SS2 Emergency warning systems
- SS3/1 Automatic door
- SS3/2 Access controlled doors
- SS3/3 Interfaced fire or smoke doors or windows
- SS4 Emergency lighting systems
- SS5 Escape route pressurisation systems
- SS6 Riser mains
- SS7 Automatic backflow preventers
- SS8/1 Passenger carrying lifts
- SS8/2 Service lifts
- SS8/3 Escalator and moving walks
- SS9 Mechanical ventilation or air conditioning systems
- SS10 Building maintenance units
- SS11 Laboratory fume cupboards
- SS12/1 Audio loops
- SS12/2 FM radio & infrared beam transmission systems
- SS13/1 Mechanical smoke control
- SS13/2 Natural smoke control
- SS13/3 Smoke curtains
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**

<table>
<thead>
<tr>
<th>System</th>
<th>Compliance Document</th>
<th>Location</th>
<th>Inspection Maintenance and Reporting Procedures</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>SS14/1 Emergency power systems</td>
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<td>SS14/2 Signs for SS1-13</td>
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<td>SS15/1 Spoken information intended to facilitate evacuation; and</td>
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<td>SS15/2 Final exits</td>
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<td>SS15/3 Fire separations</td>
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<td>SS15/4 Signs for facilitating evacuation</td>
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<td>SS15/5 Smoke separations</td>
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<td>SS16 Cable cars</td>
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*Layout plans attached including system positions within the building*
<table>
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<tr>
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</table>
| 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  
  - 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 |
  - 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  
  - 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 |
  - 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  
  - 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  
  - 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 |
| Systems | system | 2. 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:  
- Clearly visible.  
- Easily operated without a key or other security device.  
- Do not prevent or override the operation of panic bolts 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 |
| 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  
- 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 |
| 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  
- 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 |

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