



# WAIROA DISTRICT COUNCIL

☎ +64 6 838 7309

☎ +64 6 838 8874

✉ consents@wairoadc.govt.nz

🌐 www.wairoadc.govt.nz

📮 PO Box 54, Wairoa 4160, Hawke's Bay

🏠 Coronation Square, Queen Street, Wairoa

## INFORMATION SHEET 3

# COMPLIANCE SCHEDULES & BUILDING WARRANTS OF FITNESS

First you must decide if your building requires a Compliance Schedule. If it does, you will need to list the specified systems on your building consent application, or complete an Application for Compliance Schedule form.

When your building consent is completed to the approved documents your Code Compliance Certificate will be issued together with a Compliance Schedule Statement. The Compliance Schedule Statement is an interim certificate kept on display in the building and remains valid for one year until you issue your first Building Warrant of Fitness.

## COMPLIANCE SCHEDULES

### What is a Compliance Schedule?

A Compliance Schedule is produced when the building owner/or agent supplies to council all the information relating to Specified Systems in the building including the Reporting, Maintenance, Inspection procedures and plans showing location of all Specified Systems. Once this is received Council is able to prepare the Compliance Schedule. This document lists the building safety features and essential systems. It details the inspection maintenance and reporting procedures needed to keep them in good working order.

### When is a Compliance Schedule required?

Under the Building Act 2004, all buildings except single residential dwellings require a compliance schedule if they contain certain systems listed as follows:

1. Automatic systems for fire suppression (e.g. sprinkler system)
2. Automatic or manual emergency warning systems for fire or other dangers
3. Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation)
4. Emergency lighting systems
5. Escape route pressurisation systems
6. Riser mains for fire service use
7. Any automatic back flow preventer connected to a potable water supply
8. Lifts, escalators, travellators or other systems for moving people or goods within buildings
9. Mechanical ventilation or air conditioning systems
10. Building maintenance units providing access to exterior and interior walls of buildings.
11. Laboratory fume cupboards
12. Audio loops or other assistive listening systems
13. Smoke control systems
14. Emergency power systems for, or signs relating to, a system or feature specified in any of clauses above.
15. Any or all of the following systems and features that form part of the buildings means of escape from fire and also those means containing any or all of systems or features specified in Clauses 1-6, 9 and 13:
  - a. Systems for communicating spoken information intended to facilitate evacuation Final exits (as defined by Clause A2 of the Building Code)
  - b. Fire separations (as so defined)
  - c. Signs for communicating information intended to facilitate evacuation
  - d. Smoke separations (as so defined).

Exception SS16 – Cable Car in residential dwellings.

## **BUILDING WARRANT OF FITNESS**

### **What is a Building Warrant of Fitness?**

A Building Warrant of Fitness (BWOFF) is the document that is prepared by the building owner or manager and is a declaration stating that the specified systems have been maintained in accordance with the Compliance Schedule for the previous 12 months.

Specified systems help ensure a building is safe and healthy for people to enter, occupy or work in. They require ongoing inspection and maintenance to ensure they function as required. If they fail to operate properly, they have the potential to affect health or life safety.

It is the responsibility of a building owner to ensure the specified systems continue to perform as was intended when they were installed and keep records of maintenance.

The BWOFF must be renewed annually, and a copy sent to the Council. A copy must also be displayed on the wall of your building in a prominent position.

### **Who issues the Building Warrant of Fitness?**

You do! – after first having all systems checked by an Independently Qualified Person.

### **How do I issue my Building Warrant of Fitness?**

You must arrange for an Independently Qualified Person (IQP) to check the systems that you have in the building. The person must be approved and registered by the Wairoa District Council. A list is available from the Customer Service desk or from [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz) (Hastings District Council is managing this process as part of the East Coast Cluster Group).

You may require more than one specialist to check the systems in your building, for example, if you have a fire alarm and a lift in your building you will need to get two IQP's, one to check and sign off your fire alarm and the other to certify the lift.

In some instances these checks may be required to be done more frequently than yearly, you need to be sure that you have all the tests done at the time required by the Compliance Schedule.

### **What is an IQP?**

An IQP (Independent Qualified Person) is a person who is accepted by the Council as being appropriately qualified to undertake the inspection and maintenance of the feature concerned. This person should not have a financial interest in the building.

The IQP's will each issue certificates and written reports relating to their inspection. Once ALL systems have been checked and approved, you can fill in and sign your Building Warrant of Fitness (BWOFF). Building Warrant of Fitness forms (Form 12 and 12A) are available from

🌐 [www.building.govt.nz/managing-buildings/managing-your-bwof/forms-for-building-maintenance-management](http://www.building.govt.nz/managing-buildings/managing-your-bwof/forms-for-building-maintenance-management)

### **Now all you have to do is:**

1. Make a copy of your BWOFF and all the reports and certificates issued by the IQP's.
2. Send the copies to the Council.
3. Display your WOF on a wall of your building in a prominent position.
4. Store the IQP's documents in the same place as your compliance schedule. (The documents must be kept for 2 years and be available so that an inspector can look at them at any time).

## **DO YOU NEED ADVICE OR HAVE ANY QUERIES?**

Call the Wairoa District Council (06) 838 7309 and ask for the Building Team.