

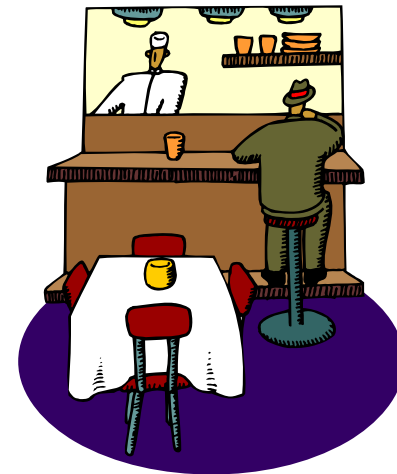


**Hurunui District Council**

*is a member of the*



**CUSTOMER GUIDE TO  
Building Warrant of Fitness and  
Compliance Schedules**



**BAM 411  
Hurunui District Council  
Building Department**

*A member of the Mainland Building Consent Authorities Group*

## See our full range of Customer and Designer's Guides:

- BAM 401 **Customer Guide To Building New Dwellings**
- BAM 402 **Customer Guide To Dwelling Alterations & Additions**
- BAM 403 **Designer's Guide To Domestic Conservatories**
- BAM 404 **Customer Guide To Accessory Buildings**
- BAM 405 **Customer Guide To Building Consents Issued Under s.72 Of The Building Act 2004 (Hazard Areas)**
- BAM 406 **Customer Guide To Wet Area Showers**
- BAM 408 **Designer's Guide To Commercial Applications**
- BAM 410 **Customer Guide To the Building Consent Process**
- BAM 420 **Customer Guide To Solid & Liquid Fuel Heaters**
- BAM 421 **Customer Guide To Effluent Disposal**
- BAM 450 **Customer Guide To Relocating A Building**
- BAM 451 **Customer Guide To Demolition And/Or Removal Of A Building**
- BAM 452 **Customer Guide to Exempt Building Work**
- BAM 453 **Customer Guide to Change of Use**
- BAM 454 **Customer Guide to Transportable Buildings**
- BAM 455 **Frequently Ask Questions**
- BAM 456 **Glossary of Terms**

## Useful websites

Certified Builders Association of NZ Inc (CBANZ)  
[www.certified.co.nz](http://www.certified.co.nz)

Registered Master Builders Federation Inc (RMBF)  
[www.masterbuilder.org.nz](http://www.masterbuilder.org.nz)

New Zealand Institute of Architects (NZIA)  
[www.nzia.co.nz](http://www.nzia.co.nz)

Architectural Designers NZ Inc (ADNZ)  
[www.adnz.org.nz](http://www.adnz.org.nz)

Association of Consulting Engineers (ACENZ)  
[www.acenz.org.nz](http://www.acenz.org.nz)

BRANZ Ltd  
[www.branz.co.nz](http://www.branz.co.nz)

NZ Institute of Quantity Surveyors Inc (NZIQS)  
[www.nziqs.co.nz](http://www.nziqs.co.nz)

NZ Institute of Surveyors (NZIS)  
[www.surveyors.org.nz](http://www.surveyors.org.nz)

Department of Building and Housing (DBH)  
[www.dbh.govt.nz](http://www.dbh.govt.nz)

Institution of Professional Engineers (IPENZ)  
[www.ipenz.org.nz](http://www.ipenz.org.nz)

NZ Institute of Building Surveyors Inc (NZIBS)  
[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)

Consumers' Institute of New Zealand  
[www.consumerbuild.org.nz](http://www.consumerbuild.org.nz)

*For further information please contact:*

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Building Department  
66 Carters Rd  
P O Box 13  
Amberley  
Phone: (03) 314 8816  
Fax: (03) 314 9181  
E-mail: [info@hurunui.govt.nz](mailto:info@hurunui.govt.nz)

SS15 Any or all of the following systems and features, so long as they form part of a buildings means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9, and 13.  
Systems for communicating spoken information intended to facilitate evacuation; and  
Final exits (as defined by clause A2 of the building code); and  
Fire separations (as so defined); and  
Signs for communicating information intended to facilitate evacuation; and  
Smoke separations (as so defined)

SS16 Cable Cars for residential buildings  
(ii) Sec 103 (d) BA 2004 Safety Barriers  
(iii) Sec 103 (d) BA 2004 Means of Access & Facilities  
(iv) Sec 103 (d) BA 2004 Handheld Hose Reels

**The responsibilities of the owner :**

Engage IQPs

Issue the annual warrant of fitness

Sign the warrant of fitness

Undertake owner inspections

Ensure maintenance is carried out

Send copy of WOF to TA

Collect Form 12As from IQPs

The owner must ensure the reports (12A) are:

Signed by an IQP who carried out one or more of the inspections

Kept for a period of 2 years

Produced when required by a Territorial Authority.

Owners can delegate tasks to an agent. Any IQP signing the BWOF on behalf of an owner takes on all the responsibilities outlined in Form 12.

## What is a 'Compliance Schedule' ?

A Compliance Schedule is a document issued by the Territorial Authority listing the inspection, maintenance and reporting procedures for specified systems and features in a building (such as lifts, fire alarms, air conditioning and automatic doors) to ensure their continued safety of operation.

The Compliance Schedule should always specify:

What is to be inspected and where necessary, the level of compliance

The testing to be undertaken and the acceptable level of performance

The frequency for the various inspections and tests

The ongoing maintenance required

The frequency of maintenance

The records to be kept, including results and dates of test and person undertaking the work.

## What are 'Specified Systems' ?

The Building Act 2004 defines a 'specified system' as a system or feature that is:

Contained in a building

Contributes to the proper functioning of a building (e.g a sprinkler system)

Declared by the Governor-General, by Order in Council, to be a specified system for the purpose of this Act.

A cable car is classified as a 'specified system' for domestic and commercial buildings.

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

A **Building Warrant of Fitness** (BWOFF) is a statement supplied by a **building owner**, confirming that the systems specified in the Compliance Schedule for their building have been maintained and checked in accordance with the Compliance Schedule for the previous 12 months, and that they will continue to perform as required.

A BWOFF must be supplied on Form 12 from the Building (Forms) Regulations 2004. This must also include the following information:

The location of the particular building

Current lawfully established use including number of occupants per level and per use if more than one

The owner of the building

Original date the building was constructed

The highest fire risk category for building use

Certificates relating to inspections, maintenance and reporting by IQP/LBP (Independent Qualified Person and Licensed Building Practitioner)

A Form 12 can be signed by the owner or their agent.

A copy of each Certificate issued by the IQP or LBP for each of the specified systems along with any recommendations for amending the Compliance Schedule, must be attached to the Building Warrant of Fitness provided to the Territorial Authority

The BWOFF is to state the location of the Compliance Schedule and associated written reports.

## List of Specified Systems

- SS1 Automated systems for fire suppression (for example, sprinkler systems)
- SS2 Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit)
- SS3 Electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
- SS4 Emergency lighting systems
- SS5 Escape route pressurisation systems
- SS6 Riser mains for use by fire services
- SS7 Automatic back-flow preventers connected to a potable water supply
- SS8 Lifts, escalators, travelators, or other systems for moving people or goods within buildings
- SS9 Mechanical ventilation or air conditioning systems
- SS10 Building maintenance units providing access to exterior and interior walls of buildings
- SS11 Laboratory fume cupboards
- SS12 Audio loops or other assistive listening systems
- SS13 Smoke control systems
- SS14 Emergency power systems for, or signs relating to, a system or feature specified in any clauses 1 to 13