



BUILDING CONSENT AUTHORITY

**T-27.1 COMPLIANCE SCHEDULE – NEW BUILDINGS
(building consent authority function)**

Roles and Responsibilities

• **TEAM LEADER BUILDING**

Responsible for ensuring building licensing officers have the technical competence to identify whether a building requires a compliance schedule, and to assess whether the proposed maintenance, inspection and reporting schedule for each specified system that is to accompany the building design is appropriate to satisfy the provisions of the Building Code.

• **BUILDING LICENSING OFFICER**

Responsible for assessing whether a building requires a compliance schedule, and whether the proposed maintenance, inspection and reporting schedule for each specified system is appropriate to satisfy the provisions of the Building Code.

• **ADMINISTRATION**

Responsible for administering any compliance schedule administration functions.

Background

1. This procedure is written to assist the building consent authority in issuing a compliance schedule for a new building with specified systems. This procedure should also be used for a building that has undergone alteration and prior to the alteration has not had a compliance schedule, but as a result of building work is deemed to require a compliance schedule.

NPDC Controlled Document

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
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2. Independent qualified persons (IQPs) may carry out the checking, inspection and reporting of specified systems until 30 November 2009. The building consent authority will need to check that the territorial authority has approved the IQP to undertake such work.
3. Building Act 2004 sections 100-105 and Building Regulations 2005/32: Schedule 1: Specified Systems.
4. Section 100(1) requires that a compliance schedule be issued for any building not used wholly as a single household unit if it has any specified system (as listed in the Regulations).
5. Section 100(2) requires that a compliance schedule be issued for buildings (**including** a building used wholly as a single household unit) if it has a cable car attached, or is serviced by a cable car. This requirement does not come into effect until 31 March 2008.
6. A compliance schedule lists all the specified systems within a building that are required to be regularly maintained and inspected to ensure the continued safe and healthy operation of the building. Specified systems are listed in the Building Regulations 2005/32: Schedule 1 (examples of specified systems include sprinklers, fire alarms, lifts, and mechanical ventilation systems).
7. A compliance schedule is required to state the:
 - specified systems that are in the building
 - performance standards for the specified systems within the building
 - inspection, maintenance and reporting procedure to be followed by an independent qualified person/licensed building practitioner in respect to each specified system.

Note: The licensed building practitioners provision does not come into effect until 30 November 2009.

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8. It is mandatory that the owner of a building that requires a compliance schedule obtain one. For new buildings, the building consent authority will generally issue the compliance schedule in conjunction with the code compliance certificate.
9. A building consent authority may charge for the issue of the compliance schedule.
10. The building consent authority is required to provide a copy of the compliance schedule to the territorial authority within 5 days of its issue.
11. The compliance schedule will generally be retained in the building to which it relates, and is required to be available for inspection by any person who has the right to inspect the building under the Act.

Procedure

1 DOES THE APPLICATION INVOLVE A CABLE CAR?

- 1.1 If the building consent application involves a cable car, the building licensing officer will require the applicant to formally nominate who is responsible for maintaining and inspecting this system. If the applicant is responsible, a compliance schedule will be required on issue of the code compliance certificate.
- 1.2 The building licensing officer should ensure the maintenance, inspection and reporting schedule for the cable car properly addresses the interface between other properties affected by the installation. Issues like ensuring the licensed building practitioner/independent qualified person has rights of access to all related properties to enable maintenance/inspection/reporting functions will need particular attention.

Note: There was no requirement to obtain a compliance schedule for cable cars prior to the Building Act 2004. However, the Act requires that all cable cars (including existing cable cars) have a compliance schedule. Existing cable cars have until 31 March 2008 to have a compliance schedule. Regulations pertaining to compliance schedule applications involving cable cars will be provided as they become available.

2 ASSESS SPECIFIED SYSTEM AND INSPECTION, MAINTENANCE AND REPORTING SCHEDULES

- 2.1 If the application does not involve a cable car, the building licensing officer is required to assess whether there are other specified systems associated with the application. This may be determined from Form 2 if

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it has been completed correctly. If there are no specified systems, processing should resume in accordance with T-19.

- 2.2 When all specified systems are identified, the building licensing officer should assess whether the maintenance, inspection and reporting schedule for each specified system is appropriate. If the applicant has failed to provide a relevant maintenance, inspection and reporting schedule for each system, the application should be suspended and the applicant contacted and requested to provide further information.
- 2.3 All communications between the applicant and the building licensing officer should be recorded on the project file.

3 PREPARE COMPLIANCE SCHEDULE FOR ISSUE

- 3.1 When all outstanding information is obtained and the building licensing officer is satisfied that the maintenance, inspection and reporting procedures for each specified system are adequate to ensure the building will remain safe for people to enter and occupy, the compliance schedule may be prepared for issue.
- 3.2 The form in which the compliance schedule remains until time of issue (electronic or hard copy) will depend upon the individual building consent authority.

4 RECHECK OF CONSENT DOCUMENTATION

- 4.1 After receiving a request to issue a code compliance certificate, the building licensing officer will review the project file and the consent file to determine whether there have been any amendments to the building consent that would affect the issuing of the compliance schedule that was prepared during processing.
- 4.2 If any amendments have occurred that affect the compliance schedule, the building licensing officer will need to alter the compliance schedule accordingly.

5 ISSUE COMPLIANCE SCHEDULE

- 5.1 When satisfied that the compliance schedule is correct, the building licensing officer will approve it for issue. This will be issued to the building owner in conjunction with the code compliance certificate.
- 5.2 The building owner should be advised of their responsibilities in relation to fulfilling compliance schedule requirements.

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- 5.3 The building licensing officer will ensure a copy of the compliance schedule is forwarded to the territorial authority within 5 working days. The date that the compliance schedule is issued to the owner and to the territorial authority should be recorded on the project file.

NOTES

In all cases any correspondence between the building consent authority and the applicant or any other party should be recorded in the project file.

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