



BUILDING CONSENT AUTHORITY

**T-11 and T-11.1 New Zealand Fire Service Commission
(Building consent authority function)**

Roles and Responsibilities

• **TEAM LEADER BUILDING**

Is responsible for ensuring technical staff have the appropriate competence to determine which applications are to be forwarded to the New Zealand Fire Service Commission.

Is responsible for ensuring the accreditation procedures are followed and compliance is measured and recorded.

• **SENIOR CONSENTS OFFICER**

Is responsible for ensuring building consent application has been processed in accordance with the New Zealand Building Code and that quality system procedures have been followed.

• **BUILDING OFFICER**

Responsible for identifying which applications are to be forwarded to the New Zealand Fire Service Commission and ensuring this occurs as required. Also responsible for assessing advice provided in the New Zealand Fire Service Commission memorandum and determining the appropriate actions.

• **ADMINISTRATION**

Responsible for administering transfer and movement of building consent documentation and communications between the New Zealand Fire Service Commission, the building consent authority and the applicant.

Background

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Sr Building officer consents</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">NPDC Controlled Document</p>	<p>Version No: 2</p>
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- 1 Sections 35 and 46-48.
- 2 If the proposed building work requires input from the New Zealand Fire Service Commission, this will generally be noted on the project information memorandum.
- 3 Under section 21A of the Fire Services Act 1975 a fire evacuation scheme is required:
 - for any building where 100 or more people are able to be present for different purposes or activities, or
 - where facilities for employment are provided for more than 10 people (whether self-employed or employed by one or more employers), or
 - where accommodation is provided for more than five people whether on an overnight, short-term or long-term basis (other than three or less household units).

Furthermore, the fire evacuation scheme requirements apply where any building or part thereof is used as a place:

- where 100 or more people can gather or assemble together in a common venue or place of assembly, whether for commercial, social, cultural, religious or any other purpose whatsoever, or
- which is used in whole or in part for the storage or processing of hazardous substances, or
- in which early childcare facilities are provided (other than in a household), or
- in which specialised nursing, medical or geriatric care is provided (other than in a household), or
- in which specialised care is provided for people with disabilities (other than in a household), or
- for accommodation of people in lawful detention.

The provision is to be made for people to evacuate from the scene of a fire to a place of safety, whether the building has been fitted with sprinklers or not.

- 4 Applications specifically required to be checked by the New Zealand Fire Service Commission will be:
 - alternative solution fire designs
 - applications that involve a modification or waiver of Clauses C1-4, D1, F6 or F8 of the Building Code
 - applications that involve an alteration, change of use or subdivision and that affect the fire safety systems, including any building work on a specified system relating to fire safety, unless the change to the fire safety system is minor.

Note: The above does not apply to an application for a building consent for building work carried out in respect of:

- single household units
- buildings to which every firecell is a household unit separated vertically from the other firecells, and each firecell has independent and direct egress to a safe place outside the building

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- an internal fit-out, unless the fit-out relates to a change of use
 - outbuildings or ancillary buildings.
- 5 The New Zealand Fire Service Commission has 10 working days in which to assess the application and advise the building consent authority in writing (New Zealand Fire Service Commission memorandum).
 - 6 Note that the New Zealand Fire Service Commission has 10 working days from the date of receipt of the application in which to issue the memorandum. *New Zealand Fire Service Commission has advised that it will formally acknowledge the date applications are received.*
 - 7 The New Zealand Fire Service Commission memorandum will be considered against the application and, if necessary, recommend an amended design be obtained. If so, the building consent authority needs to consider this and, if they determine an amendment is required, it may need to be rechecked by the New Zealand Fire Service Commission.
 - 8 When this part of the application has been processed, refer to T-19.

Procedure

1 CHECK PROJECT INFORMATION MEMORANDUM

- 1.1 The project information memorandum should identify, wherever possible, that a fire evacuation scheme applies to this consent and advise that an additional set of documentation is required (plans, specifications, fire report, evacuation scheme and travelling times). (The New Zealand Fire Service Commission also advises that input from the local fire chief and a signed checklist is required; however, this is not a requirement of this legislation.)

2 DETERMINE WHETHER NEW ZEALAND FIRE SERVICE DESIGN REVIEW UNIT INPUT IS REQUIRED

- 2.1 The following kinds of application for a building consent must be provided to the New Zealand Fire Service Commission: an application for a building consent that relates to building work to be carried out in respect of any type of building or part of a building described in section 21A of the Fire Services Act 1975, regardless of whether the building, or part of the building, is sprinkler protected.

For the purpose of the above, an application for a building consent for building work means an application when the building work:

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- is an alternative solution, or
- involves a modification or waiver to Clauses C1-4, D1, F6 or F8 of the Building Code under section 67 of the Building Act, or
- involves an alteration, change of use or subdivision and/or affects fire safety systems, including any building work on a specified system relating to fire safety, except where the effect on the fire safety system is minor.

2.2 New Zealand Fire Service Commission input is not required for building work in respect of:

- single household units
- buildings in which every firecell is a household unit separated vertically from other firecells and each firecell has independent and direct egress to a safe place outside the building
- internal fit-outs, unless the fit-out relates to a change of use
- outbuildings and ancillary buildings.

2.3 If New Zealand Fire Service Commission input is not required (refer to T-19).

3 NEW ZEALAND FIRE SERVICE COMMISSION INPUT REQUIRED

3.1 If New Zealand Fire Service Commission input is required, then a set of plans and specifications is to be forwarded to the New Zealand Fire Service Commission. Note that the New Zealand Fire Service Commission does have a checklist available for assessment; however, this includes seeking input and approval from the local fire station commander, which is not required by the Building Act.

3.2 Administration staff should record any transfer and movement of building consent documentation between the New Zealand Fire Service Commission and the building consent authority to eliminate loss of documents.

3.3 The New Zealand Fire Service Commission has 10 working days from receiving the documents to provide a memorandum that sets out advice on:

- the provision for means of escape from fire, and
- safe access for firefighters and vehicles.

3.4 If after the specified period (10 working days) the New Zealand Fire Service Commission has not provided the building consent authority with a memorandum then consent may be granted without it.

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- 3.5 However, this may not be considered wise if in hindsight it becomes evident that the consent was issued before the memorandum was received and the memorandum provided advice indicating design deficiencies.
- 3.6 The New Zealand Fire Service Commission is to be contacted and the design discussed before choosing to proceed with issuing the building consent processing without the memorandum.

CONSIDER NEW ZEALAND FIRE SERVICE COMMISSION MEMORANDUM

- After the memorandum has been provided by the New Zealand Fire Service Commission, the building officer will need to decide whether the advice provided is reasonable and whether it is necessary for re-design work to be initiated.
- If the memorandum has no effect on the building consent application, the building consent processing can continue (refer to T-19).
- If the memorandum results in a requirement for re-design work to be undertaken, the building officer will suspend the processing time clock, notify the applicant and advise them accordingly.
- When the revised design is submitted, the building officer will determine whether to submit the information again to the New Zealand Fire Service Commission for comment.
- If so return to step 3.1 above.
- If the building officer decides not to return the application to the New Zealand Fire Service Commission, then this portion of the consent processing can be signed off (refer to T-19).
- The project file will require updating (refer to T-05).

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Notes

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