



Purpose

The purpose of this document is to describe the controls for all legislation, standards, compliance documents and supporting material used to demonstrate compliance with the various provisions of the building code.

Scope

This policy details Auckland City Environments responsibilities in terms of defining the various types of documentation and mechanisms available for sourcing and maintaining an up-to-date technical library.

Standards and legislation are maintained both as a hard copy and electronically:

- A hard copy of all relevant documentation are maintained in a central library – hard copies are only be provided to staff where necessary to perform their work
- Electronic copies of all standards and legislation are made available to all staff over the intranet
- Electronic copies of the Building Code and all Compliance Documents are freely available through the Department of Building and Housing website
- All staff are able to download copies of current BRANZ appraisal certificates
- All staff are able to search and download product data from the intranet

References

Technical library register: G:/Ace/Public/Building/Technical Library Register

Technical library standards register: G:/Ace/Public/Building/List of Standards in Library

The Building (Accreditation of Building Consent Authorities) Regulations 2006 – Regulation 14 and Appendix 6

Government website – www.legislation.govt.nz

BRANZ website – www.branz.org.nz

All other relevant technical company websites utilised by ACE

Location

The technical library is located on Level 1, 35 Graham Street, Auckland. This library is maintained by the Senior Specialist, Building, Professional Services, and is updated each time an entry is amended, added, or deleted from the library.

Policy

Auckland City Environments will ensure that an up-to-date source of technical information is available at all times to all staff and that a technical library containing standards, legislation, and resource material, will be maintained for historical purposes.

Reviewed by	Senior Specialist – Building Regulatory Services	Date	
Approved by	Principal Building Officer –PATS	Date	
Approved by	Manager Building Control – Regulatory Services	Date	
Version	0.1	Date	



Standards and legislation

To achieve this Auckland City Environments subscribes to Standards New Zealand and Brookers Limited. This service ensures that all relevant standards and legislation are automatically kept up-to-date.

A technical library will be maintained for reference purposes only and contains all:

- Current legislation and standards
- Historic legislation and standards
- Copies of all BRANZ appraisal certificates issued
- Any other information deemed relevant

These records will be kept indefinitely.

Compliance documents

These documents demonstrate compliance with the various provisions of the Building Code. In order to keep up-to-date with any amendments Auckland City Environments subscribe to an email notification service provided by the Department of Building and Housing.

The Department of Building and Housing is required by section 25A of the Building Act to make all compliance documents available digitally on the ministry’s website. This extends to any amended or revoked documents.

In addition, the technical library is the central repository for any other relevant compliance documents

Statutes

The following legislation shall be maintained in the technical library:

- New Zealand Building Act 1991 (repealed)
- New Zealand Building Act 2004
- New Zealand Building Amendment Act 2005

Regulations

The regulations outlined in the table below are held and maintained in the technical library. In addition, any other relevant regulatory documentation that is required will also be held. Refer to the technical library register for a full list of regulatory publications held in the library.

Regulation	Title
2004/385	Building (Forms) Regulations 2004
2005/031	Building (Forms) Amendment Regulations 2005
2005/032	Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005



2005/338	Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Amendment Regulations 2005
2005/033	Building Levy Order 2005
2005/055	Building (Fee for Determinations) Regulations 2005
2005/170	Building (Forms) Amendment Regulations (No 2) 2005
2006/399	Building (Accreditation of Building Consent Authorities) Regulations 2006
1992/150	Building Regulations 1992 - with the exception of the Building Code (Schedule 1), the 1992 Regulations were revoked on 31 March 2005

Standards

For a detailed list of all standards maintained by Auckland City Environments, refer to technical library standards index. All standards are available in hard copy from the technical library; access to hard copy is restricted, however all staff have unlimited access and are able to download all current standards via the intranet.

Hard copies

In addition to intranet access, all building control staff are given a hard copy of the following listed documents:

Document	Title	Position
NZS3604:1999	Light timber framed buildings	Residential/Commercial staff
AS3500.2:2003	Plumbing and drainage	Residential/Commercial staff
NZS4121:2001	Design of Access and Mobility	Commercial staff
Building Code 1992	Compliance Documents	Residential/Commercial staff
Building Act 2004	Building Act 2004	Residential/Commercial staff

Electronic access

All building control staff are given access via the intranet to the following websites and are able to download information.

Entity	Document	Site address
Department of Building and Housing	New Zealand Building Code Compliance Documents Various guidance documents	www.dbh.govt.nz
Building Research Association of New Zealand	BRANZ guidelines	www.branz.org.nz
Brookers Thomson	Legislation	www.legislation.govt.nz
Standards New Zealand	New Zealand Standards	www.standards.co.nz
World wide web	Any	



Supporting material

For the purposes of this section, supporting material is defined as any material used to establish compliance with the New Zealand Building Code, including manufacturer’s technical literature, BRANZ guidelines, BRANZ publications, etc.

Document control

All hard copies will be catalogued and entered into a library register. Where more than one copy is held the location of each copy held shall be recorded. Technical information shall be catalogued according to type i.e. Cladding. Refer to manufacturer’s section included in this document.

Any document removed from the library must be recorded in a register for this purpose

- Name of borrower
- Document borrowed
- Date borrowed
- Date to be returned
- Signature of borrower

Documents will be stored within the technical library in separate sections, as follows:

- Legislation will be filed in date order
- Standards will be filed in numerical order
- Appraisal certificates will be filed in numerical order
- Compliance Documents (amended and or revoked) need not be stored

Manufactures’ technical specifications, including videos and compact discs will be filed in separate sections in alphabetical order, ie.

- | | |
|-------------------------------|----------------------------------|
| Concrete and formwork | Membranes - roof/deck, wet areas |
| Timber framing and trusses | Retaining walls |
| Mechanical bolts and fixings | Deck balustrades |
| Internal linings | Glazing – domestic, commercial |
| Exterior wall claddings | Heating - solid fuel, gas |
| Exterior wall coating systems | Other? |
| Roof claddings | |