



BUILDING CONSENT AUTHORITY

T-27.2 NEW COMPLIANCE SCHEDULES FOR EXISTING 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 any compliance schedule administrative functions.

Background

1. This procedure is written to assist the building consent authority in issuing an amended (new) compliance schedule for an existing building.
2. Building Act 2004 sections 100-105 and Building Regulations 2005/32: Schedule 1 – Specified Systems.
3. 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).

<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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4. 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.
5. 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).
6. 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 procedures 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.
7. The building consent authority is required to amend (or create as necessary) a new compliance schedule if specified systems are added, deleted or changed as a result of building work to an existing building. The amended compliance schedule is required to be issued in conjunction with the code compliance certificate.
8. A building consent authority may charge to issue a compliance schedule that has been amended.
9. A compliance schedule cannot be issued until the code compliance certificate has been issued for the work in question. In practice, this event will be carried out simultaneously and not to be changed.
10. The building consent authority is required to provide a copy of the amended 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?

Note: This provision does not come into effect until 31 March 2008.

- 1.1 If, as a result of building work, specified systems have been altered, added or removed, the compliance schedule will need to be amended to reflect the changes.

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1.2 If the building consent application involves a cable car, the building licensing officer should check that the applicant has formally nominated who will be responsible for maintaining and inspecting the system. If the applicant is the responsible party, a compliance schedule will be required on issue of the code compliance certificate.

1.3 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.

2 IDENTIFY REQUIRED CHANGES TO THE COMPLIANCE SCHEDULE AND CHECK INSPECTION, MAINTENANCE AND REPORTING PROCEDURES ARE APPROPRIATE

2.1 The building licensing officer is required to identify all specified systems and check whether these are all listed on the compliance schedule. Any specified systems that are not listed need to be added along with the inspection, maintenance and reporting procedures.

2.2 If all specified systems are not identified, or if the applicant has failed to provide a relevant maintenance, inspection and reporting schedule for each new specified system, the applicant must be 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 reasonably 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 the 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.

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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 to disregard and destroy any previous compliance schedules that pertain to the building.

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 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 parties should be recorded on CV.

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