



# TS-16 ACCESS TO BUILDINGS BY PEOPLE WITH DISABILITIES

## BCA AIM

To ensure that people with disabilities are able to enter and carry out normal activities and functions within buildings.

## ROLES AND RESPONSIBILITIES

### BCA

To determine procedures in regards to assessing buildings which are to be considered for 'Access and facilities for persons with disabilities'.

### Building Officer

To assess applications and determine if compliant with the building code and building act requirements.


## BACKGROUND

1. Sections 117-120.
2. The definition in section 117 states that 'buildings' includes parts of buildings including driveways, accessways, passages within and between complexes and developments, and associated landscaping (if any) and any premises or facilities.
3. Section 118 requires that during the construction or alteration of any building to which members of the public are to be admitted, whether for free or on payment of a charge, reasonable and adequate provision by way of access, parking provisions and sanitary facilities must be made available for people with disabilities who may be expected to visit or work in that building and carry out normal activities and processes in that building.
4. This applies, but is not limited to, premises that are intended for public use or associated with one or more of the purposes specified in Schedule 2 of the Building Act.
5. Section 119 provides for the adoption of NZS 4121 'design for access and mobility - buildings and associated facilities' as a compliance document when assessing an application.
6. Section 120 requires the international symbol for access (ISA signage) be displayed. This is a visible indication that the building is in compliance with provisions for people with disabilities.

## PROCEDURE

### 1 ESTABLISH SCOPE OF WORK AND IDENTIFY IF PREMISES ARE FOR PUBLIC USE

- 1.1 The Building Officer will check Schedule 2 of the Building Act 2004 to assess whether or not the building is required to be provided with access and facilities.
- 1.2 The requirement to provide access and facilities also applies to parts of buildings that include driveways, access ways, passages within and between complexes and developments, and associated landscaping (if any).
- 1.3 If no part of the building is used for public use, there is no further input required. Proceed to TS-19 Consent processing.

	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc Ref	TS-16 Access to buildings-NV
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## 2 ASSESS PLANS FOR COMPLIANCE WITH BUILDING CODE AND/OR NZS 4121

- 2.1 If access and facilities are required, the Building Officer is to identify if this is a new building, an alteration to an existing building, or a change of use, extension of life or subdivision.
- 2.2 If the application is for a **new building**, then all the provisions in the Building Code and/or NZS 4121 that relate to access and facilities need to be assessed for compliance (ie, laundries, toilets, entrances, car parks etc).
- 2.3 If the application is for an **alteration** to an existing building and access and facilities are required, section 112 provisions need to be assessed and taken into consideration (comply as nearly as is reasonably practicable with the provisions of the Building Code).
- 2.4 If the application is likely to result in a **change of use**, section 115(b)(i) applies. The BCA must be satisfied that access and facilities for people with disabilities will comply as nearly as is reasonably practicable with every provision of the Building Code that relates to access and facilities for people with disabilities.
- 2.5 If the application is for an **extension of life** (*of the building*), section 116 of the Act applies. The BCA is required to be satisfied that access and facilities for people with disabilities will, in the building's new use, comply as nearly as is reasonably practicable with every provision of the Building Code that relates to access and facilities for people with disabilities.
- 2.6 If the application is for a **subdivision** (*of the building*), section 116A of the Act applies. The BCA is required to be satisfied that access and facilities for people with disabilities will comply as nearly as is reasonably practicable with every provision of the Building Code that relates to access and facilities for people with disabilities.
- 2.7 In all cases, while processing the Building Officer should assess the plans and specifications to ensure compliance with the accessibility clauses of the Building Code is clearly demonstrated.
- 2.8 Particular attention needs to be given to ensuring the plans clearly identify the accessible route through the building. It is mandatory that people with disabilities are able to visit, work, and/or carry out normal activities and processes associated with that building.
- 2.9 If compliance is not achieved, the application is to be suspended, the client contacted and further information requested.
- 2.10 When information is received, re-assess the application for compliance.
- 2.11 When satisfied that compliance is demonstrated, the Building Officer should sign off that portion of work and update the records. The application should then proceed to TS-19 Consent processing.
- 2.12 If compliance cannot be demonstrated, the Building Officer must refuse the application, recording date and reasons for decision.

## NOTES

The Barrier Free Trust's checklist

NZS 4121 'Design for Access and Mobility - Buildings and Associated Facilities'

Checksheet for Building Consent processing



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Building Consent Authority Manual

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