



TS-11 New Zealand Fire Service Commission

ROLES AND RESPONSIBILITIES

- **Building Manager**
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.
- **Building Officer**
To assess applications and determine if compliant with the building code and building act requirements and advise the Building Manager if the application needs to be referred to the New Zealand Fire Service Commission.
- **Administration Officer**
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


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 specifies when a fire evacuation scheme is required.
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 fire safety system is minor.
5. The New Zealand Fire Service Commission has 10 working days from the date of receipt of the application in which to assess the application and advise the building consent authority in writing (New Zealand Fire Service Commission memorandum) regarding the provision of means of escape from fire, and safe access for firefighters and vehicles.
6. 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.
7. When this part of the application has been processed, refer to TS-19 (Consent Processing).

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.

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

	<p style="text-align: center;">Clutha District Council</p> <p style="text-align: center;">Building Consent Authority Manual</p>	Doc Ref	TS-11 NZ Fire Service-NV
		Date	20/05/2008

2.1 Applications for building consent that meet the criteria of the current gazette notice must be provided to the NZ Fire Service Commission.

2.2 If New Zealand Fire Service Commission input is not required then continue to process consent (refer to TS-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.

3.2 Staff record 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 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.

4 CONSIDER NEW ZEALAND FIRE SERVICE COMMISSION MEMORANDUM

4.1 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.

4.2 If the memorandum has no effect on the building consent application, the building consent processing can continue (refer to TS-19).

4.3 If the memorandum results in a requirement for re-design work to be undertaken, the building official will suspend the processing time clock, notify the applicant and advise them accordingly.

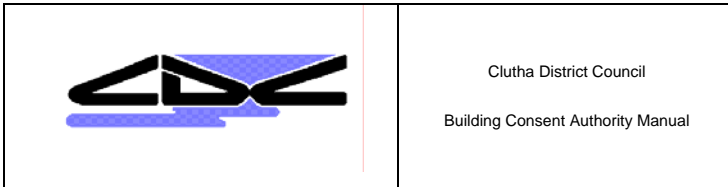
4.4 When the revised design is submitted, the building official will determine whether to submit the information again to the New Zealand Fire Service Commission for comment.

4.5 If so return to step 3.1 above.

4.6 If the building official 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 TS-19).

NOTES

1.1 The Building Control Authority copy of the current Gazette Notice Criteria is held in the Building Managers Office.



Doc
Ref

TS-11 NZ Fire Service-NV

Date

20/05/2008

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To check the notice placed in the gazette, go to the following link:

[http://www.dia.govt.nz/pubforms.nsf/URL/NZGazette56Mar05.pdf/\\$file/NZGazette56Mar05.pdf](http://www.dia.govt.nz/pubforms.nsf/URL/NZGazette56Mar05.pdf/$file/NZGazette56Mar05.pdf)