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|  | Council Use Only | Compliance Schedule No. | |  | | |
| Date received |  | | Fee paid | $ |
| **APPLICATION FOR COMPLIANCE SCHEDULE**  **FOR AN EXISTING BUILDING** | | | | | | |
| Section 100, Building Act 2004 | | | | | | |
| ***Note:*** *This form is to be used when a building is found to have an existing specified system and no compliance schedule.* | | | | | | |

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| **The Building** | | | | | | | | | | | | | |
| Building name: | |  | | | | | | | | | | | |
| Building street address: | | | |  | | | | | | | | | |
| Location of building within site: | | | | |  | | | | | | | | |
| Legal description: Lot | | |  | | | DP |  | | | | | | |
| Total floor area: *(area affected by the building work)* | | | | | | | | m2 | Valuation roll number: | | |  | |
| Number of levels: *(include below ground, ground and above ground)* | | | | | | | | |  | | | | |
| Level/unit No: |  | | | | | | | | Number of units: | |  | | |
| Current lawfully established use: *(include number of occupants per level and per use if more than one level)* | | | | | | | | | | | | |  |
| Year building first constructed: *(approximate date is acceptable e.g. 1920’s or 1960-1970)* | | | | | | | | | |  | | | |

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| **Owner *(must be completed for all applications)*** | | | | |
| Owners name: *(if the owner is not an individual, provide the company name and a contact person’s name)* | | | | |
|  | | | | |
| Owner’s mailing address: | |  | | |
| Street address/registered office: | |  | | |
| Landline: |  | | Mobile: |  |
| After hours: |  | | Fax: |  |
| Email: |  | | Website: |  |
| Evidence of ownership: *(copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)* | | | | |
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| **Agent *(only required if application is being made on behalf of the owner – agent will receive invoices)*** | | | | | |
| Council will send a copy to the owner of any correspondence sent to the agent. | | | | | |
| Name of agent: *(if the agent is not an individual, provide the company name and a contact person’s name)* | | | | | |
|  | | | | | |
| Agent’s mailing address: | | |  | | |
| Street address/registered office: | | |  | | |
| Landline: |  | | | Mobile: |  |
| After hours: |  | | | Fax: |  |
| Email: |  | | | Website: |  |
| Relationship to owner: | |  | | | |

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| **First point of contact for communications with the council** | | | | | |
| Council will send a copy to the owner of any correspondence sent to the first point of contact. | | | | | |
| Agent or Owner | Other first point of contact name: | |  | | |
|  | Mailing address: |  | | | |
| Phone number: |  | | Fax number: |  |
| Email address: |  | | | |

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| **Declaration and Signature** | | | | |
| I/we agree to pay all fees applicable to this application as described under section 6 of the Building Unit Fees and Charges.  All of the information contained in this application is, to the best of my knowledge, true and correct. | | | | |
| Signed by the owner | | OR | Signed by the agent *(on behalf of, or with the authority of the owner)* | |
| Signature |  | Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |

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| **General information** |
| **Privacy Act** |
| Pursuant to the Privacy Act 2020 the following information is brought to your attention.  This document collects personal information about you and is collected pursuant to Section 33 and/or Section 45 of the Building Act 2004. Pursuant to Section 217 of the Building Act 2004, the information contained in this document may be made available and passed on to the public on request. The information contained in the document is being collected and held by the Nelson City Council. You do have the right of access to and correction of this information subject to the provisions of the Privacy Act 2020.  Pursuant to Section 217 of the Building Act 2004 the building owner may request the plans and specifications be marked confidential for the purposes of security. Such a request must be in writing and addressed to: Manager Building PO Box 645 Nelson 7040. |

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| **COMPLIANCE SCHEDULE** | | | | | | |
| Existing building consents: |  | | | | | |
| Level/Fire Cell/Tenancy: |  |  |  |  |  |  |
| Highest fire hazard category: |  |  |  |  |  |  |
| Primary Purpose group: |  |  |  |  |  |  |
| Number of occupants: |  |  |  |  |  |  |
| The Compliance Schedule is to be kept at: |  | | | | | |

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| **List of Specified Systems** | | | | | | | | |
| The specified systems for the building are as follows:  *Mark all applicable and outline the performance standards and reporting frequency* | | | | | | | | |
| **The following specified systems are existing, being altered, added to or removed in the course of the building work** | | **Existing** | **Altered** | **Added/New** | **Removed** | **Complete this section if systems are new, altered or added only** | | |
| **Inspection performance standards** | **Maintenance performance standards** | **Reporting frequency** |
| SS1 | Automatic systems for fire suppression (eg sprinkler systems) (includes Gas/Flood Systems) |  |  |  |  |  |  |  |
| SS2 | Automatic or manual emergency warning systems for fire or other dangers |  |  |  |  |  |  |  |
| SS3 | Electromagnetic or automatic doors or windows: | | | | | | | |
| SS3.1 | Automatic doors |  |  |  |  |  |  |  |
| SS3.2 | Access control doors |  |  |  |  |  |  |  |
| SS3.3 | Interfaced fire or smoke doors or windows |  |  |  |  |  |  |  |
| SS4 | Emergency lighting systems |  |  |  |  |  |  |  |
| SS5 | Escape route pressurisation systems |  |  |  |  |  |  |  |
| SS6 | Riser mains for use by fire services |  |  |  |  |  |  |  |
| SS7 | Automatic backflow preventers connected to a potable water supply |  |  |  |  |  |  |  |
| SS8 | Lifts, escalators, travellators or other systems for moving people or goods within building: | | | | | | | |
| SS8.1 | Passenger carrying lifts |  |  |  |  |  |  |  |
| SS8.2 | Service lifts |  |  |  |  |  |  |  |
| SS8.3 | Escalators and moving walkways |  |  |  |  |  |  |  |
| SS9 | Mechanical ventilation or air conditioning systems |  |  |  |  |  |  |  |
| SS10 | Building maintenance units (for providing access to the exterior and interior walls of a building) |  |  |  |  |  |  |  |
| SS11 | Laboratory fume cupboards |  |  |  |  |  |  |  |
| SS12 | Audio loops or other assistive listening system: | | | | | | | |
| SS12.1 | Audio loops |  |  |  |  |  |  |  |
| SS12.2 | FM radio frequency systems and infrared beam transmission systems |  |  |  |  |  |  |  |
| SS13 | Smoke control systems: | | | | | | | |
| SS13.1 | Mechanical smoke control |  |  |  |  |  |  |  |
| SS13.2 | Natural smoke control |  |  |  |  |  |  |  |
| SS13.3 | Smoke curtains |  |  |  |  |  |  |  |
| SS14 | Emergency power systems for, or signs relating to, a specified system in 1-13 above: | | | | | | | |
| SS14.1 | Emergency power systems |  |  |  |  |  |  |  |
| SS14.2 | Signs for systems |  |  |  |  |  |  |  |
| SS15 | Other fire safety systems or features: | | | | | | | |
| SS15.1 | Systems for communicating spoken information intended to facilitate evacuation |  |  |  |  |  |  |  |
| SS15.2 | Final exits |  |  |  |  |  |  |  |
| SS15.3 | Fire separations |  |  |  |  |  |  |  |
| SS15.4 | Signs for communicating information intended to facilitate evacuation |  |  |  |  |  |  |  |
| SS15.5 | Smoke separations |  |  |  |  |  |  |  |
| SS16 | Cable cars |  |  |  |  |  |  |  |