

## BUILDING UNIT

# Form 11 Application for Amendment to Compliance Schedule

Under The Building Act 2004, Section 106

Please submit the Application for Amendment to Compliance Schedule by emailing to: **bwof@wmk.govt.nz**

### 1. The Building

Compliance Schedule Number to which the application relates:

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection):*

Legal description of the land where the building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent.)*

Lot:

DP:

Valuation Number:

Description of premises/part of premises for which the application for amendment is requested: *(identify the building in which the premises or of the premises are located. Attach a floor plan if possible)*

Building name: *(if applicable)*

Location of building within site/block number: *(include nearest street access, describe the location/address e.g. rear building on XXX street)*

Number of levels: *(including ground level and any levels below ground)*

Unit/Level No.: *(if applicable)*

Current lawfully established use: *(include number of occupants per level and per use if more than 1 level)*

## 2. The Owner – All details must be the legal owner's

Name of owner: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr, if an individual)*

Contact person: *(not required if the owner is an individual. Must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Evidence of ownership attached: *(copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building.)*

Record of Title *(formerly Certificate of Title)*

Lease

Agreement for Sale and Purchase

## 3. Agent – Only required when the application is being made on behalf of the owner

**PLEASE NOTE** - Authorisation is required from the owner of the property.

Name of agent:

Contact person: *(not required if the applicant is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: *(state details of the authorisation from the owner to make the application on the owner's behalf)*

**PLEASE NOTE** - The Agent will be the first point of contact for communications with the Council regarding this application.

## 4. Application

I request that the compliance schedule for the above building be amended as follows:

	Specified system	Reason (state why amendment is required to ensure that the specified system meets the performance standards)
1	Automatic systems for fire suppression (for example, sprinkler systems)	
2	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)	
3.1	Automatic doors	
3.2	Access controlled doors	
3.3	Interfaced fire or smoke doors or windows	
4	Emergency lighting systems	
5	Escape route pressurisation systems	
6	Riser mains for fire service use	
7	Automatic back-flow preventers connected to a potable water supply	
8.1	Passenger-carrying lifts	
8.2	Service lifts including dumb waiters	
8.3	Escalators and moving walks	
9	Mechanical ventilation or air conditioning systems	
9a	Cooling tower as part of an air conditioning system	
9b	Cooling tower as part of a processing plant (not a Specified System however required for information)	
10	Building maintenance units for providing access to the exterior and interior walls of buildings	
11	Laboratory fume cupboards	
12	Audio loops or other assistive listening systems	
13.1	Mechanical smoke control	
13.2	Natural smoke control	
13.3	Smoke curtains	
14.1	Emergency power systems	
14.2	Signs	
15.1	Systems for communicating spoken information intended to facilitate evacuation	
15.2	Final exit (as defined by A2 of the Building Code)	
15.3	Fire separations	

	Specified system	Reason (state why amendment is required to ensure that the specified system meets the performance standards)
15.4	Signs for communicating information intended to facilitate evacuation	
15.5	Smoke separations	
16	Cable Car (including to individual dwellings)	

## 5. Attachments

The following documents are attached to this application:

Copy of existing Compliance Schedule

Copy of performance standards inspection, maintenance and reporting procedures for the specified systems

For all Specified Systems you have indicated, download and complete a Specified System Information form which can be found on the WDC website [building application forms and fact sheets](#).

Complete a separate form for each specified system.

I wish to receive my amended Compliance Schedule and approved documentation in the following format:

**PLEASE NOTE** - If a hard copy, please confirm if you wish to pick it up from the Council or have it posted.

Electronically via File Transfer Portal (you must be set up and registered for this option)

Hard copy: (post) OR (pick-up)

All Compliance Schedule related invoices/refunds to be billed and sent to:

Owner Agent Or other (If other, please complete below)

Company name: (if applicable)

Contact person:

Mailing address:

Phone number:

Landline: Mobile: Daytime: After hours: Fax:

Email: Website:

**PLEASE NOTE** - Any refunds are to the receipted name unless written authorisation has been received from the receipted person or company.

### Terms of trade

I/We understand that:

Fees associated with the Amendment to Compliance Schedule shall be paid for prior to the issue of the Amended Compliance Schedule.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

### Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 106 of the Building Act 2004.

Name:

Date:

I am the:      Owner      Agent on behalf of, and with the authority of the owner

### Important information

All the relevant information on this form is required to be provided under the *Building Act 2004* and *Resource Management Act 1991* for the Building Unit to process your application. Under these Acts this information has to be made available to members of the public. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council that can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

### Fees

The fee to amend the Compliance Schedule will be invoiced as described in *Sections 106 and 107 of the Building Act 2004* and needs to be paid in full before the amended Compliance Schedule can be issued, refer to [building services fees and charges](#).

### Agency

The owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council regarding this application. They will receive all correspondence and must be authorised by the Owner. All amendments require new authorisation.