

BUILDING UNIT

Accessible Facilities Report Template

Applicant information sheet and report template for works to existing buildings

Office use only

BC No.:

Please submit the Accessible Facilities Report by emailing to: **buildinginfo@wmk.govt.nz**

Project Address:

If you have not used this template previously, or need to reacquaint yourself on how to use this template, please refer to the notes section on the last two pages for guidance notes.

All proposed features (including upgrade actions) must be shown on the plans and specifications.

Building Code Compliance

The building work will comply with the building code as follows:

(If you are not sure what clauses are applicable, consult with your builder, designer or architect).

Required feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2.	Current situation	Upgrade action proposed under Sections 112 or 115 of the Building Act 2004.
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1. Car parks (NZBC D1.3.5 & D1/AS1.10 (AS 2890.1), NZS 4121 Section 5 & F8)

Not applicable (specify reason why):

Provided at the ratio of 1 for up to 20, 2 for up to 50, plus 1 more for every additional 50 parks (or part thereof) (NZS 4121).			
Identified by the symbol of access (on ground or post).			
Location of accessible car park is either visible from a vehicle at the entrance to the car park area, or is sign posted from the entrance to the parking area.			
Min. 3500mm width (NZS 4121). Min. 3200mm width (AS2890.1 Fig. 2.2).			
Located on an accessible route, as close as possible to the building accessible entry and with direct access to an accessible route without having to pass behind parked cars.			
Located on a surface with a max. 1:50 slope.			

2. Ramps & Footpaths (NZBC D1, D1/AS1/2.3, 3.0 & 6.0, NZS 4121 Section 6)

Not applicable (specify reason why): _____			
Where the footpath surface is more than 25mm above adjacent ground, either a 75mm high kerb or a low barrier rail is required.			
Accessible routes have a cross fall of no more than 1:50.			
Footpaths and ramps have a min. 1200mm clear width (1000mm between handrails).			
Footpaths and ramps have non slip surface (refer D1/AS1 Table 2).			
Ramps have a max. gradient of 1:12 and max. rise between landings is 750mm.			
Ramps have landings top and bottom, extending 1200mm beyond any doorway or door swing. Landings may have a maximum gradient, in the direction of travel, of 1:50; allow 1200mm space clear of door swings.			
All ramps have an upstand or a low rail to prevent wheel-chair wheel from running off edge.			
Ramps steeper than 1:20 have handrails both sides, continuing for 300mm beyond head and foot of ramp, (with sensory button 150mm from end).			
Height of handrails is between 840mm and 1000mm vertically above "plane" surface of ramp.			
Handrail diameter is between 32mm and 50mm (or to Fig. 26(b) D1/AS1).			
Handrails have clearance between 45mm and 60mm from wall.			

3. Kerb Ramps (D1/AS1/3.4, NZS 4121 Section 13) **and Step Ramps** (NZS 4121 Section 6)

Not applicable (specify reason why): _____			
Footpath portion of kerb ramp has gradient no steeper than 1:8, and no longer than 1500mm.			
Road/gutter segment of kerb ramp has gradient no steeper than 1:20.			
Kerb ramp has no lip at common surface (gutter channel).			
Kerb ramp has contrasting colour and texture to adjacent footpath, gutter or road.			

Step ramps replace isolated steps, and are no steeper than 1:8, max. 190mm high, and max. 1520mm long, with min. 1200mm long landing. (NZS 4121 Fig. 16).

4. Main Entrance and All Accessible Routes, Including Corridors, Doorways and Doors (NZBC D1.3.4(f), D1 AS1/7.0, Fig. 27, NZS 4121 Section 7)

Not applicable (specify reason why): _____

The main entrance is on the accessible route.

If the main entrance is not accessible, an accessible entrance is sign posted.

Preferably there are no thresholds in doorways. If they cannot be avoided, they are max. 20mm high, or 56mm high if a step ramp is provided.

There are accessible routes extending from the accessible entry to all spaces that are required to be accessible, 1200mm min. width.

Doorways have 760mm min. clear opening.

Double doors have at least one leaf which provides 760mm min. clear opening.

Doors are colour-contrasted with their surroundings.

Doors with dual swing have visibility glazing panels.

Doors with full height glazing have manifestation markings 700 -1000mm above floor.

Clear space between successive doors is 1200mm min. (Fig. 27 D1/AS1).

Where doors open towards wheelchair, an unobstructed wall space not less than 300mm wide is required at side of door adjacent to door handle.

Forces required to open doors are within limits.

5. Public Facilities (NZBC G5.3.4, NZS 4121 Section 11)

Not applicable (specify reason why): _____

Where public counters or desks are provided in reception areas, bars, shops and supermarkets, at least one is accessible, for both the public and for the staff using it.

Accessible portion of counter for writing has top of work surface 775mm max. above floor, with 675mm min. height clearance under for a depth of 540mm.			
Public telephones comply with NZS 4121 Section 11.2.			

6. Lifts (NZBC D1.3.4 (c), D2.3.5, D2/AS1/1.6, NZS 4121 Section 9)

Not applicable (specify reason why): _____			
Lifts are required as follows:			
<ul style="list-style-type: none"> In all buildings with four or more floors. In a three floor building when the total gross floor area of the two upper floors is 500m² or more and the design occupancy exceeds 50 persons. In a two floor building when the gross floor area of upper floor is 400m² or more and the design occupancy exceeds 40 persons. Notwithstanding any of the above, a lift is required if an upper floor is used for: a place of assembly for 250 or more persons, public reception area for a bank, central and local government offices and facilities (including libraries), medical and dental rooms, health care centres. Notwithstanding any of the above, lifts are not required in two or three storey hotels and motels provided that the accessible accommodation units, reception office, restaurant, bars and other communal facilities are on the ground floor (NZS 4121 clause 14.4.1). 			
At least one lift is on the accessible route.			
Lobbies have 1800mm min. unobstructed depth in front of lift doors.			
Car floor has 1400mm x 1400mm min. internal dimensions.			
Doors have 900mm min. clear opening.			
Doors are readily distinguishable from their surroundings.			
Doors remain open for at least 5 seconds before starting to close.			
Car has handrails continuous on 3 sides on walls to NZBC D1/AS1 6.0 or NZS 4121 Fig. 26.			
All controls are located between 900mm and 1350mm above the floor.			

All controls have tactile features.			
Lift indicators are provided as NZS 4121:2001 clause 9.2.5.			

7. Stairs (NZBC D1.3.4(g)(h)(i), D1/AS1/4.0, 4.2, 4.4, 4.5, NZS 4121 Section 8)

Not applicable (specify reason why): _____			
All multi-storeyed buildings that are required to be accessible have at least one accessible stair.			
Stair treads 310mm min.; Risers 180mm max. (of uniform height over each flight).			
Stair has 900mm min. width between handrails.			
Landings have 900mm min. depth (1200mm recommended).			
Max. total rise of 2500mm between landings.			
No open risers, no winders, no spiral stairs.			
Nosings are rounded, and colour contrasted with rest of tread.			
Colour-contrasted change of floor surface texture are provided at head and foot of stair. (NZS 4121 Fig. 22).			

8. Stair Handrails (NZBC D1.3.4(i), D1/AS1/6.0, NZS 4121 Section 8.6)

Not applicable (specify reason why): _____			
Are provided on both sides of the stair.			
Have no obstruction to the passage of the hand along the rail.			
Are continuous around landings (except at doorways).			
Extend 610mm min. beyond the foot of the stair and 300mm min. beyond the head of the stair.			
At the same slope as the pitch line.			
Between 900mm and 1000mm above pitch line.			

Profiles are to D1/AS1 Fig. 26(b).			
Have no projecting ends, and have domed buttons 150mm from the ends (NZS 4121 Fig. 23) (Not required under D1/AS1).			

9. Toilet Facilities (NZBC D1.3.2 (c) & G1.1 & 1.3.4 G1/AS1, NZS 4121 Section 10)

Not applicable (specify reason why): _____			
Accessible toilets are on the accessible route.			
Minimum dimensions of space are 1900mm x 1600mm, and the layout of fittings is correct.			
In certain large buildings, accessible toilets are evenly distributed.			
If doors are hinged, they swing outwards unless the space is sufficiently large (sliding doors are also acceptable).			
Door has 760mm min. clear opening (with 1200mm clear space in any lobby between door swing arcs).			
If hinged, the door has a grab rail on inner face.			
Indicator bolt is of sufficient size so as to be usable by person with limited hand movement.			
Horizontal leg of grab rail beside WC pan is fixed 700mm above floor.			
Vertical leg of grab rail is fixed between 150mm and 250mm from front of WC pan.			
Top of WC pan seat is 460mm above floor.			
Front edge of WC pan is 700mm - 750mm from wall behind it.			
Toilet paper holder is located in the correct zone.			
Washbasin has 675mm min. underside clearance from floor, and is located 300mm min. from the front of the WC pan.			
Taps on washbasin have capstan or lever handles (hot tap to left of cold tap).			
Any nappy-changing tables do not intrude into the wheelchair manoeuvring space.			

10. Showers (NZBC G1.3.4, G1/AS1/Table 9, NZS 4121 Section 10)

Not applicable (specify reason why): _____			
If the building requires showers, at least one is accessible. If the building use does not require showers, but has two or more showers, at least one is accessible (BIA News No.131).			
Minimum internal dimensions of combined toilet/shower space are 2100mm x 1900mm.			
Accessible shower is on an accessible route.			
If doors are hinged, they swing outwards unless the space is sufficiently large (sliding doors are also acceptable).			
Shower door has 760mm min. clear opening.			
Shower has self draining floor with no lip or upstand.			
Floor covering is of impervious, non-slip material.			
Grab rail is of correct shape, size and position.			
Mixing valve is lever-operated, and is fixed 1100mm above floor.			
Hand-held shower rose on flexible hose.			
Shower head can be fixed to slide rail between 1000mm and 1900 mm above floor. Slider rail is to be as strong as a grab rail.			
Shower seat is 800mm min. length x 450mm, in correct position.			
Clothes-hanging device is located between 1200mm and 1350mm above the floor.			

11. Door & Window Controls and Light Switches (NZBC D1.3.4(f), G9/AS1, NZS 4121 Section 4 & 7)

Not applicable (specify reason why): _____			
Doors can be opened with one hand.			
Door handles are fixed between 900mm and 1200mm (1000mm optimum) above floor.			
Door handles are lever action, with end returned towards door (knob handles are not permitted).			

Door closers have minimum tension required to bring door to closed position.			
Electronic access units are located as NZS 4121 clause 4.11.5.			
Window locking and opening controls are located between 900mm and 1200mm above the floor.			
Light switches throughout building are horizontally aligned with door handles.			
Socket outlets are located 500 -1200mm above the floor.			

12. Visibility Factors (NZBC F2, G7 & G8, NZS 4121 215, D1/AS1/1.5.4 & 1.8)

Not applicable (specify reason why): _____			
All signs, information boards and all elements of accessible routes are well illuminated.			
Check D1/AS1 1.5 "Obstructions".			

13. Alerting Devices (F7/AS1/2.1, NZS 4121 Clauses 4.12 & 4.13)

Not applicable (specify reason why): _____			
Alerting devices (where required) have both audible and visual signal (see 'Accessible Accommodation' section 16).			

14. Places of Assembly, Entertainment & Recreation (D1/AS1/8.0, G5.3.5, NZS 4121 Section 12)

Not applicable (specify reason why): _____			
Where a sound amplification system is installed, it has a listening system for people with hearing aids.			
Two wheelchair spaces are provided for up to 250 seats, plus one for every additional 250.			
Wheelchair spaces are located amongst other seating, and evenly distributed where possible.			
An accessible route is provided to podium or stage area, including to all back-stage areas (portable ramps are not permitted).			
Swimming pools have unaided access into the water (preferably by a ramp at max. 1:12 slope).			
Sports tracks and fields are accessible.			

15. Signs (BUILDING ACT CL. 47A(5), NZBC G5.3.5, 5.3.6 & F8.3.4, F8/AS1/5.0, NZS 4121 Sections 3.6 & 4.8)

Not applicable (specify reason why): _____			
Signs are positioned on walls, doors, etc, between 1400mm and 1700mm above the floor.			
International symbol of access is displayed outside the building or so as to be visible from outside it.			
Access symbol on main information board(s) identifies location of lift, accessible routes, toilets, rooms with listening aids, etc.			
Accessible toilets / showers are identified with an access symbol on entrance door.			
All symbols have correct proportional layout, lettering and colour contrast with background.			
Identify facilities: <ul style="list-style-type: none"> • accessible car park spaces • accessible entrance • services available in building • accessible routes, lifts and / or stairs • toilet / shower facilities • rooms with listening aids 			

16. Accessible Accommodation Units (D1/AS1/9.0, NZS 4121 Section 14, G3.1(c), G9/AS1)

Not applicable (specify reason why): _____									
In hotels, motels, hostels, halls of residence, holiday cabins, groups of pensioner flats, boarding houses, guest houses, retirement homes, and other buildings providing accommodation for the public, accessible units (including kitchen, bedroom, shower/toilet arrangement, laundry and all other accessible features and route requirements) are provided as follows:									
<table border="1"> <thead> <tr> <th>Total guest units</th> <th>1-10</th> <th>11-25</th> </tr> </thead> <tbody> <tr> <td>Accessible units required</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	Total guest units	1-10	11-25	Accessible units required	1	2			
Total guest units	1-10	11-25							
Accessible units required	1	2							
For every additional 25 guest units, 1 accessible unit is required.									
An accessible car park is available at the main accessible entrance to assist those booking in/out.									
Reception counters are accessible (see 'Public Facilities' on page 3).									
In hotel or motel complexes, an accessible telephone and toilet is available in public areas for guests, casual patrons and staff.									

The following pages are guidance notes and do not need to be submitted to Council with your application.

Additional information

Guide notes on how to use this form

This template can be used both electronically or manually in hard copy for the purpose for either;

- Reporting on the extent of proposed upgrading of access and facilities for people with disabilities in existing buildings, in order to comply with sections 112 or 115 of the *Building Act 2004*, or
- New buildings for demonstrating and assessing compliance with the NZ Building Approved Documents.

Although it is not compulsory to use this template when submitting an application, it is expected that your own report is of a similar format covering all the features required by the building code.

The provisions are from the means of compliance and NZS 4121:2001. Reference should be made to these publications for full details, as only a summary of the main items is given. Refer also to the *Building Act 2004, Section 118 and Schedule 2 Classified Uses* (as described in the *Building Regulations First Schedule, Clause A1*) to determine which buildings require accessible facilities.

Some features are covered by two Acceptable Solutions (e.g. NZBC D1/AS1 and NZS 4121:2001). In such cases, either may be used as a means of compliance, and both are currently acceptable. However, as each of these solutions have been published (and possibly amended) at separate times, the latest version will accurately reflect current thinking and practice.

The template is subject to ongoing review, and may not cover every requirement. They are offered on a “no liability” basis.

Please complete all sections (1-17) of the template for buildings;

The template may be used for new buildings as a reference document and can be included with the consent application for clarity.

The additional information page can be used to provide further detailed explanation of compliance and / or details of the proposed works to comply.

Reporting results

The following is an example of a suitable method of reporting the results of your review along with the proposed upgrading work (existing buildings). Where the Building Code or the building physical location or configuration does not require a particular feature in the building, the section may be crossed as not applicable provided a reason is specified.

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2.	Current Situation	Upgrade action proposed under Sections 112 or 115 of the Building Act.
Handrails are provided on both sides of the stair.	<i>Detail 2, Sheet 3 and Page 24 specifications</i>	<i>On one side only</i>	<i>Install handrail on other side</i>
Nosings are rounded and colour-contrasted with rest of tread.	<i>Sheet 3</i>	<i>They are</i>	<i>None required</i>
Stair treads 310mm min; Risers 180mm max. (of uniform height over each flight).	<i>Detail 2, Sheet 12</i>	<i>Tread depth 305mm Riser 175mm</i>	<i>None proposed, as not considered reasonably practicable to increase existing concrete stair tread depth by 5mm.</i>

1. Car parks (NZBC D1.3.5 @ D1/AS1.10 (AS/NZS2890.1), NZS4121 Section 5 and F8)

Not applicable (specify reason why): *No parking provided, therefore no accessible car parks required*

Existing buildings

- Multi-tenanted and/or multi-storied buildings: In the case of multi-tenanted or multi-storied buildings when only one tenancy or floor of a building is being altered, the upgrading can be limited to that tenancy or floor plus all common areas. The common areas include the lifts, the accessible stair, the accessible toilet/shower, the accessible entrance(s) to the building, the accessible car parking space(s), etc.
- Reasonably Practicable: Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so. Further guidance can be obtained from the Ministry of Business, Innovation & Employment (MBIE) website ([Buildings that must be accessible for people with disabilities](#)). Refer also to sections 112 and 115 of the Building Act 2004. Please note that previous alteration work will have been assessed in the same manner, and the building may not fully comply even if it has been upgraded. In certain situations, it may be acceptable if a written undertaking is provided (from the building owner) that specific portions of any required upgrading will be carried out at certain dates in the near future, in which case such work would require a separate building consent. Council will need to be satisfied that any such undertaking is realistic and can be relied upon with reasonable certainty.
- Photographs: We strongly recommended that photographs are supplied with your report as confirmation of each features current situation. This is particularly helpful when the building is a historic building and in determining what may be considered as reasonably practicable to upgrade. It may also mean that our Officers may not have to visit the site should clarification be required.

Further guidance information

Further guidance information on Accessible Car Parking Spaces, the International Symbol of Access, and Accessible Reception and Service Counters can be obtained from the [Ministry of Business, Innovation & Employment \(MBIE\) website](#)

Download a copy of [NZS 4121:2001 Design for Access and Mobility - Buildings and Associated Facilities](#)