



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui



SAFETY IN PUBLIC BUILDINGS

Have you got your Building Warrant of Fitness?

If you own or are considering buying a retail, commercial, industrial building, or office block (even a dwelling with a cable car!) then it is likely to contain what are legally known as “specified systems” (safety features or systems such as fire alarms, sprinklers, mechanical ventilation systems etc.). There are many different types of systems, some of them very specialised, but all of them designed to ensure the safety and wellbeing of people who enter, work or reside in the building.

From the Council’s perspective, there are two pieces of documentation that are very important. So that we are certain that safety is maintained;

- 1. Compliance Schedule**
- 2. Building Warrant of Fitness**

The **Compliance Schedule** is an inventory of all the specified systems in your building and their performance standards.

The **Building Warrant of Fitness (BWoF)** is an official written confirmation that the specified systems within your building (listed on the Compliance Schedule) are properly maintained to a high level and regularly tested to ensure the safety of people who enter the building. More precisely, it means you, the owner, declare you have maintained (or you have employed qualified people to maintain) the systems to the required standard during the previous year.

Your obligations as a building owner in relation to a BWoF

Every 12 months you must make a fresh declaration and send a copy of the new BWoF to the Council.

When doing this, please remember to include evidence of the maintenance and testing of the systems from the specialist you’ve employed.

The current BWoF must, at all times, be displayed on site in a public area, as by law this document must be visible to anybody entering your building.

Please note that check audits, carried out by a BWoF Audit Officer from the Council, will take place at any time, without an appointment, to view this document and dependent on the building’s audit schedule undertake a full compliance audit of the building.

Councils **Building Warrant of Fitness Information Pack** is available to further clarify your responsibilities. If you are in doubt about any aspect of your responsibilities regarding the BWoF systems please do hesitate to contact our Building Compliance Officer here at Council.