



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

BUILDING WARRANT OF FITNESS INFORMATION PACK FOR BUILDING OWNERS



Building Warrant of Fitness

Owner Responsibilities

What is a Compliance Schedule?

A Compliance Schedule is a legal document issued by the Whanganui District Council.

It lists the specified systems within a building (refer pg 4) and the inspection, maintenance and reporting procedures required in order to ensure they will continue to function to the standard to which they were installed.

The number and timing of inspections will vary depending on the individual features.

The first Compliance Schedule is issued with the Code Compliance Certificate from your building consent.

What is a Compliance Schedule Statement?

A Compliance Schedule Statement (CSS) is a temporary public notification of Compliance Schedule requirements.

It is issued by Whanganui District Council with the Code Compliance Certificate. The Compliance Schedule Statement must also be displayed in a public area within the building.

It is to be replaced in 12 months' time of issue by the Building Warrant of Fitness.

What is a Building Warrant of Fitness (Form 12)?

A Building Warrant of Fitness (BWOF) is a document that is **prepared by the building owner or the owner's agent** and **submitted annually** to the local council, in this case, Whanganui District Council.

It is a declaration stating that the specified systems contained within the building have been inspected, maintained and reported in accordance with the Compliance Schedule for the previous twelve months.

What is a Certificate of Compliance (Form 12A)?

Form 12A certificates are documents provided to building owners by Independent Qualified Persons (IQPs), verifying that the inspection, maintenance and reporting procedures for each specified system have been fully complied with for the previous twelve months.

Owner Responsibilities

For the first year:

- You must display the **Compliance Schedule Statement** in a public place in the building.
- Engage an IQP (independently qualified person) to carry out inspection, maintenance and recording as detailed in the Compliance Schedule for each specified system.

For every year after:

Submit a BWOFF

- The Building Warrant of Fitness must be submitted to Council prior to the anniversary date on which the Compliance Schedule was issued.
- To submit a BWOFF you must first ensure that all requirements of the Compliance Schedule have been satisfied. This will include inspection, maintenance and reporting by an independently qualified person (IQP) for each of the specified system's features.

Send BWOFF and IQP certificates to the Council

- The original BWOFF (Form 12) must be accompanied by all IQP certificates (Form 12a) required by the Compliance Schedule. This should also include any recommendations by an IQP that a Compliance Schedule should be amended to ensure that the specified systems are performing and will continue to perform to the performance standards stipulated.
- In addition to inspections by independently qualified persons, the owner may be required to undertake and record some of the inspections at regular intervals.
- Ensure that the correct payment fee is supplied to Council.

Display a copy of the BWOFF

- The Building Warrant of Fitness must be displayed in a public place in the building.

You **must keep** the following records for **two years** and **produce them when requested** for audit purposes:

- Inspections by independently qualified persons
- Inspections by the owner
- Current Compliance Schedule

Specified systems

The Building Act 2004 (Specified Systems, Change of Use, and Earthquake-prone Building Regulations) defines a specified system as a system or feature that is:

- contained in a building
- contributes to the proper functioning of the building (e.g., a sprinkler system)
- declared by the Governor-General, by Order in Council, to be a specified system for the purpose of this Act.

Specified systems are listed in the Building Regulations 2005 Regulation 4 and Schedule 1. Some examples are:

- automatic systems for fire suppression
- automatic or manual emergency warning systems for fire or other dangers
- electromagnetic or automatic doors or windows
- emergency lighting systems
- escape route pressurisation systems
- riser mains for use by fire services
- automatic backflow preventers connected to a potable water supply
- lifts, escalators, travellers or other systems for moving people or goods within buildings
- mechanical ventilation or air-conditioning systems
- building maintenance units providing access to exterior and interior walls of buildings
- smoke control systems
- emergency power systems for, or signs relating to, any of the above systems.

These specified systems contribute to the safety of the building and help ensure a building is safe and healthy for members of the public to enter, occupy or work in.

The building owner is responsible for ensuring continued effective operation of those features and systems.

Compliance Schedules

A Compliance Schedule is a legal document issued by the local council.

It lists the specified systems within a building and the inspection, maintenance and reporting procedures required in order to ensure they will continue to function.

An application for a Compliance Schedule should be made as part of the Building Consent Application, where building work includes specified systems within a building.

Details of the individual specified systems and the required maintenance and inspection details are to be provided to the Building Consent Authority along with the plans and specifications with a Building Consent Application.

Where an application for a Building Consent involves building work in an existing building, and that work includes changing or adding to the specified systems, that work will require an amendment to an existing Compliance Schedule.

The number and timing of inspections for each specified system will vary depending on the individual features.

A Compliance Schedule will be issued by the Building Consent Authority with the Code Compliance Certificate.

Where a Compliance Schedule for a building has been issued for the first time, the Building Consent Authority must issue a **Compliance Schedule Statement**.

This statement states that all the systems and features listed on the Compliance Schedule are functioning at the date of issue.

Building Warrant of Fitness (Form 12)

A Building Warrant of Fitness (BWOFF) is a document that is prepared annually by the building owner. It must be submitted to the Whanganui District Council for review and approval prior to being publicly displayed at the premises. The date of renewal is the anniversary of the date on which the Compliance Schedule was issued and does not change.

It is a declaration stating that the specified systems in the building have been inspected, maintained and recorded in accordance with the Compliance Schedule.

A Building Warrant of Fitness is a prescribed form which must contain certain information. The content of the form is defined by Government Regulation and it must include generic information as well as the following:

- The location of the particular building.
- Current lawfully established use,
- Number of occupants per level and per use (if more than one).
- The owner of the building.
- Original date the building was constructed.
- The highest fire risk category for building use.
- Location of where the compliance schedule is held

The renewed BWOFF must be submitted to the Whanganui District Council for review and approval **before** the renewal date. Failure to provide a BWOFF is a breach of the Building Act 2004 and may incur regulatory intervention.

Proof of inspection and maintenance inspections in the form of certificates (12A's) issued by the IQP for each of the specified systems must be attached to the Building Warrant of Fitness submitted to the Whanganui District Council. In some situations IQP's may also suggest recommendations for any amendments to the existing compliance schedule.

Before signing the Building Warrant of Fitness, owners need to ensure;

- All requirements of the Compliance Schedule have been met
- All the details on the warrant are accurate
- Certificates of Compliance (Form 12A supplied by the IQP) are attached to the warrant and cover **each** specified system
- Information is supplied on the forms as specified in the Building (Forms) Regulations 2004

IQP certificates are commonly known as Certificate of Compliance with inspection, maintenance, and reporting procedures (Form 12A). This form is also a prescribed form defined by Government Regulation and must contain specific information.

All records of all inspections and testing of features identified on the warrant must be retained for two years. They must be made available for any inspection by the Whanganui District Council at the locations stated on the Building Warrant of Fitness.

Further information about Building Warrant of Fitness can be found on Ministry of Building, Innovation and Employment <https://www.building.govt.nz/building-officials/guides-for-building-officials/building-warrants-of-fitness/>

Building (Forms) Regulations 2004 can be viewed at the following website www.legislation.govt.nz search "Regulations" search word "Building Forms"

FREQUENTLY ASKED QUESTIONS

What are IQP's and how do I contact one?

An IQP is a person who is currently accepted by the Central North Island IQP register which Whanganui District Council is aligned with and accepted as being appropriately qualified to undertake the inspection and maintenance of the specified system concerned.

IQP's should be contacted as soon as you receive your compliance schedule in order for inspections to begin

Please visit Palmerston North City Council website who administers the register on behalf of Palmerston North , Manawatu, Tararua, Whanganui, Stratford, South Taranaki and New Plymouth Councils, use IQP in the search tool for a IQP that will meet your inspection needs.

How should I apply for a Compliance Schedule?

The application should be made as part of the Building Consent application, where building work includes specified systems within a building.

Where an application for a building consent involves building work in an existing building, and that work includes modifying or adding to the specified systems, that work will require an amendment to an existing Compliance Schedule.

How should the application be made?

An application for a new Compliance Schedule must be made as part of the application for a Building Consent.

What must the application include?

The application must list each specified system and include the inspection, maintenance and reporting procedures for each specified system.