

Building warrant of fitness information

What is a building warrant of fitness?

A building warrant of fitness (BWoF) is a statement signed by the building owner (or owner's agent), stating that the requirements of the building's compliance schedule have been fully complied with in the previous 12 months.

It makes sure that the specified systems in your building are maintained, inspected and reported on. This is important not only because it is required by the compliance schedule issued by the council but because it gives occupants, customers and visitors to your building confidence about the building's safety systems.



The compliance schedule lists the specified systems operating in a particular building, and the BWoF is an assurance that the specified systems have been inspected and maintained and are continuing to operate as installed.

A current copy of the BWoF (Form 12) must be displayed publicly in the building, and another copy must be sent to the council each year on the anniversary date for the BWoF.

The BWoF must be renewed by the building owner annually on the anniversary date. Once satisfied that the specified systems have been maintained as per the Compliance Schedule, the independent qualified person (IQP) supplies an annual certificate (Form 12a) for the system to the building owner. These must be attached to the BWoF for submission to council.

What is a compliance schedule?

A compliance schedule is issued by the Building Consent Authority listing the specified systems within a building (e.g. sprinkler systems, lifts, smoke detectors). These systems ensure a building is safe and healthy for people to enter, occupy or use. The Compliance Schedule for a building must identify which specified systems are present, the performance standards for those systems, and who is required to inspect, maintain, and report that those systems continue to function as installed.

For new buildings, a compliance schedule is issued with the Code Compliance Certificate. Where a compliance schedule has been issued for the first time, a Compliance Schedule statement is issued by the council. This is a temporary public notification of compliance with the Compliance Schedule requirements and is replaced after 12 months by the BWoF.

The owner must display this document in a public area within the building. After receiving a Compliance Schedule statement, owners must engage an IQP as soon as possible (typically within one month) to ensure that all inspection, maintenance and reporting is completed for the next 12 months.

What is a Compliance Schedule Statement?

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

- It is issued by the 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 BWoF.

What is a specified system?

Specified systems are systems or features installed in a building that are crucial to the safety and health of the building and those who use it, or systems which, if they are not maintained, could cause injury or harm. When you apply for a building consent, you must include a list of all specified systems in the building project.

When is a BWoF required?

If your building contains any of the following specified systems, you must have a BWoF:

- Automatic systems for fire suppression (for example sprinkler system)
- 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)
- Electromagnetic or automatic doors or windows (for example ones that close on fire alarm activation)
- Emergency lighting systems
- Escape routes pressurisation systems
- Riser mains for fire service use
- Any automatic backflow preventers connected to a potable water supply
- Lifts, escalators, travelators or other systems for moving people or goods within buildings. Note: this includes cable cars attached to a private dwelling
- Mechanical ventilation or air conditioning systems
- Building maintenance units providing access to exterior and interior walls of buildings
- Laboratory fume cupboards
- Audio loops or other assistive listening systems
- Smoke control systems
- Emergency power systems for, or signs relating to, a system or feature specified in any of clauses 1-13
- Cable car
- Any or all of the following systems or features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems or features specified in clauses 1 to 6, 9 and 13
- Systems for communicating spoken information intended to facilitate evacuation.
- Final exits (as defined by clause A2 of the building code)
- Fire separations (as so defined)
- Signs for communicating information intended to facilitate evacuation
- Smoke separations (as so defined).

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

A 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.

Renewing a Building Warrant of Fitness

A month before a BWoF is due to expire; the council will send you (as the building owner) a reminder letter. The reminder letter includes information on completing [MBIE's Form 12 building warrant of fitness](#). The owner must sign two copies of the BWoF form. One copy must be displayed in the building, and the other must be sent to the council, with all required form 12A certificates.

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 BWoF
- The BWoF must be submitted to the council prior to the anniversary date on which the Compliance Schedule was issued.

To submit a BWoF 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.

Sending the BWoF and IQP certificates to the Council

The BWoF (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 the council.

What is a Building Warrant of Fitness Report and Declaration?

A building owner needs to renew a BWoF every 12 months, signing, issuing and publicly displaying it. This confirms the building's specified systems have been maintained and inspected. The Building Act does not provide any flexibility or exemptions to this requirement.

The Ministry of Business, Innovation and Employment (MBIE) has introduced guidance if an inspection has been missed. This document is known as a Building Warrant of Fitness Report and Declaration (B-Rad).

This guidance can be found on their website regarding missed BWoF inspections. It is important to note these are only for missed inspections and must document that the reason for the missed inspection has been resolved and will not occur in the future.

The acceptance of this document in lieu of a BWoF is at the discretion of the territorial authority. Submission of a B-Rad rather than a BWoF in some cases could result in either fines or prosecution. Council staff are happy to talk through this with the owner and/or agent as required.

What are IQP's

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 all required inspections to begin

Independent Qualified Persons (IQP) Register and how do I contact one?

Palmerston North City Council, Manawatu District Council, Whanganui District Council, Tararua District Council, Rangitikei District Council, South Taranaki and Stratford District Councils have come together to form a Central Independent Qualified Persons (IQP) Register.

Based on the successful practice of other regions who operate a combined IQP Register such as the South Island and Wellington regions, Palmerston North City Council will administer a Central IQP Register for all IQPs approved to operate in the Manawatu, Palmerston North, Tararua, Whanganui, Rangitikei, South Taranaki and Stratford districts.

This will make the registration process easier and more streamlined. It means you will maintain only one registration to operate as an IQP in all of these districts. It may expand the area you are currently approved to operate within, allowing more opportunity for your business or a reduction in compliance costs.

A representative from each council forms part of the governing panel with each member having equal authority and a quorum (Not fewer than two panel members and the presiding member) required before any decisions can be passed. The panel will review all new applications for IQP registration, all complaints and any enforcement action. This will provide more transparent application and disciplinary processes.

The centralisation of the register also allows for dedicated staff to be available at Palmerston North City Council (PNCC) for general enquiries, administration of the Central IQP Register and processing IQP renewal applications.

To assist with the efficiency of the panel, administration staff will also be vetting all new IQP applications to ensure the minimum standard is met before it is submitted to the panel for approval. If an application is poor and refused, the applicant must reapply and pay a further non-refundable application fee. Pre-application meetings are available with PNCC to review and discuss the minimum standard required, to support potential IQPs in this process.

All IQP's across the Central Region forming part of this panel will be issued a PNCC Registration number. If you were previously registered with Stratford, that registration number will be null and void once you receive your new IQP number. Once registered under the Central IQP Register; you will then be required to renew your registration annually. This fee may change each year and you will be able to check the current rate at any time on the [PNCC website](#).

PNCC's complaints procedure and its IQP Code of Conduct guidelines and warning process will be adopted for the new Central IQP Register. You can refer to these by visiting the PNCC website and using the search bar.

If you have any questions or feedback you would like to share about these changes, please feel free to get in touch with your Building Compliance Officer at BWof@Whanganui.govt.nz, or email CentralIQP@pncc.govt.nz to get in touch with the PNCC administration team.

Amending a compliance schedule

You will need to apply for an amendment to the existing compliance schedule (Form 11) if you want to:

- Update owner details.
- Requesting to amend the inspection, maintenance or reporting procedures.
- Advise of any specified system not included on the compliance schedule for the building.