

# Application for amendment to compliance schedule

Section 106, Building Act 2004, Building (Forms) Regulations 2004 – Form 11

## About this form

- A compliance schedule is a document that is required by the Building Act 2004. It details the inspection maintenance and reporting of a specified system such as sprinkler systems, emergency lighting and fire alarms to ensure that the building owners take responsibility to guarantee the safety of building occupants and buildings.
- Please check that the forms that you are using are current at the time of application as they are subject to change without notice.
- General information can be found on our website at [www.ccc.govt.nz/goahead](http://www.ccc.govt.nz/goahead)

## GENERAL INFORMATION:

- **Application fees and charges:** The latest Building Consents Fee Schedule is available on our website at [ccc.govt.nz/fees-building-control](http://ccc.govt.nz/fees-building-control) or from one of our Council service desk ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us)).
- For general enquiries please phone (03) 941 8999 or email [info@ccc.govt.nz](mailto:info@ccc.govt.nz)

## SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Email to:** [buildingwof@ccc.govt.nz](mailto:buildingwof@ccc.govt.nz)
- **Post** (additional costs apply) your application to: Building Consenting, PO Box 73013, Christchurch 8154
- **Hand delivered** (additional costs apply) to: Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us)).

Please complete all fields unless marked otherwise

## 1. The building

Compliance Schedule Number:

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 land where 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)*

Building name: *(where applicable)*

Location of building within site/block number: *(include nearest street access)*

Level/unit number: *(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 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 applicant is an individual)*

Mailing address:

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

**Phone number:**

Landline:

Mobile:

Daytime:

After hours:

Fax:

**Email address:**

**Website:**

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

Certificate of Title  Lease  Agreement for sale and purchase  Other document *(showing full name of legal owner(s) of the building)*

### 3. Agent [This section is only required if application is being made on behalf of the owner.]

**Name of agent:** *(only required if application is being made on behalf of the owner)*

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

**New Zealand Companies Registered Number:** *(If applicable - Refer to [www.business.govt.nz/companies](http://www.business.govt.nz/companies) )*

**Mailing address:**

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

**Phone number:**

Landline:

Mobile:

Daytime:

After hours:

Fax:

**Email address:**

**Website:**

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

**First point of contact for communications with the council:** *(state full name, mailing address, phone number(s), facsimile number(s) and email address(es) – contact details must be in New Zealand)*

### 4. Application

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

✓	Specified Systems	Amendment	Reason <i>[state why amendment is required to ensure that the specified system meets the performance standards]</i>
<input type="checkbox"/>	SS1 – Automatic systems for fire suppression		
<input type="checkbox"/>	SS2 – Emergency warning systems		
<input type="checkbox"/>	SS3/1 – Automatic door		
<input type="checkbox"/>	SS3/2 – Access controlled doors		
<input type="checkbox"/>	SS3/3 – Interfaced fire or smoke doors or windows		

<input type="checkbox"/>	SS4 – Emergency lighting systems		
<input type="checkbox"/>	SS5 – Escape route pressurisation systems		
<input type="checkbox"/>	SS6 – Riser mains		
<input type="checkbox"/>	SS7 – Automatic back-flow preventers		
<input type="checkbox"/>	SS8/1 – Passenger carrying lifts		
<input type="checkbox"/>	SS8/2 – Service lifts		
<input type="checkbox"/>	SS8/3 – Escalator and moving walks		
<input type="checkbox"/>	SS9 – Mechanical ventilation or air conditioning systems		
<input type="checkbox"/>	SS10 – Building maintenance units		
<input type="checkbox"/>	SS11 – Laboratory fume cupboards		
<input type="checkbox"/>	SS12/1 – Audio loops		
<input type="checkbox"/>	SS12/2 – FM radio and infrared beam transmission systems		
<input type="checkbox"/>	SS13/1 – Mechanical smoke control		
<input type="checkbox"/>	SS13/2 – Natural smoke control		
<input type="checkbox"/>	SS13/3 – Smoke curtains		
<input type="checkbox"/>	SS14/1 – Emergency power systems		
<input type="checkbox"/>	SS14/2 – Signs for SS1-13		
<input type="checkbox"/>	SS15/1 – Spoken information to facilitate evacuation		
<input type="checkbox"/>	SS15/2 – Final exits		
<input type="checkbox"/>	SS15/3 – Fire separations		
<input type="checkbox"/>	SS15/4 – Signs for communicating information intended to facilitate evacuation		
<input type="checkbox"/>	SS15/5 – Smoke separations		
<input type="checkbox"/>	SS16 – Cable cars		

## 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.

## 6. Declaration

I / we understand that a fee may be charged for processing this application, according to the Schedule of Fees (Building Charges), applicable at the time of application (please refer to the “Building warrant of fitness, Compliance Schedule” section on our [website](#) for current charges.)

All of the above information is, to the best of my knowledge, true and correct. I understand that all attachments submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. Please also note that for any refund due, the refund will be credited to the “deserving party” who may not have been the original “payee”.

**Signature** of  owner/  agent on behalf of, and with the authority, of the owner:

**Date:**

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

### PRIVACY INFORMATION:

If you would like to request access to, or correction of, your details, please contact the Council.