

Access and facilities for persons with disabilities to and within buildings - Applicant information sheet and report template

Section 118, Building Act 2004

- (1) *If provision is being made for the construction or alteration of any building to which members of the public are to be admitted, whether for free or on payment of a charge, reasonable and adequate provision by way of access, parking provisions, and sanitary facilities must be made for persons with disabilities who may be expected to—*
- (a) *visit or work in that building; and*
 - (b) *carry out normal activities and processes in that building.*
- (2) *This section applies, but is not limited, to buildings that are intended to be used for, or associated with, 1 or more of the purposes specified in Schedule 2.*

Building details

Address

Intended use(s) ([Classified uses](#))

Purpose(s) from [Schedule 2](#), Building Act 2004

Description of building work

Type of building work

- Alteration of an existing building
- Construction of a new building (includes first fit-outs)

Notes

- Appendix B, NZS 4121 provides a list of the performance requirements of the New Zealand Building Code relating to access with disabilities and facilities for persons with disabilities.
- A hyperlink to the relevant building code performances on legislation.govt.nz is provided with each feature in the template below
- Under [section 119](#), Building Act 2004, NZS 4121:2001 Design for access and mobility: Buildings and associated facilities has the status of an acceptable solution for the requirements of persons with disabilities. The Ministry of Business Innovation and Employment (Building System Performance) has sponsored [NZS 4121:2001](#) to be available to view online at no charge.
- Some of the requirements of this standard NZS 4121 may exceed some of the requirements currently given in the building code. The template below only covers features for meeting minimum building code performance
- Other acceptable solutions related to the requirements for access and facilities for persons with disabilities can be found on the Building Code compliance [pages](#) of the Ministry of Business Innovation and Employment (MBIE) website
- Preparing this report for an alteration of an existing building will require a site visit to ascertain the current situation and to take photos to include as images in the report

Alteration of an existing building

This template can be developed into a report to demonstrate that after the alteration of an existing building, to which section 118 applies, the building will comply, as nearly as is reasonably practicable (ANARP), with the provisions of the building code that relate to access and facilities for persons with disabilities.

It is recommended that you complete a gap analysis between the building's current and full compliance. And then undertake a weighting exercise to consider the sacrifices and benefits of achieving full compliance. This will enable you to demonstrate 'as nearly as is reasonably practicable' for the proposed solution.

To further develop this template into a report for an alteration of an existing building, use the fields labelled 1, 2 and 3 at each feature below:

- Field 1** Provide a description of current situation
- Field 2** An image of current situation
- Field 3** Provide an 'as nearly as is reasonably practicable' assessment; either details of proposed upgrade or why existing situation complies 'as nearly as is reasonably practicable'.

While the title of this section refers to alterations, the template may also be used as supporting information when giving the territorial authority notice under section 114 of change of use, extension of life, or subdivision of buildings.

The following are links to Building Act sections that are relevant to existing buildings;

- > [112 Alterations to existing buildings](#)
- > [114 Owner must give notice of change of use, extension of life, or subdivision of buildings](#)
- > [115 Code compliance requirements: change of use](#)
- > [116 Code compliance requirements: extension of life](#)
- > [116A Code compliance: subdivision](#)
- > [133AT Alterations to buildings subject to EPB notice](#)

Construction of a new building

This template can be developed into a report to demonstrate that as a new building, to which section 118 applies, the building will fully comply with the provisions of the building code that relate to access and facilities for persons with disabilities.

Provide a summary of how reasonable and adequate provision for access and facilities for persons with disabilities will be achieved. Especially where these provisions are catered for by a group of buildings or where an accessible route is not being provided to all parts of the building.

To further develop this template into a report for the construction of a new building, use the fields labelled 4 and 5 at each feature below:

- Field 4** State the proposed solution
- Field 5** Provide the reference for details of the feature in the plans and specifications.

Contents

The template is divided into the following subsections:

1. [Accessible routes \(general\)](#)
2. [Car parks](#)
3. [Footpaths, ramps & landings](#)
4. [Entrances, Corridors, doorways & doors](#)
5. [Stairs](#)
6. [Lifts](#)
7. [Toilets & shower facilities](#)
8. [Public facilities](#)
9. [Places of assembly, entertainment and recreation](#)
10. [Accessible accommodation](#)

1. Accessible routes

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.2, D1.3.3 (c), (d), D1.3.4 (a), F8.3.4 & F8.3.5

Acceptable solutions; D1/AS1, 1.1, 1.2.2 & 2.0, F8/AS1, 6.0 and NZS 4121, section 4.1, 4.2, 4.3 & 4.8

a) There is an accessible route from the street boundary or the building car park ([D1.3.2 \(a\)](#)).

Alteration of an existing building

1 _____
 2 _____
 3 _____

Construction of a new building

4 _____
 5 _____

b) The principal entrance to the building is on the accessible route. Or if it is not practical, the alternative most direct practical route to the space served by the principal entrance is an accessible route ([D1.3.2 \(b\)](#)).

Alteration of an existing building

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 3 _____

Construction of a new building

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c) There is an accessible route to and within those spaces where they may be expected to work or visit ([D1.3.2 \(c\)](#))

Alteration of an existing building

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 3 _____

Construction of a new building

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d) Accessible routes do not have a cross fall steeper than 1:50 ([D1.3.3 \(c\)](#))

Alteration of an existing building

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Construction of a new building

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e) Accessible routes have adequate slip-resistant walking surfaces under all conditions of normal use ([D1.3.3 \(d\)](#))

Alteration of an existing building

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 3 _____

Construction of a new building

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- f) Signs to identify facilities provided specifically for people with disabilities. Such facilities are:
- accessible car park spaces,
 - accessible entrance (if the main entrance is not accessible it has signage indicating location of accessible entrance),
 - accessible routes through the building (lifts and stairs) and
 - accessible services available in the building (toilet / shower facilities and assistive listening systems) ([F8.3.4](#))

Alteration of an existing building

1 _____
 2 _____
 3 _____

Construction of a new building

4 _____
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- g) All signs, except as required assistive listening systems:
- Display the International Symbol of Access, include the direction of travel (if appropriate) and name of, or symbol for, the facility.
 - Use lettering and symbols in a colour that contrasts clearly with the sign background.
 - Use the proportional layout of the International Symbol of Access.
 - Be positioned consistently throughout the building between 1400 mm and 1700 mm above floor level.
 - For carparks, be ground marked with the International Symbol of Access and may have additional signage positioned as above ([F8.3.5](#))

Alteration of an existing building

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Construction of a new building

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- h) Where an assistive listening system is installed, a sign displaying the international symbol for deafness, Use lettering and symbols in a colour that contrasts clearly with the sign background and be positioned between 1400 mm and 1700 mm above floor level. ([F8.3.4](#))

Alteration of an existing building

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 2 _____
 3 _____

Construction of a new building

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- i) A sign that indicates in accordance with the International Symbol of Access that provision is made for the needs of persons with disabilities is displayed outside the building or so as to be visible from outside it (s120, BA 2004). ([F8.3.5](#))

Alteration of an existing building

1 _____
 2 _____
 3 _____

Construction of a new building

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2. Car parks

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.2 (a), D1.3.5 (a), (b), D1.3.6
Acceptable solutions; D1/AS1, 10.1.1 and NZS 4121, section 5

- a) Accessible carparks provided at the ratio of 1 for up to 20 car parks, 2 for up to 50 car parks, plus 1 more for every additional 50 parks or part thereof ([D1.3.6 \(a\)](#)).

Alteration of an existing building

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Construction of a new building

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- b) There is an accessible route from the accessible car park to the building's accessible entry ([D1.3.2 \(a\)](#)).

Alteration of an existing building

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 3 _____

Construction of a new building

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- c) Accessible route from accessible car park does not pass behind parked cars ([D1.3.6 \(b\)](#)).

Alteration of an existing building

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Construction of a new building

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- d) Accessible car park has a width of 3500 mm ([D1.3.5 \(a\)](#)).

Alteration of an existing building

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Construction of a new building

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- e) Maximum cross fall of accessible carpark is 1:50 ([D1.3.5 \(b\)](#)).

Alteration of an existing building

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 2 _____
 3 _____

Construction of a new building

4 _____
 5 _____

- f) The accessible car park is ground marked with the International Symbol of Access and the 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 ([D1.3.6 \(c\)](#)).

Alteration of an existing building

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 2 _____
 3 _____

Construction of a new building

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3. Footpaths, ramps & landings

NOT APPLICABLE (specify reason why): _____

Relevant building code performances; D1.3.3 (a), (c), (i), (j), (l), (m), D1.3.4 (b), (d), (e), (i)

Acceptable solutions; D1/AS1, 3.0, 6.0 and NZS 4121, section 6

- a) All footpaths and ramps forming the accessible route are a minimum. 1200mm wide (ramps may have 1000mm clearance between handrails)([D1.3.4 \(b\)](#))

Alteration of an existing building

1 _____
 2 _____
 3 _____

Construction of a new building

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- b) Ramps have landings top and bottom that are 1200 mm in length and clear of any door swing ([D1.3.3 \(m\)](#)).

Alteration of an existing building

1 _____
 2 _____
 3 _____

Construction of a new building

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- c) For any accessible ramp steeper than 1 in 33, intermediate landings are at 750 mm vertical intervals ([D1.3.3 \(l\)](#)).

Alteration of an existing building

1 _____
 2 _____
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Construction of a new building

4 _____
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d) The maximum gradient of an accessible ramp other than a kerb or step ramp is 1 in 12 ([D1.3.3 \(c\)](#))

Alteration of an existing building

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Construction of a new building

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e) Changes in level between two horizontal surfaces can be formed as step ramps or kerb ramps having a maximum slope of 1 in 8 and a maximum length of 1520 mm ([D1.3.3 \(d\)](#)).

Alteration of an existing building

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Construction of a new building

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f) Where the surface of an accessible route is more than 25 mm above the adjacent ground, protection is provided by either a 75 mm upstand or a low barrier rail ([D1.3.4 \(e\)](#)).

Alteration of an existing building

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Construction of a new building

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g) Accessible ramps steeper than 1 in 20 (excluding kerb and step ramps) have handrails on both sides of the ramp ([D1.3.4 \(i\)](#))

Alteration of an existing building

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Construction of a new building

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h) The height of the handrail is between 840 and 1000 mm at the same slope as the ramp and the handrails are continuous, except where doors are located on landings, and extend for 300mm beyond head and foot of the ramp ([D1.3.4 \(i\)](#))

Alteration of an existing building

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Construction of a new building

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i) Handrail diameter is between 32mm and 50mm and handrails have clearance between 45mm and 60mm from the wall ([D1.3.3 \(i\)](#))

Alteration of an existing building

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Construction of a new building

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4. Entrances, corridors, doorways & doors

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.3 (a), (i), (m), (n), D1.3.4 (b), (d), (f) & G9.3.4

Acceptable solutions; D1/AS1, 1.3, 2.2.1, 7.0, G9/AS1, 2.0.1 and NZS 4121 sections 4.11 and 7

- a) All corridors on accessible routes within a building have a minimum width of 1200 mm ([D1.3.4 \(b\)](#)).

Alteration of an existing building

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Construction of a new building

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- b) A minimum corridor length of 1200 mm plus the width of the door (if it opens inwards), between one doorway and the next ([D1.3.4 \(b\)](#)).

Alteration of an existing building

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Construction of a new building

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- c) Doorways have minimum clear width of 760 mm when the door is open. If double doors at least one leaf provides a minimum clear opening of 760 mm ([D1.3.4 \(f\)](#))

Alteration of an existing building

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Construction of a new building

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- d) Level thresholds at doorways or if a stepped threshold the change in level is 20 mm or less. If the change in level is greater than 20 mm but less than 56 mm, a threshold ramp is provided which has a gradient not steeper than 1 in 8 and a going of not more than 450 mm ([D1.3.4 \(d\)](#))

Alteration of an existing building

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 Construction of a new building

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- e) Accessible route have a level approach space no less than 1200 mm x 1200 mm both inside and outside the entrance door ([D1.3.3 \(m\)](#))

Alteration of an existing building
 1 _____
 2 _____
 3 _____

Construction of a new building
 4 _____
 5 _____

- f) Automatic door opening device remain open for at least five seconds, or as long as it takes to clear the door whichever is the longer ([D1.3.3 \(n\)](#)).

Alteration of an existing building
 1 _____
 2 _____
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Construction of a new building
 4 _____
 5 _____

- g) Doors on an accessible route have an unobstructed wall space of not less than 300 mm at the side of the door adjacent the handle when opening towards the user ([D1.3.4 \(f\)](#))

Alteration of an existing building
 1 _____
 2 _____
 3 _____

Construction of a new building
 4 _____
 5 _____

- h) Doors which swing in both directions incorporate glazing to provide adequate visibility for a person using the door ([D1.3.4 \(f\)](#))

Alteration of an existing building
 1 _____
 2 _____
 3 _____

Construction of a new building
 4 _____
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- i) Doors on accessible routes have a colour that contrasts with their surroundings ([D1.3.4 \(f\)](#)).

Alteration of an existing building
 1 _____
 2 _____
 3 _____

Construction of a new building

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- j) Doors on accessible routes are openable with one hand and have a lever action operation for handles, locks and latches. The ends of handles are returned towards the door. Handles are between 900 mm and 1200 mm above floor level ([D1.3.4 \(f\)](#)).

Alteration of an existing building

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Construction of a new building

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- k) Electronic access units to be located adjacent to doors, on a level area, 900 – 1200 mm above floor level and 500 mm from an internal corner ([D1.3.4 \(f\)](#)).

Alteration of an existing building

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Construction of a new building

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- l) Where revolving doors or turnstiles are used within an accessible route, an alternative hinged or sliding door is provided ([D1.3.4 \(f\)](#))

Alteration of an existing building

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Construction of a new building

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- m) All light switches to be horizontally aligned with door handles ([G9.3.4](#))

Alteration of an existing building

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Construction of a new building

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5. Stairs

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.3 (a), (e), (f), (g), (h), (i), (j), (l), (m), D1.3.4 (g), (h), (i)

Acceptable solutions; D1/AS1, 4.0 & 6.0 and NZS 4121, section 8

- a) In all buildings required to be accessible where there is more than one floor a minimum of one accessible stair opening off an accessible route is provided whether or not lifts are provided ([D1.3.3 \(e\)](#))

Alteration of an existing building

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Construction of a new building

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- b) The width between handrails on an accessible stairway is no less than 900 mm ([D1.3.3 \(a\)](#))

Alteration of an existing building

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Construction of a new building

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- c) Accessible stairs have maximum pitch of 32 degrees and steps with 180mm maximum riser height and 310 minimum tread ([D1.3.3 \(f\)](#)).

Alteration of an existing building

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Construction of a new building

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- d) Accessible stairs do not include spiral stairs or winders, or stairs having open risers and nosings to treads are rounded, and colour contrasted with rest of tread ([D1.3.4 \(g\)](#) ([h](#)))

Alteration of an existing building

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Construction of a new building

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- e) On an accessible stair the maximum rise between landings is 2.5 m and landing length is a minimum 900 mm ([D1.3.3 \(l\)](#))

Alteration of an existing building

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Construction of a new building

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- f) Handrails are provided on both sides of accessible stairways ([D1.3.4 \(i\)](#))

Alteration of an existing building

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Construction of a new building

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- g) The handrails have the same slope as the pitch line and are at a height between 900mm and 1000mm above pitch line ([D1.3.4 \(i\)](#)).

Alteration of an existing building

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Construction of a new building

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- h) The handrails on accessible routes to be continuous except where doors are located on landings, have a 300 mm (minimum) horizontal extension at each end of the handrail and handrails do not project into any other path of travel. The first riser is located a sufficient distance back from the corner where the two walls meet, to accommodate the extended handrails ([D1.3.4 \(i\)](#)).

Alteration of an existing building

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Construction of a new building

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- i) Handrail diameter is between 32mm and 50mm and the handrails have clearance between 45mm and 60mm from the wall ([D1.3.3 \(i\)](#))

Alteration of an existing building

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Construction of a new building

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6. Lifts

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.4 (b), (c) & D2.3.5

Acceptable solutions; D1/AS1, 12.0, D2/AS1, 1.0 & 2.0, D2/AS2, 1.0 and NZS 4121, section 9

- a) The accessible route includes a lift to upper floors where:
- Buildings are four or more storeys high and the upper floor(s) of any 2 or 3 storey buildings that are to be used as the public reception areas of: banks, central government offices or government agencies, regional government offices, local government offices and facilities or the upper floor(s) are designed or intended to be used as: public areas of hospitals, medical consulting rooms, dental surgeries, and other primary health care centres, places of public assembly for 250 or more people or public libraries.

- For other 2 storey buildings when the gross floor area of upper floor is 400m² or more and the design occupancy exceeds 40 persons
- For other 3 storey buildings when the total gross floor area of the two upper floors is 500m² or more and the design occupancy exceeds 50 persons ([D1.3.4 \(c\)](#))

Alteration of an existing building

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Construction of a new building

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- b) Complies with NZS 4121, section 9.2.3 for lift doors, 9.2.4 for lift controls, 9.2.5 for lift indicators and 9.2.6 for support rails ([D2.3.5](#))

Alteration of an existing building

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Construction of a new building

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- c) A lift serving an accessible route has a minimum interior clear space of 1400 mm by 1400 mm (another acceptable solution for lifts between 2 floors is provided by NZS 4334) ([D1.3.4 \(b\)](#))

Alteration of an existing building

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Construction of a new building

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- d) The unobstructed depth of floor in front of lift doors is not less than 1800 mm ([D1.3.4 \(b\)](#))

Alteration of an existing building

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Construction of a new building

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7. Toilets & shower facilities

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.2 (c), D1.3.4 (d), (f), G1.3.1, G1.3.4 & G12.3.10

Acceptable solutions; G1/AS1, 4.0, G12/AS1, 8.0.1 and NZS 4121 section 10

- a) Sanitary fixtures for people with disabilities are located on an accessible route and available to all users ([D1.3.2 \(c\)](#))

Alteration of an existing building

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Construction of a new building

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- b) Numbers of accessible toilet facilities are provided for;
- Communal residential design occupancy of :1-100 people; 1 accessible facility, 101-300 people; 2 accessible facilities, >300 people; 3 accessible facilities
 - Communal non-residential, commercial and industrial design occupancy of: 1-300 people; 1 accessible facility, >300 people 2 accessible facilities. ([G1.3.1](#))

Alteration of an existing building

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Construction of a new building

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- c) In large buildings with more than 300 occupants that are either; assembly service, amusement parks, shopping plazas, libraries or transport terminals, and sanitary facilities are provided in groups in two or more locations, accessible facilities shall be included at each location. ([G1.3.1](#))

Alteration of an existing building

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Construction of a new building

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- d) If two or more accessible toilets are provided, at least one has a pan of the opposite hand. ([G1.3.4](#))

Alteration of an existing building

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Construction of a new building

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- e) Accessible toilet facilities comply with the relevant layouts shown in Figures 5, 6, 7 and 9, G1/AS1. ([G1.3.4](#))

Alteration of an existing building

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Construction of a new building

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- f) Minimum dimensions of a compartment is 1900 mm by 1600 mm and the door opens outwards or is sliding ([G1.3.4](#))

Alteration of an existing building

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Construction of a new building

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g) Taps, privacy bolt and flushing control are easily operable ([D1.3.4 \(f\)](#)) ([G12.3.10](#))

Alteration of an existing building

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Construction of a new building

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h) Details of position and height of pan, wash hand basin, grab rails, backrest, mirror, toilet paper holder, soap and towel dispenser ([G1.3.4](#))

Alteration of an existing building

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Construction of a new building

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i) Numbers of accessible shower facilities are provided for;

- Campgrounds, motor camps, caravan parks with a design occupancy of: 1-100 people; 1 accessible facility, 101-300 people; 2 accessible facilities, >300 people; 3 accessible facilities
- Communal non-residential, commercial and industrial buildings: Where showers are provided include at least one accessible shower compartment. If only one shower is to be provided, it need not be an accessible shower, but if two or more showers are provided then at least one must be accessible. ([G1.3.1](#))

Alteration of an existing building

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Construction of a new building

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j) Accessible showers comply with the relevant layouts shown in Figures 5 and 8, G1/AS1 ([G1.3.4](#))

Alteration of an existing building

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Construction of a new building

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- k) Mixing valve and privacy bolt are easily operable and the shower slider rod, or the adjustable shower assembly integrated with the grab rail, and to be firmly fixed in place ([D1.3.4 \(f\)](#)) ([G12.3.10](#))

Alteration of an existing building

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Construction of a new building

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- l) Details of position and height of grab rails, shower curtain, hand shower with flexible hose, hinged seat, clothes hanging device and soap holder ([G1.3.4](#))

Alteration of an existing building

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Construction of a new building

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- m) Accessible showers have a level threshold ([D1.3.4 \(d\)](#))

Alteration of an existing building

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Construction of a new building

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8. Public facilities

NOT APPLICABLE (specify reason why):

Relevant building code performances; G5.3.4

Acceptable solutions; NZS 4121 section 11

- a) Where reception counters are provided for public use at least one counter is accessible. To be accessible, counters in shops and reception areas may have a general height of 900mm ([G5.3.4](#))

Alteration of an existing building

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Construction of a new building

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- b) Where people are expected to write at a desk, a section of the counter is at a height of 775mm with sufficient knee space underneath ([G5.3.4](#))

Alteration of an existing building

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Construction of a new building	
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9. Places of assembly, entertainment and recreation

NOT APPLICABLE (specify reason why):

Relevant building code performances; D1.3.2 (c), G5.3.5 & G5.3.6
Acceptable solutions; D1/AS1, 8.0 and NZS 4121 section 12

- a) The number of wheelchair spaces in rooms and areas used for public meetings, entertainment, and assembly, are provided on the scale of 2 for up to 250 seats provided, plus 1 for every additional 250 seats. [\(D1.3.2 \(c\)\)](#)

Alteration of an existing building

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Construction of a new building

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- b) Spaces for wheelchairs are located immediately adjacent to other seating [\(D1.3.2 \(c\)\)](#)

Alteration of an existing building

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Construction of a new building

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- c) An accessible route is provided to a podium or stage area [\(D1.3.2 \(c\)\)](#)

Alteration of an existing building

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Construction of a new building

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- d) Sports tracks and fields are accessible via an accessible route [\(D1.3.2 \(c\)\)](#)

Alteration of an existing building

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Construction of a new building

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- e) The swimming pool is available from an accessible route and unaided access to the water is possible from the poolside. ([D1.3.2 \(c\)](#))

Alteration of an existing building

1 _____
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 3 _____

Construction of a new building

4 _____
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- f) Where a sound amplification system is provided, a listening system is installed to cover the total area of the room. ([G5.3.5](#))

Alteration of an existing building

1 _____
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 3 _____

Construction of a new building

4 _____
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- g) A sign indicating that a listening system is installed or is available is provided at the main door or doors to the enclosed space. ([G5.3.6](#))

Alteration of an existing building

1 _____
 2 _____
 3 _____

Construction of a new building

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10. Accessible accommodation

NOT APPLICABLE (specify reason why): _____

Relevant building code performances; D1.3.2 (c), G1.3.4, G2.3.4, G3.3.5, G12.3.10 & G9.3.4

Acceptable solutions; D1/AS1, 9.0 and NZS 4121 section 14

- a) Hotels, motels and other Communal Residential buildings providing accommodation for the public; for up to 10 guest units provide 1 accessible unit, for 11 – 25 guest units provide 2 accessible units. Plus 1 accessible unit for every additional 25 guest units provided ([D1.3.2 \(c\)](#))

Alteration of an existing building

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Construction of a new building

4 _____
 5 _____

- b) Accessible accommodation units have toilet and bathroom facilities complying with G1/AS1 and have bedrooms, sitting and dining areas with sufficient clear floor space to provide a 1500 mm diameter turning circle for a wheelchair user. ([D1.3.2 \(c\)](#), [G1.3.4](#), [G12.3.10](#))

Alteration of an existing building

- 1
- 2
- 3

Construction of a new building

- 4
- 5

- c) Accessible kitchens or accessible tea and coffee making facilities to be provided, in line with the facilities provided in the other units of the building or complex. Accessible laundering facilities to be provided in camping grounds ([G3.3.5](#), [G2.3.4](#))

Alteration of an existing building

- 1
- 2
- 3

Construction of a new building

- 4
- 5

- d) Socket outlets in accessible accommodation units are fixed between 500 mm and 1200 mm above the finished floor level and at least 500 mm from corners. At least one room light has a bedside switch. ([G9.3.4](#))

Alteration of an existing building

- 1
- 2
- 3

Construction of a new building

- 4
- 5