

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

GENERAL INFORMATION:

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

SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- Email to:** 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).

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 record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)

☐ Record 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)

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 (state why amendment is required to ensure that the specified system meets the performance standards)
☐	SS1 – Automatic systems for fire suppression		
☐	SS2 – Emergency warning systems		
☐	SS3/1 – Automatic door		
☐	SS3/2 – Access controlled doors		
☐	SS3/3 – Interfaced fire or smoke doors or windows		
☐	SS4 – Emergency lighting systems		
☐	SS5 – Escape route pressurisation systems		
☐	SS6 – Riser mains		

☐	SS7 – Automatic back-flow preventers		
☐	SS8/1 – Passenger carrying lifts		
☐	SS8/2 – Service lifts		
☐	SS8/3 – Escalator and moving walks		
☐	SS9 – Mechanical ventilation or air conditioning systems		
☐	SS10 – Building maintenance units		
☐	SS11 – Laboratory fume cupboards		
☐	SS12/1 – Audio loops		
☐	SS12/2 – FM radio and infrared beam transmission systems		
☐	SS13/1 – Mechanical smoke control		
☐	SS13/2 – Natural smoke control		
☐	SS13/3 – Smoke curtains		
☐	SS14/1 – Emergency power systems		
☐	SS14/2 – Signs for SS1-13		
☐	SS15/1 – Spoken information to facilitate evacuation		
☐	SS15/2 – Final exits		
☐	SS15/3 – Fire separations		
☐	SS15/4 – Signs for communicating information intended to facilitate evacuation		
☐	SS15/5 – Smoke separations		
☐	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. Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this 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:

The Council is subject to the Privacy Act 2020. For a full privacy statement see: ccc.govt.nz/the-council/how-the-council-works/privacy-statement. If you would like to request access to, or correction of, your details, please contact the Council.