

# TERRITORIAL AUTHORITIES OF THE AUCKLAND REGION

<i>Comprising:</i>
Auckland City Council
Franklin District Council
Manukau City Council
North Shore City Council
Papakura District Council
Rodney District Council
Waitakere City Council

## ACCEPTANCE AS INDEPENDENT QUALIFIED PERSON (Section 438 Building Act 2004)

### INFORMATION FOR PERSONS SEEKING ACCEPTANCE BY TERRITORIAL AUTHORITIES OF THE AUCKLAND REGION AS INDEPENDENT QUALIFIED PERSONS

Each territorial authority is required to determine that "Independent Qualified Persons" are appropriately qualified to undertake the inspection and maintenance of features or systems in buildings within its area.

The applicant is required to provide sufficient documented evidence of appropriate qualifications to undertake the inspection and maintenance of the feature or systems for which approval is sought. Further information may be requested during the consideration of an application.

Territorial authorities in the greater Auckland area have developed procedures that result in applications for the acceptance of Independent Qualified Persons to individual authorities being considered by all territorial authorities in the area. Participating territorial authorities are Auckland City, Franklin District, Manukau City, North Shore City, Papakura District, Rodney District and Waitakere City Councils.

Ross Connon: Building Consulting Limited has been engaged by the territorial authorities to receive and report on applications, which are then considered by representatives of all territorial authorities at a joint meeting. Meetings are generally held monthly on the second Tuesday of the month. To enable reports to be prepared for the following month's meeting, applications should be received by **Ross Connon : Building Consulting Ltd by the 20<sup>th</sup> of the preceding month**. Applications received later than this will be considered at a later meeting.

The following information is required:

- a. Applicant's name and address
- b. Features and/or systems for which acceptance is sought
- c. Details of Insurance cover held and a copy of the insurance certificate. Ensure the name on the certificate is the same as the applicants name.
- d. Qualifications - by examination  
- by training (Apprenticeships, courses, etc)
- e. Refresher courses etc., since qualifications obtained
- f. Membership of any Professional Institutes or Technical organisations
- g. Related work experience for each feature system applied for - full relevant employment history. Work experience to cover design, installation and construction, maintenance and servicing where applicable.
- h. Related **written** technical references - May include individuals, institutions, clients' etc. **References must relate to technical competency and be supplied only by persons who are themselves fit to author such references due to their own technical competency.** A minimum of three are required. Further reference may be made to referees during consideration of the application
- i. A brief summary of the procedures the applicant would adopt in the inspection and maintenance of the features or systems for which acceptance is sought, together with advice as to the relevant New Zealand Standards, technical documents etc., against which performance would be checked. **\*\*\*Check sheets and report forms are to be included that show what will be inspected and reported on, who will inspect and when.**

**NOTE:** For other than individual applicants (i.e. the Crown, corporations etc.), the information required in items c to h above should be supplied in respect of an individual within the organisation appropriately qualified to inspect and maintain each feature or system for which the acceptance is sought.

It is usual for the company to be accepted as the IQP on the confirmed competence of the nominated person.

Where more than one individual is appropriately qualified for each feature or system, it is not necessary to either nominate or provide information in respect of more than one individual for each feature or system for which acceptance is sought. **However, for the purpose of signing off a 12A form only a accepted and approved IQP nominee for each feature /system can sign off on the form.**

The application form should be completed and forwarded, together with the appropriate fee, to:

Ross Connon: Building Consulting Limited  
P.O. Box 346  
Whangaparoa, 0943                      Contact : Ph 09/424 5029 or 027/289 8365  
Hibiscus Coast                          Email [rosscon.buildconsult@xtra.co.nz](mailto:rosscon.buildconsult@xtra.co.nz)  
AUCKLAND                                  Fax 09/424 3589

The fees payable on applications are:

Base administration charge per application	\$135.00
Plus charge per feature or system for which acceptance is sought, up to five (5) features or systems, and one person nominated for the feature or system	\$ 50.00 per feature/system
For more than five (5) features or systems and one nominated person for the feature or system	\$45.00 per feature/system

**The above fees include GST**

Please make cheques payable to - **Ross Connon: Building Consulting Ltd. T/A IQP Trust Account**

The above fees cover the processing of applications by:

- (a) Individuals
- (b) 'Persons' (The Crown, corporation soles or bodies of persons corporate or unincorporated) where not more than one person is nominated per feature or system for which acceptance is sought.

Where acceptance is sought for more than one individual in each or any feature or system, an additional feature or system fee is payable at the above scale. An additional application fee is not required. **If the application involves more than one nominee then the applicant is required to copy parts B and C as these parts must be completed individually for each nominee.**

**NOTE:** It is not necessary for the Crown, corporations' etc., to nominate more than one individual for each feature or system. Where a nominated person becomes unavailable to the company etc., and is the sole nominee for that feature or system, a further application is required together with nomination of an alternative for acceptance.

Acceptance shall expire on the third anniversary of the date of acceptance or at an earlier date as may be determined by the territorial authorities where features or systems are added to earlier acceptance. Renewal forms will be available from individual territorial authorities and should be returned two months prior to expiry date to enable the renewal of acceptance to be considered.

# Territorial Authorities of the Auckland Region

Comprising:  
Auckland City Council  
Franklin District Council  
Manukau City Council  
North Shore City Council  
Papakura District Council  
Rodney District Council  
Waitakere City Council

## APPLICATION FOR ACCEPTANCE AS AN INDEPENDENT QUALIFIED PERSON (Section 438 Building Act 2004)

\*Applicant: .....

\*Applicant name is always the same as on insurance certificate

Postal Address: .....

.....Postal Code (.....)

Phone: ..... Mobile: ..... Fax: .....

E-mail .....

### PART A: SCOPE

Features or systems for which acceptance as an Independent Qualified Person is sought:

For features and systems identified by the Building Act 2004 and Regulations thereto (for building code compliance schedules issued after 31<sup>st</sup> March 2005):

You will note that some specified systems are similar to those under the former Act, but others are new and some do not appear. \* Tick the left hand column box adjacent each feature applying for.

*	(1) Automatic systems for fire suppression (for example, sprinkler systems).
	(2) 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).
	(3) Electromagnetic or automatic doors and windows (for example, ones that close on fire alarm activation).
	(4) Emergency lighting systems.
	(5) Escape route pressurisation systems.
	(6) Riser mains for use by fire services.
	(7) Automatic back-flow preventers connected to a potable water supply.
	(8) Lifts, escalators, travelators, or other systems for moving people or goods within buildings.
	(9) Mechanical ventilation or air conditioning systems.
	(10) Building maintenance units providing access to exterior and interior walls of buildings.
	(11) Laboratory fume cupboards.
	(12) Audio loops or other assistive listening systems.
	(13) Smoke control systems.

	(14) Means of escape from fire.
	(15a) Emergency power systems for a system or feature specified in any of 1 to 14 above.
	(15b) Signs relating to a system or feature specified in any of 1 to 14 above.

**For features and systems identified by the Building Act 1991 (Now revoked but still applicable for building code compliance schedules issued prior to 31<sup>st</sup> March 2005):**

	(a) Automatic sprinkler systems or other automatic systems for fire protection
	(b) Automatic doors, which form part of any fire wall and which are designed to close shut and remain shut on an alarm of fire
	(c) Emergency warning systems for fire or other dangers
	(d) Emergency lighting systems
	(e) Escape route pressurisation systems
	(f) Riser mains for fire service use
	(g) Automatic back-flow preventers connected to a potable water supply
	(h) Lifts, escalators, or travelators or other similar systems
	(i) Mechanical ventilation or air conditioning systems serving all or a major part of a building
	(j) Any other mechanical, electrical, hydraulic, or electronic system whose proper operation is necessary for compliance with the Building Code (State specific system) <b>Current feature / systems are as follows:-</b> (Automatic Pneumatic Smoke Ventilators, Smoke Detector Controlled Roller Shutter Doors, Fusible Linked Hinged Fire Windows, Fusible Linked Fire Dampers/Shutters to Fire Walls, Fusible Linked Sliding Fire Doors, Panic Breakout and/or Fail Safe Automatic Sliding Egress Doors, Fusible Linked Smoke Ventilators, Fire Doors to Fire Walls, Access Controlled Egress Doors With/Without Automatic Fire Release, Fusible Linked Hinged Fire Doors, Laboratory Fume Cupboards, Sewage and Stormwater Pumps, Electro-Mechanical Door Locks.) <b>Note that each feature /system listed above attracts a fee.</b>
	(k) Building maintenance units that are used for providing access to the exterior and interior walls of buildings
	(l) Such signs required by the Building Code in respect of the above mentioned systems
	(m) Means of escape from fire
	(n) Safety barriers
	(o) Means of access and facilities for use by persons with disabilities
	(p) Hand-held hose reels for fire fighting
	(q) Such signs as are required in respect of the systems specified in above, and systems and features in (m) to (p) above

**Brief summaries attached outlining the procedures to be adopted in the inspection and maintenance of each feature or system** for which acceptance is sought, together with advice as to the relevant New Zealand standards, technical documents etc., against which performance would be checked. **The procedures and check sheets must demonstrate that the compliance schedule requirements as set out in the NZ Building Code Handbook will be met.**

# PRIVACY ACT 1993

I hereby confirm and acknowledge that:

1. The territorial authorities of the Auckland Region are authorised by me to collect, retain and use, personal information about me ("Information") for the purposes of assessing my acceptability as being appropriately qualified to undertake the inspection and maintenance of the feature or system for which acceptance is sought. The information may be collected from me, or from any other source available to one of the territorial authorities of the Auckland Region, including but not limited to, the professional/trade organisation, referees and other territorial authorities referred to in the attached application, and any other persons, territorial authorities and companies from whom I am or have been associated.
2. I am aware that in the event the Information is not supplied, or is not satisfactory to the territorial authorities, then my acceptability as being appropriately qualified to undertake the inspection and maintenance of the feature or system, for which acceptance is sought, may not be established.
3. I am aware that the Information will be retained by the territorial authorities, and will be accessible by the territorial authorities' employees and other persons engaged by the territorial authorities. This is for the purposes of assisting in assessing the acceptability of being appropriately qualified to undertake the inspection and maintenance of the feature or system for which acceptance is sought.
4. The territorial authorities are hereby authorised to disclose all or any of the Information to any other territorial authority in New Zealand. This is to those who make enquiries regarding my acceptability to undertake the inspection and maintenance of the features or systems for which acceptance is sought.
5. I understand I have the rights under the Privacy Act 1993 to have access to then Information where it can be readily retrieved and to request correction of the Information, and to be informed of the action taken in response to any such request. I also request that there be attached to the Information a statement which I can supply to the territorial authorities relating the fact that I have requested a correction. I agree to pay the territorial authority the reasonable charges imposed by the territorial authority in relation to the time and attendances involved in complying with my request in this regard.

**PART B: QUALIFICATIONS AND EXPERIENCE**

NOTE: For other than individual applicants (i.e. companies, corporations etc.), the information required in Parts B and C should be supplied in respect of an individual (**separate parts B & C for each nominee**) within the organisation appropriately qualified to inspect and maintain each feature or system for which acceptance is sought. *(Please copy this form as necessary)*

**Name of Nominee** : .....

**Applicant's Relevant Qualifications and Experience**

Qualifications by examination	Granted by	Date granted

Membership of professional institutions and technical organisations		Date admitted	
Qualification by training not included above (apprenticeships, courses, etc.)	Organised or supervised by	From	To
Refresher courses not included above	Organised or supervised by	From	To

Appropriate documented confirmation of the above is required and must accompany the application.

Photocopies of all qualifications, certificates, etc required for new applicants/nominees

Experience	From	To

**PART C: SUPPORTING STATEMENTS**

**Written** supporting **technical** references attached from individuals, professional or technical institutions, clients, etc. (a minimum of three (3) covering all features or systems for which acceptance is sought). Referees may be contacted during the processing of the application.

**Name of Nominee :** .....

Name and Address	Feature or System to which reference relates

**PART D: INSURANCE**

\*Public Liability or Professional Indemnity held relative to the role of an Independent Qualified Person

\*New applicants must supply copy of insurance certificate

Type of Cover	Amount	Insurer	Significant exclusions

Signed: ..... (Applicant)

Date: .....