

# TERRITORIAL AUTHORITIES OF THE AUCKLAND REGION

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

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

**Certificate Number:** .....

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We note that your acceptance to act as an IQP is due to expire on \_\_\_\_\_

The attached renewal forms should be completed and returned to:

Ross Connon: Building Consulting Limited  
P. O. Box 346  
Whangaparaoa 0943  
Ph 09 424 5029 Fax 09 424 3589 email rosscon.buildconsult@xtra.co.nz

who has been engaged by the Council's to administer this function together with that of receiving and reporting on any proposed changes to approvals given.

Applications for renewal should be returned two months prior to the expiry date to enable renewal of acceptance to be considered.

The renewal fees are:

Renewal application with no changes (includes existing features/systems)	\$135.00
<b>PLUS</b> Charge for each system of feature (up to and including 5 features or systems) for which <b>NEW</b> acceptance is sought, Or <b>CHANGE</b> of nominated person for existing approval/feature sought.	\$50.00 per feature/system
As above for <b>NEW</b> acceptance or <b>CHANGE</b> of nominated person (over 5 features or systems)	\$45.00 per feature/system

Fees include GST and are payable to :- **Ross Connon : Building Consulting Ltd T/A IQP Trust Account**. A GST receipt will be issued with the acceptance certificate following approval of application by combined TA Group.

I Godfrey  
Chairperson - Auckland Regional Officers Group

# PRIVACY ACT 1993

I hereby confirm and acknowledge that:

1. That 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 that 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 authority and be accessible by the territorial authorities' employees and other persons engaged by the territorial authorities for the purposes of assessing the acceptability as 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 part of the Information to any other territorial authority in New Zealand which makes enquiries regarding my acceptability as being appropriately qualified to undertake the inspection and maintenance of the feature or system for which acceptance is sought.
5. I understand that I have rights under the Privacy Act 1993 to have access to the 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 and/or to the request that there be attached to the Information a statement which I can supply to the territorial authorities relating to the fact that I have requested a correction. I agree to pay the territorial authorities the reasonable charges imposed by the territorial authorities in relation to the time and attendances involved in complying with my request in this regard.

# APPLICATION FOR RENEWAL OF ACCEPTANCE AS AN INDEPENDENT QUALIFIED PERSON

*(Section 438 Building Act 2004)*

**\*Applicant:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ (        )postal code

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Please indicate the features and person(s) for which you have had acceptance (delete features not applicable). Indicate the person nominated in the original application if still available to the IQP and have that person sign where indicated. Where nominees are changed, complete parts A & B for each new person.

CURRENTLY APPROVED FOR SYSTEMS & FEATURES AS IDENTIFIED BY THE BUILDING ACT 1991 (the Act is revoked, but the features are still currently included in existing code compliance schedules)	NAME OF NOMINATED PERSONS	Is this person still available to sign as IQP?		SIGNATURE OF NOMINATED PERSON
		yes	no	
(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)				
(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				

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

	(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			

If you wish to be considered for the new specified systems that are identified in the Regulations under the Building Act 2004 that will be applicable to new building code compliance schedules issued after 31 March 2005, please list below the features and person(s) for which you wish to have acceptance (delete features not applicable). You will note that some specified systems are similar to those under the former Act, but others are new and some do not appear. Please complete parts A, B and C for each new person.

NEW SPECIFIED SYSTEMS AS IDENTIFIED BY THE BUILDING ACT 2004 AND REGULATIONS THERETO	NOMINATED PERSONS
(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.	

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.

If you wish to amend the features or systems for which you are currently approved please list them here:

AMENDED FEATURE	NOMINATED PERSON

If you wish to amend nominated persons for the features previous approved please list them here:

FEATURE	NOMINATED PERSON

**IMPORTANT:**

- Complete Parts A and B on the next two pages for each new person
- Complete Part C and sign the application form on the last page

**PART A: QUALIFICATIONS AND EXPERIENCE**

**Please list extra features**

**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 A & B 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)*

**Nominees Name :** .....

**Nominees 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
Experience		From	To

**PART B: 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.

**Nominees Name :** .....**Signature**.....

Name and Address	Feature or System to which reference relates

\*For any changes made only

**PART C: INSURANCE**

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

Type of Cover	Amount	Insurer	Significant exclusions

\* Must be provided even when no changes made

Signed: .....(Applicant)

Date: .....