

Change of use notification check list

Details required before a change of use notification can be accepted

VETTING OFFICER CHECKS			
Vetting officer name		Date of check 1	
Vetting officer name		Date of check 2	

GENERAL REQUIRED ITEMS					
Applicant use		Heading	Required items	Vetting officer	
Yes	N/A			ACC	Notes
<input type="checkbox"/>	<input type="checkbox"/>	B46 change of use form	Provide a completed B46 Change of Use Notification form.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work	A scope of work needs to be provided detailing what the building will be used for in its new use.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Form 2 – building consent or PIM	If building work is going to be carried out that requires a building consent, complete a Form 2 application for a building consent and refer to the New Commercial/ Alteration to Commercial or the New Dwelling/ Alteration to Dwelling checklists for further guidance about the information required for the building consent.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Plans	Three full copies of plans are required. The extra set of plans goes to the Valuations section of Council.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fees sheet	Provide a completed Building Consent Fees Sheet.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership	This could be a Certificate of Title, Sale and Purchase Agreement or a rates notice.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Change of use guidance	To help you work out if a Change of Use is required, refer to the MBIE Change of use, alterations and extension of life website page here http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Current and proposed specified use	Every building or part of a building has a ‘use’ that has been categorised by law. For the purposes of the Building Act, that use is specified in Schedule 2 of the Building Regulations 2005. (This is not	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
			<p>the Risk Groups used under the new NZBC C1-C6 Clauses). A Change of Use applies when the building or part of the building changes from one specified use to another and the new use has more onerous or additional Building Code requirements than the old use. Find the specified uses here – Schedule 2, Building Regulations 2005; http://www.legislation.govt.nz/regulation/public/2005/0032/latest/DLM313979.html</p>		
<input type="checkbox"/>	<input type="checkbox"/>	Section 115 change of use report	<p>Provide a gap analysis covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance and accessible facilities. Provide this on the B46 Change of Use Notification form or in a separate attached document.</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Changing to household units	<p>If the building or part of the building is changing to household units where none existed before a gap analysis will need to be provided showing how the building will comply as nearly as reasonably practicable with all relevant building code clauses.</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Section 112 alteration to existing building	<p>Section 112 of the Building Act usually applies when alterations are being made to an existing building. As the Building Code compliance requirements for a change of use are more onerous the requirements of Section 115 will usually take precedence. Refer to our Section 112 Gap Analysis Guidance here; http://icc.govt.nz/wp-content/uploads/2014/10/Gap-Analysis-Table-Section-112.pdf</p>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Cost benefit analysis	<p>A cost benefit analysis can be used to help justify the proposed upgrades that you plan to carry out. Costs could include the direct costs of upgrades (such as the cost of installing a sprinkler system) or other factors such as time constraints and business interruptions. Benefits could include improving access for people with disabilities, improved</p>	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
			structural stability or reduced fire safety risk. Please Note: Some upgrades may require a building consent.		
<input type="checkbox"/>	<input type="checkbox"/>	Structural assessment	A structural assessment should be carried out on the building by a suitably qualified person (such as an Engineer) and any proposed upgrades identified. Please Note: Some upgrades may require a building consent.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Site plan	Showing location of the building, dimensions from all boundaries and car parking available including accessible parking.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Floor plans and elevations	Existing and proposed floor plans to a recognised scale with dimensions - showing what areas/ rooms will be used for before and after the change of use. Please note: If new partitions/ walls are being installed that will affect the means of escape from fire (eg making path lengths longer) a building consent will be required.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire report -hard copy	Provide a detailed fire report and supporting plans showing compliance with the NZBC C Documents – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution. Please note: If any new building work needs to be completed or new specified systems installed this may require a building consent.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Accessible facilities report	Detail all accessible facilities currently in the building – counters, bathroom facilities and accessible car parks and routes, etc. and provide details of any that will be upgraded through the change of use. Please note: Some upgrades may require a building consent.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Compliance schedule information	Provide Compliance Schedule information including the SBCG 27 form identifying all the inspection, maintenance, performance standards, reporting type and make of each specified system. Refer to the specified	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
			system templates on the ICC website for guidance. Please note: If any additional specified systems are to be installed or existing specified systems are to be majorly altered this will require a building consent.		
<input type="checkbox"/>	<input type="checkbox"/>	Specified systems plan	Provide a floor plan showing the locations of all specified systems in the building.	<input type="checkbox"/>	

If you need some guidance while gathering the documentation required for your Change of Use Notification, please contact our Vetting Officers – they are available at the Building Consents front counter between 8am – 5pm, Mon – Fri or you can contact them at (03) 211 1777 or via email at vetting@icc.govt.nz

VETTING OFFICER FURTHER NOTES	ACC	NOTES
	<input type="checkbox"/>	
	<input type="checkbox"/>	