

Compliance schedule information to supply with your building consent

Does your building have an existing compliance schedule or does it require a new one? You need to provide the following information with your building consent application:

- a completed SBCG 27 form
- completed SS information sheets for **all** specified systems in the building

What does the SBCG 27 form tell Council?

This sheet provides us with an overview of what specified systems are currently in the building, what systems you plan to alter or remove and any systems you plan to add as part of your building consent application.

We use this information to check against what we already have in our Council system and to also cross reference any altered or new system information with the documentation you have provided about these in your building consent.

It also provides us with a brief overview of some of the important information about the building including the existing compliance schedule number (if it has one), how many levels it is and the occupancy. We include this information on the Compliance Schedule for reference.

Are you adding or altering a system?

The SBCG 27 asks the applicant if they are adding or altering a system. This is a common area that mistakes are identified. In order to help with understanding, the following guidance is recommended:

Adding - this is when under the proposed application additional systems or new systems will be added to the compliance schedule. For example, extending the emergency warning system and adding additional emergency warning detectors.

Altering - this is when under the proposed application existing systems are to be moved or modified for location. For example, altering the locations of existing emergency warning detectors for new walls being installed.

Why do Council need the completed SS information sheets with every building consent?

Historically the information we have about the specified systems in buildings is not as detailed as what is now required by the Ministry of Innovation, Business and Employment (MBIE) and the accreditation authority who assesses our status as a Building Consent Authority (BCA).

We only have a few opportunities to update this information and one method is through the building consent process. By providing us with this information when you apply for a building consent we are able to update our system with it and provide a more detailed and helpful compliance schedule which can be used by the building owner and independently qualified person (IQP) to check the specified systems as per the inspection and maintenance requirements.

How do I find the information to populate the SS information sheets?

This information can be found in a variety of places;

- **existing specified systems:** discuss existing specified system information with the building owner and IQP responsible for checking these systems. You can request a copy of the existing compliance schedule for the building from us via building-cs@southlanddc.govt.nz. You can also request to view the property file for the building to see what information Council currently holds about these existing systems. Old building consents and permits may include fire reports, etc. that could help you locate this information, or we may have existing SS information sheets on file that could help you complete an updated copy of them for us
- **new/altered specified systems:** if the plan is to install some new specified systems or alter some existing ones, these should be identified in the fire report and other consultant reports that form part of the consent documentation. Discuss the relevant installation and inspection and maintenance standards with your fire engineer and other consultants as this information needs to be referenced on the specified system information sheets you provide to us, as well as the reference document that this information has been taken from.

Why does Council need to know the year of standards and the relevant parts or sections of them as well?

When issuing a building consent, a BCA must issue the consent on a Form 5 from the Building (forms) Regulations 2004. Included on the Form 5 is the information regarding the specified systems that must be covered by the compliance schedule.

Under the New Zealand Building Act 2004 section 103, A compliance schedule must:

- state and describe each of the specified systems cover by the compliance schedule, including a statement of the type and (if known) make of each specified system, and
- state the performance standards for the specified systems, and
- describe the inspection, maintenance and reporting procedures to be followed by independently qualified persons or other persons in respect of the specified systems to ensure that those systems are capable of, and are performing to the performance standards.

MBIE have provided us with some guidance about the information we should be requesting for building consent applicants to help populate our compliance schedules and this is the level of detail required.

By having this level of detail on the compliance schedule, inspections by the owner and/or IQP should be nice and easy in the future. Any future building consent applications will also be easier to apply for as detailed information about the existing specified systems will already be on our Council system.

Why does the specified system information sheets ask for the reference document and page numbers?

This section is requested to ensure the building services team are able to find the relevant information regarding the specified system within the application documentation. This could be the fire report or other consultant's reports and designs.

Guidance for completing the SBCG 27:

When completing the SBCG 27 the first step to be undertaken is to check if the building or site has an existing compliance schedule. This will help identify crucial information required regarding the existing compliance schedule number, what existing systems are in place and potentially provide information known of the system.

From here you can complete the SBCG 27, ensuring all sections at the top are completed along with all systems existing, altered or added as being identified.

Guidance for completing the specified system Information sheets:

When completing the specified system information sheets the following guidance should be utilised to ensure that the specified system information sheets are completed with and the sufficient level of documentation is supplied as required by the New Zealand Building Act 2004 and the guidance by MBIE.

- ensure the make, model and location for all systems in the building are specified on the correct specified system information sheets. This information can be found on documents such as the existing compliance schedule, the sites property file, the fire report or consultants reports within the proposed application
- ensure the correct performance and installation solutions (including the year of the solution) are specified on the supplied specified system information sheets. When nominating the chosen solution ensure that a check is undertaken that these correspond with the site compliance schedule (if one is existing), the solutions identified in the fire report or other consultants' documents
- ensure the correct inspection and maintenance solutions (including the year of the solution) are specified on the supplied specified system information sheets. When nominating the chosen solution ensure that a check is undertaken that these correspond with the site compliance schedule (if one is existing), the solutions identified in the fire report or other consultants' documents
- ensure that under the inspection and maintenance section of the supplied specified system information sheets that the correct section of the solution is referenced. When nominating the sections of the chosen solution, ensure that a check is undertaken that these correspond with the site compliance schedule (if one is existing), the solutions identified in the fire report or other consultants' documents. For example, the inspection and maintenance regime for SS 4 Emergency Lighting Systems could be AS/NZS 2293.2:1995 sections 1, 2 and appendices as cited under MBIE guidance document F6/AS1 Amendment 4 01/01/2014
- if the nominated solution for the installation or inspection and maintenance regime is a MBIE issued acceptable solution, ensure that the year and amendment version is identified. Ensure that a check is undertaken that these correspond with the site compliance schedule (if one is existing), the solutions identified in the fire report or other consultants' documents. For example, the installation solution for SS 15.3 Fire Separations could be the MBIE guidance document C/AS5 Amendment 4, 01/01/2017
- if the inspection and maintenance regime is to be undertaken in accordance with the compliance schedule hand book, ensure that the year, section and clauses are identified. Ensure that a check is undertaken that these correspond with the site compliance schedule (if one is existing), the solutions identified in the fire report or other consultants' documents. For example, the inspection and maintenance regime could be compliance schedule handbook 03/04/2014 SS15.4 B.1-B.8

Note: When selecting the compliance schedule handbook clauses ensure that the selected clauses are applicable to the system, and ensure that sufficient information in relation to the clause is supplied where necessary. For example, where the clauses cite a standard or specifically designed solution, information on these are to be supplied.

- ensure the correct crowd group is referenced under the “buildings requiring daily maintenance” section on all specified system information sheets
- ensure that the correct level of inspection frequency is nominated on all specified system information sheets.

Completed SBCG 27 form and Specified System Information sheet examples:

In order to give you a better idea of the detail required, our staff have completed some examples of the information we expect to be included on the SBCG 27 form and the specified system information sheets. These examples are attached on the following pages,

Compliance Schedule Specified Systems Form SBCG27

This checklist should be used to identify specified systems within buildings in accordance with Building Act 2004. Please identify specified systems by nominating the appropriate boxes and include maintenance and inspection requirements as provided by owner / designer.

Site Address: 123 ABC Street Fire Hazard Category FHC: FHC 2
 Building Name: ABC Compliance Crowd Activity: WB
 Owners Name: John Doe Total Occupant Load: 123
 Existing Compliance Schedule number: WoF/2000/1234

SPECIFIED SYSTEMS	Existing	Add	Alter	Remove	SS1 – SS16 Form Attached
SS1 Automatic Systems for Fire Suppression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS2 Emergency Warning Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS3.1 Automatic Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS3.2 Access Controlled Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS3.3 Interfaced Fire or Smoke Doors or Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS4 Emergency Lighting Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS5 Escape Route Pressurisation Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS6 Riser Mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS7 Automatic Backflow Preventers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS8.1 Passenger Carrying Lifts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS8.2 Service Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS8.3 Escalators and Moving Walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS9 Mechanical Ventilation or Air Conditioning Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS10 Building Maintenance Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS11 Laboratory Fume Cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS12.1 Audio Loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS12.2 FM Radio & Infrared Beam Transmission Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS13.1 Mechanical Smoke Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS13.2 Natural Smoke Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS13.3 Smoke Curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS14.1 Emergency Power Systems 1 - 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS14.2 Signs for Systems 1 – 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS15.1 Systems for Communicating Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS15.2 Final Exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS15.3 Fire Separations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS15.4 Signs for Facilitating Evacuation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS15.5 Smoke Separations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SS16 Cable Cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIED SYSTEMS PLAN ATTACHED Yes No

Office Use Only	
Compliance Schedule No. _____	Building Consent No. _____
Application:	
Specified Systems Correct: <input type="radio"/> Yes <input type="radio"/> No	If no, RFI Letter Sent: <input type="radio"/> Yes <input type="radio"/> N/A
Processing Officer: _____	Date: _____
(Name)	
Admin: System updated: _____	Date: _____
(Name)	
CCC:	
Compliance Schedule OK to Issue: _____	Date: _____
(Name)	



SS 2

Emergency warning systems

Please provide the following information about this system. The relevant standard, year of the standard and the relevant parts/sections and clauses where applicable of the standard must be referenced. If there is more than one type of this system please provide a separate information sheet for each system type.

ADDRESS: 123 ABC Street				
EXISTING BWO/C NUMBER (IF APPLICABLE): Wof/2000/1234				
PROVIDED BY (NAME): ABC Compliance				
PROVIDE REFERENCE TO WHERE THE INFORMATION OUTLINED BELOW IS WITHIN THE PLANS AND SPECIFICATIONS OF THE APPLICATION: Emergency Warning System Design				
DESCRIPTION OF SYSTEM: To identify the design function of the specified systems with key features particular to the design. This could include any interfacing with other specified systems or building systems.		Type 2 Pertronic System		
NO	MAKE	MODEL	LOCATION	TYPE
1	Pertronic	F1	As per attached plan A1	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 2(f) <input type="checkbox"/> 3 <input type="checkbox"/> 3(b) <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7
RESPONSE:		<input checked="" type="checkbox"/> Manual <input type="checkbox"/> Automatic		
SUPPLEMENTARY DEVICES:		<input type="checkbox"/> Heat detectors <input type="checkbox"/> Smoke detectors		
PERFORMANCE STANDARD: Reference to a standard or identified by a specifically designed solution.		STANDARD OR SOLUTION: NZS 4512 YEAR: 2010 <input checked="" type="checkbox"/> RELEVANT PARTS / SECTIONS: Entire Standard <input checked="" type="checkbox"/>		
INSPECTIONS, MAINTENANCE AND REPORTING PROCEDURE: Note: when referencing MBIE issued documents as the inspection and maintenance procedure, ensure that you nominate the appropriate clauses for the specified systems to be included on the compliance schedule.		STANDARD OR SOLUTION: NZS 4512 YEAR: 2010 RELEVANT PARTS / SECTIONS: Section 6 CLAUSES WHERE APPLICABLE: Entire Section		

INTERCONNECTED SYSTEMS: Is the system interconnected		<input type="checkbox"/> No not applicable <input checked="" type="checkbox"/> Yes the system is connected to other specified systems within the building. Please specify interconnected systems: SS3.1, SS3.2, SS04, SS09 & SS15.4		
FREQUENCY:		<input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Owner <input type="checkbox"/> Owner <input checked="" type="checkbox"/> IQP	<input type="checkbox"/> IQP <input checked="" type="checkbox"/> IQP
SS14.2 SIGNAGE RELATING TO SYSTEM:		<input checked="" type="checkbox"/> Yes, signage is installed for this system. Features and location specified below <input type="checkbox"/> No signage is required for this system		
SYSTEM	FEATURE – PROVIDE DETAILS OF	TYPE	NUMBER OF	LOCATION
<input checked="" type="checkbox"/> SS02	Manual call points:	Pertronic	5	As per attached plan A1
<input type="checkbox"/> SS02	Other:			
SIGNAGE PERFORMANCE STANDARD:		<input type="checkbox"/> Signage is installed as per the performance standard noted above <input checked="" type="checkbox"/> Signage is installed to differing performance standard: NZBC F8/AS1 Jan 2017, section 5		
SIGNAGE INSPECTION, MAINTENANCE AND REPORTING PROCEDURE:		<input checked="" type="checkbox"/> Signage inspection, maintenance and reporting procedures are to be undertaken as noted above <input type="checkbox"/> Signage inspection, maintenance and reporting procedures is to differing solution:		

The information above is used to help generate the compliance schedule. If you are unsure how to complete this form, please consult an independently qualified person (IQP) who is registered for the system above.

If you have any questions about how to fill these out, please reach out to us at building-cs@southlanddc.govt.nz to arrange a meeting with one of our officers to go over the information required.