

## Building Consent Guidance

# Form 11 – Application for Amendment to a Compliance Schedule

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### Purpose:

This guidance is to assist building owners and agents' applying for an amendment to a compliance schedule (Form 11). This will ensure that the level of information required is understood so compliance schedules are issued with correct information.

### Building Amendment Act 2012:

The Building Amendment Act 2012 made changes to information requirements of a compliance schedule by requiring specified systems to be described in greater detail. Another change was placing responsibility on the building owner to ensure any changes, in Building Act or regulation, requiring the details in a compliance schedule to be amended, would result in a Form 11 being submitted by the owner on the next compliance schedule anniversary date.

While better describing specified systems was meant to be completed by 2013, this hasn't been completed in all cases where there are compliance schedules still requiring updating to meet the requirements of the Building Act.

Ultimately, buildings owners are responsible for ensuring their existing compliance schedules are compliant with the Building Act and accurately reflect the specified systems contained in the building.

### Detailed information required:

Form 11 applications are required to be detailed to a level that enables Council to understand both the reason behind the request and contain specific information to make a change to the document. Should an existing compliance schedule document not hold sufficient information for the relevant specified system, further information will be required to ensure that, when issued, the amended compliance schedule will comply with the Building Act.

### Prescribed form (Form 11)

The prescribed form layout and content doesn't specifically consider or contain space for the level of information that may be required when updating specified system information required under s103 of the Building Act. Additional documentation / attachments may be needed to ensure full specified system information is provided in a way that can entered onto a compliance schedule.

### Example of a Form 11 showing fields required for specified system information:

#### Application

I request that the compliance schedule for the above building be amended as follows:

Specified system	Amendment	Reason <i>(state why amendment is required to ensure that the specified system meets the performance standards)</i>

## AC2109a Specified system form

AC2109a Specified system form has been introduced to ensure building owners are providing an appropriate level of information for all elements of a specified system when requesting an amendment to a compliance schedule. This is the same format from Councils' compliance schedule template, so if filled in appropriately will meet the requirements of the Building Act.

Table from AC2109a Specified system form displaying what section of the Building Act each row covers:

s103(1)(a)	<b>Specified System / Description:</b>	Choose an item.
	<b>Type:</b>	Describe the type of system installed.
	<b>Make/Model:</b>	Provide make / model of the system. If there is no visible indication of this enter 'unknown'.
s103(1)(b)	<b>Location:</b>	Describe the location of the specified system. If not throughout the building provide further information on the systems location
	<b>Performance Standard:</b>	State the level of performance the system meets. For further information on referencing performance standards refer to <a href="#">AC1831</a> .
s103(1)(c)	<b>Inspections Procedure:</b>	Describe the inspection procedures to ensure the system will continue to meet its stated performance standard
	<b>Interface testing</b>	Confirm if the system is interfaced with any other system and any required testing / inspections
	<b>Maintenance Procedure:</b>	Describe the planned preventative maintenance and responsive maintenance procedures that is required to ensure the system maintains its level of performance.
	<b>Reporting:</b>	<p>The building owner must obtain annual written reports from any IQP or other person who carried out one or more inspections &amp;/or maintenance procedures. Reports must, as a minimum:</p> <ol style="list-style-type: none"> <li>1. record any inspection, test, repair, or maintenance carried out</li> <li>2. record any faults found or maintenance required &amp; the remedy applied</li> <li>3. include the date the work was carried out</li> <li>4. include the name of the person who performed the work</li> </ol> <p>All reports must be kept at the agreed location for a minimum of 2 years</p>
	<b>Attachments</b>	If relevant, provide any other useful documentation to assist an IQP to inspect the specified system (list the document provided)

### 103 Content of compliance schedule

(1) A compliance schedule must—

- (a) state and describe each of the specified systems covered by the compliance schedule, including a statement of the type and (if known) make of each specified system; and
- (b) state the performance standards for the specified systems; and
- (c) 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.

### Attaching AC2109a Specified system form to a Form 11:

AC2109a Specified system form should be attached to every Form 11 requesting change to specified system information where the current compliance schedule does not hold this information. This is to ensure there is appropriate information to cover all the requirements of s103 of the Building Act (shown below). Please note, it is acceptable for BWOF Agents to replicate this form into their own documentation or systems so long as it contains the same information in the left-hand column.

### **If the existing compliance schedule doesn't meet s.103 of the Building Act for other specified systems**

If an owner or agent is applying to amend a compliance schedule and information for the remaining specified systems does not meet s.103 of the Building Act, those system details will also need to be provided at the same time. AC2109a Specified system form must be filled out for every system that requires updating to ensure appropriate information is available as part of the amendment application. Should an application be made without this information, the owner will be advised of the system details required and the application will be placed on hold until provided.

### **How to obtain information on a specified system**

It is best to consult with the Independent Qualified Person (IQP) who is inspecting the specified system as they should be able to provide information on how to describe the system and how it is being inspected and maintained. When detailing this information, consideration should be made to ensure it is tailored to the specified system where the following guidance may assist:

- [AC1831 Guidance on Performance Standards for Specified Systems](#) is available for how to detail performance standards.
- The [compliance schedule handbook](#) from MBIE provides guidance for content of inspection and maintenance procedures for specified systems.

### **Submitting applications to Council**

Forward the following completed forms to [regsupportcomplianceschedule@aucklandcouncil.govt.nz](mailto:regsupportcomplianceschedule@aucklandcouncil.govt.nz)

- AC2109 Application for an amendment to a compliance schedule – Form 11.
- AC2109a Specified system form.