

# Application to become an Independent Qualified Person (IQP)

## Important information

- Return completed and signed application to Auckland Council via email: [IQP.Registrar@aucklandcouncil.govt.nz](mailto:IQP.Registrar@aucklandcouncil.govt.nz)
- IQP renewal applications must be submitted online via the Auckland Council [website](#)
- Registration is valid for 3 years from the date of approval. Seeking additions or amendments to your IQP registration does not extend this timeframe.

Type of application:      New                      Addition of specified systems                      Removal of restrictions (please specify):

IQP No. (if applicable):

## Applicant details

All details will be displayed on the IQP Register if approved

Applicant's full name:

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Registered company's name:

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Company's postal address:

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Work no.:

Mobile no.:

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Email:

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## Specified Systems (Building Act 2004) as outlined in the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005

| Code         | Name   | Tick | Code          | Name   | Tick |
|--------------|--|------|---------------|--|------|
| <b>SS1.0</b> | <b>Automatic systems for fire suppression</b>  |      | <b>SS10.0</b> | <b>Building maintenance units for providing access to the exterior and interior walls of buildings</b> |      |
| SS1.1        | Automatic sprinkler systems  |      | <b>SS11.0</b> | <b>Laboratory fume cupboards</b>   |      |
| SS1.2        | Gas, foam, flood for suppressions system, deluge system, dry and wet fire extinguishing system   |      | <b>SS12.0</b> | <b>Audio loops or other assistive listening systems</b>  |      |
| <b>SS2.0</b> | <b>Automatic / manual emergency warning systems for fire or other dangers</b>  |      | SS12.1        | Audio loop   |      |
| SS2.1        | Manual and automatic fire alarms; smoke / heat detectors; gas; radiation systems:<br>Audible                      Visual   |      | SS12.2        | FM radio-frequency systems and infrared beam transmission systems                                      |      |
| SS2.2        | Automatic gas leak detection systems for the detection and measurement of combustible gases e.g. carbon monoxide gas detection system, ammonia, chloride<br><b>Type:</b> |      | <b>SS13.0</b> | <b>Smoke control systems</b>   |      |
| <b>SS3.0</b> | <b>Electromagnetic or automatic doors or windows</b>   |      | SS13.1        | Mechanical smoke control systems   |      |
| SS3.1        | Automatic doors (sliding / revolving / panic)  |      | SS13.2        | Natural smoke control systems  |      |
| SS3.2        | Access controlled doors (swipe card / keypad / sensor / delayed egress)  |      | SS13.3        | Smoke curtains   |      |

|       |   |  |         |  |
|-------|---|--|---------|--|
| SS3.3 | Interfaced fire or smoke doors or windows (electromagnetic door holders)                            |  | SS14.0  | <b>Emergency power systems or signs</b>                              |
| SS4.0 | <b>Emergency lighting systems</b>   |  | SS14.1  | Emergency power systems:<br>Electrical      Diesel      Mechanical   |
| SS5.0 | <b>Escape route pressurisation systems</b>  |  | SS14.2  | Signs (1-13 and 16)  |
| SS6.0 | <b>Riser mains for use by fire services</b>   |  | SS15.0  | <b>Means of escape (other fire safety features or system)</b>        |
| SS7.0 | <b>Automatic backflow preventers connected to a potable water supply</b>                            |  | SS15(a) | System for communicating spoken information to facilitate evacuation |
| SS8.0 | <b>Lifts, escalators, travelators or other systems for moving people or goods within a building</b> |  | SS15(b) | Final exits  |
| SS8.1 | Passenger carrying lifts  |  | SS15(c) | Fire separation  |
| SS8.2 | Platform, low-speed and service lifts   |  | SS15(d) | Signs for communicating information to facilitate evacuation         |
| SS8.3 | Escalators and moving walks   |  | SS15(e) | Smoke separation   |
| SS9.0 | <b>Mechanical ventilation or air conditioning system</b><br><br>Cooling towers                      |  | SS16.0  | <b>Cable cars</b>  |

## Qualifications & knowledge of the Building Act 2004 & Building Code clauses

List your qualifications and attach copies of qualifications/certificates to support each specified system you are seeking registration for / addition of / amendment to.

*Include details of any ongoing education, including recent professional courses you have attended.*

| Course                           | Course length | Brief outline of course   | Provider                        | Country     | Year |
|----------------------------------|---------------|---|---------------------------------|-------------|------|
| e.g. Building Act Rules for IQPs | ½ day         | Compliance schedules, building warrants of fitness and 12As required by the Building Act 2004 | In-house at ABC Company Limited | New Zealand | 2024 |
|                                  |               |   |                                 |             |      |
|                                  |               |   |                                 |             |      |
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|                                  |               |   |                                 |             |      |

## Professional memberships, registrations & licences

List any relevant professional membership(s), registration(s), licence(s) that you currently hold, including IQP registration(s) with any other Territorial Authority.

| Institution                                      | Class      | Membership/Registration no. | Year gained / joined | Expiry date       |
|--|------------|-----------------------------|----------------------|-------------------|
| <i>e.g. Electrical worker registration board</i> | <i>EST</i> | <i>12345</i>                | <i>2023</i>          | <i>12/06/2025</i> |
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## IQP assessment information

Complete the sections below and include attachments to show evidence of your competence level

Describe your knowledge of the compliance schedule and building warrant of fitness process, including how you have gained your knowledge and over what period of time:

What are the key factors in determining whether a form 12A Certificate of Compliance with inspection, maintenance, and reporting procedures can be issued?:

Do you intend on participating in ongoing education or training in respect of compliance systems? *e.g. sprinkler forum:*

Do you have access to the standards? (*hard copy or electronic*):

Do you receive notifications from or have access to Ministry of Business, Innovation & Employment (MBIE), for updates to the Building Act and compliance documents? [www.mbie.govt.nz](http://www.mbie.govt.nz)

## Evidence required to support application

All evidence is mandatory, unless specified otherwise

### New Applications

Curriculum Vitae / Work history

Professional references (minimum of 3) \*

Qualifications (per specified system)

Professional membership(s) / registration(s) / license(s)

Public (Broadform) liability certificate \*\*

Professional indemnity certificate \*\*

Example of Form 12A including your company logo

Example of a defect report/letter to owner

Example of [Specified System Report and Declaration](#) (S-RaD)

Inspection sheets (per specified system) \*\*\*

Backflow prevention test certificates including your company logo and contact details, with pass / fail results (*if applicable*)

### Addition of Specified Systems / Removal of restrictions

Professional references (minimum of 3) \*

Qualifications (per additional specified system or to support the removal of restrictions)

Inspection sheets (per additional specified system) \*\*\*

Backflow prevention test certificates including your company logo and contact details, with pass / fail results (*if applicable*)

\* References must be from someone in your field or a related field, be dated within the past 6 months and be supplied on company letterhead or from a company email address. Only one reference from the company you work for will be accepted.

\*\* The standard coverage requirement for IQPs is to hold Public (broadform) liability to the value of \$5 million and professional indemnity to the value of \$2 million. Type and amount of coverage required will be assessed on an individual basis.

\*\*\* Inspection sheets must list performance standards, frequency of inspections and instructions to undertake the inspection.

## Privacy Act 2020

I hereby confirm and acknowledge that:

Council is authorised by me to collect, retain and use, personal information about me for the purposes of assessing my suitability as an IQP. This includes information collected from me or other sources available to the Council, including but not limited to the professional/trade organisation, referees and any other person or companies with whom I am or have been associated or referred to in the attached application.

I understand that the information will be retained by, and is accessible to, Council employees or other persons engaged by Council, for the purposes of assessing and reviewing my suitability as an IQP.

I understand that if I am approved as an IQP with Auckland Council, the contact details, address and insurance expiry date supplied for the approval/amendment of my IQP registration will become publicly available on the Council register, which is available on the Auckland Council website.

I understand that I have rights under the Privacy Act 2020 to have access to any information held, where it can be readily retrieved and to request correction of that information.

## Declaration

I declare that:

To my knowledge, the information and documentation is correct and contains no false or misleading information

I have read, understood and agree to the Conditions of Acceptance as outlined in Auckland Council's IQPuidelines .

I have read, understand and accept the statements made on this form in relation to my rights under the Privacy Act 2020.

Applicant's full name:

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Signature:

Date:

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