

Change of use - supporting information

Council use only

SR number:

Notes for the applicant

The information in this form will help us assess your change of use notification.

Because of the level of technical detail required, we strongly recommend asking your architect or other advisor for guidance when filling in this form. The more details you provide, the smoother and faster the assessment will be. If you leave a box empty, we may need to ask for more information.

The change of use assessment is not intended to replace ones that cover protection from fire, access and facilities for people with disabilities, or structural performance. If these are necessary, they will need to be carried out separately.

If you're not sure if your project or upgrade will result in a change of use, check the information provided by the Ministry of Business, Innovation and Employment (MBIE): building.govt.nz

General information

Name of person filling in this form:

Relationship to building owner:

Building details

Building description (*for example, single-storey dwelling*):

BWoF number:

Number of occupants:

Building uses

Current/old use

Describe the activity the space is currently used for:

If known, state the current use(s) of the building as per Schedule 2 of the Building (*Specified Systems, Change the Use, and Earthquake-prone Buildings*) Regulations 2005:

Proposed/new use

Describe the activity the space is proposed to be used for:

Change of use assessment (minimum information required for assessment)**Fire safety plans (marked-up plans - must be clear and easy to read)**

Plan of each floor level showing rooms and room names, sanitary facilities, entry/exit points	Yes	No
Plan of escape routes, including exit signs, travel distances, fire-rated construction/protection from fire/smoke, final exits, emergency lighting etc	Yes	No
Site plan showing distances to boundaries	Yes	No
Plan with location and extent of noise separations between household units	Yes	No

Assessment of building features and upgrade requirements

	Describe existing provisions	Required provisions	Proposed action
Fire safety NZBC C1-C6			
Fire risk group:			
Fire safety systems			
Type of fire alarm/fire warning system			
Fire suppression (sprinkler) system			
Smoke control in air handling system			
Building fire hydrant system			
Emergency lighting			
Exit signage/illuminated signs			
Other (eg pressurisation system)			
Fire-rating performance			
Fire separation for property protection			
Fire rating of building elements			
Other			
Means of escape			
Number of escape routes			
Escape route dimensions			
Discharge of final exit			

Assessment of building features and upgrade requirements (continued)

	Describe existing provisions	Required provisions	Proposed action
Control of internal fire and smoke spread			
Firecell protection: Exitways/safe paths Floors Other			
Fire doors/smoke doors			
Sleeping areas			
Interior surface finishes			
Other			
Protection of other property from internal moisture NZBC E3			
Overflow protection			
Services and facilities NZBC G1-G15			
Toilets and basins			
Showers or baths			
Stability NZBC B1-B2			
Date of construction:			
Current % NBS:			
ISA ¹ &/or DSA ² undertaken?	Yes - attach details	No	
Known critical structural weaknesses?	Yes - attach details	No	
Strengthening undertaken?	Yes - attach details	No	
Strengthening proposed?	Yes - attach details	No	

Notes:

1) ISA - Initial seismic assessment using the initial evaluation procedure (*IEP*)

2) DSA - Detailed seismic assessment

If the building is subject to s118 and Schedule 2 of the Building Act 2004 (*ie accessible to the public*), you will also need to complete the form "Access and facilities for people with disabilities - supporting information".

Other provisions of the NZBC**Note:** Level of compliance must be no worse than prior to the change of use

	Describe existing provisions	Required provisions	Proposed action
Clause D1 - Access routes			
Clause E2 - External moisture			
Clause F4 - Safety from falling			
Clause G2 - Laundering			
Clause G3 - Food preparation and prevention of contamination			
Clause G4 - Ventilation			
Clause G6 - Airborne and impact sound			
Clause G7 - Natural light			
Clause G15 - Solid waste			
Clause H1 - Energy efficiency			

Identified non-compliant issues

Fire safety	Protection of other property from internal moisture	Services and facilities
Stability	Accessible facilities	Other provisions

Details:

Proposed upgrade/improvement works

Fire safety	Protection of other property from internal moisture	Services and facilities
Stability	Accessible facilities	Other provisions

Details:

Owner's plan to address/resolve any outstanding non-compliant issues

Summary of sacrifices/benefits analysis *(attach other documents as necessary)*
(See MBIE guidance: building.govt.nz)