

Change of Use to Non-Residential

NZ Building Act 2004 Sect 115



NOTES FOR THE APPLICANT

This is a checklist for the council to show consideration of the sections of the building code for a change of use for the building, this checklist is not to be used for changing into a residence for a single household unit.

Section 115 of the Building Act 2004 requires Council to assess the building or part of the building undergoing a change of use for compliance as nearly as is reasonably practicable (ANARP) with specified provisions of the New Zealand Building Code (NZBC.)

The information that you provide in this form will help the council assess the change of use for the building, due to the level of technical detail required, we strongly recommend asking your architect, builder, engineer 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.

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

If the building is changing to an early education centre the building will also need to meet the requirements of Education (Early Childhood Services) Regulations 2008.

When completed please send the form with any other required documentation to building@goredc.govt.nz.

GENERAL INFORMATION	
Name of the person completing the form	Relationship to the building owner
Contact telephone number	Email address
Are you to be the councils first point of contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you acting on behalf of the owner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Owner applicant

BUILDING OWNER INFORMATION	
Building owner	
Contact telephone number	
Email address	
Postal address	

BUILDING INFORMATION

Building name (if applicable)

Building street address

Legal description

BUILDING USE**Current/old use**

Describe the activity that the building is used for:

Current building use¹

CS CL CO CM WL WM WH WF
 SC SD SA SR SH IA ID

Proposed/new use

Describe the activity for which the building will be used for:

Current building use¹

CS CL CO CM WL WM WH WF
 SC SD SA SR SH IA ID

NOTES

¹ State the use(s) of the building as per schedule 2 of the building (specified systems, change the use, and earthquake-prone building) regulations 2005.

SUPPORTING DOCUMENTATION

Current floor plan of the building before any changes are undertaken	<input type="checkbox"/> Supplied
Proposed floor plan detailing (note some changes may require a building consent) <ul style="list-style-type: none"> room uses (kitchen / storage / office etc) escape paths / final exits specified systems details / plans (if installed) 	<input type="checkbox"/> Supplied
Site plan showing the building in relation to boundaries, other buildings and features	<input type="checkbox"/> Supplied
Copy of ownership evidence not older than 3 months (rates notice/title documents)	<input type="checkbox"/> Supplied

Note: all plans and drawings must be to scale and suitably legible

SPECIFIED SYSTEMS

Does the building have a current building warrant of fitness	<input type="checkbox"/> Yes – Number _____ <input type="checkbox"/> No
Does the building have specified systems installed	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No <input type="checkbox"/> Yes – already detailed in the current compliance schedule
Will specified systems be installed ¹	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Will specified systems be removed ¹	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No

NOTES

¹ Installation or removal of specified systems requires a building consent

ASSESSMENT OF BUILDING FEATURES AND UPGRADE REQUIREMENTS

STRUCTURAL PERFORMANCE NZBC B1-B2

Date of construction	
Condition of construction	
Known issues which may affect durability of the building	
Has the building been reviewed? (if yes please attach their report to the submission)	<input type="checkbox"/> Yes – Licensed Building Practitioner <input type="checkbox"/> Yes – Engineer <input type="checkbox"/> Yes – Other <input type="checkbox"/> No
Below is for masonry/brick/concrete structures – you may have to involve an engineer to assist	
Current % NBS ¹	
ISA ² and/or DSA ³ undertaken?	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Known critical structural weakness	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Strengthening undertaken	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Strengthening proposed	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No

NOTES:

¹ NBS - new building standard, and what % does the building meet the current building code requirements

² ISA – initial seismic assessment using the initial evaluation procedure (IEP)

³ DSA - detailed seismic assessment

C1-C6 PROTECTION FROM FIRE ¹	
Proposed number of occupants	
Fire report commissioned	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Longest dead end open path ²	
Longest Total open path ³	
Upgrades proposed	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Escape plan reviewed by FENZ ⁴	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Any additional fire safety features	

NOTES:

¹ To assist this section please review Acceptable Solution C/ AS2 for buildings other than Risk Group SH available free from the MBIE building performance website www.building.govt.nz

² What is the longest escape path to exit the building where escape is possible in only one direction

³ That part of an escape route (including dead ends) within a firecell where occupants may be exposed to fire or smoke while making their escape.

⁴ FENZ - Fire and Emergency New Zealand

D1-D2 ACCESS ¹	
Street access available for people with disabilities	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No – attach details
Building access is available for people with disabilities	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No – attach details
Parking access is available for people with disabilities	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No – attach details
Facilities suitable for people with disabilities	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No – attach details
Isolated steps on access route	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Access routes suitable for people with disabilities ²	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No – attach details
Access routes are slip resistant	<input type="checkbox"/> Yes <input type="checkbox"/> No – attach details
Doors and door hardware suitable for people with disabilities ³	<input type="checkbox"/> Yes <input type="checkbox"/> No – attach details
Has mechanical access been installed for people with disabilities	<input type="checkbox"/> Yes – attach details <input type="checkbox"/> No
Description of any proposed upgrades for access for people with disabilities	

NOTES:

¹ For assistance with this section review [D1/AS1](#) & [D2/AS1](#)

² These include ramps, stairs, handrails, thresholds, hallways, Egress paths and assembly areas.

³ Doors are of the correct width, open in the path of travel, hardware of the correct type and placed correctly

OTHER PROVISIONS OF THE NEW ZEALAND BUILDING CODE (NZBC)

Note:

- Level of compliance must be no worse than prior to the change of use
- The acceptable solutions to help you with each building code clause can be viewed and downloaded for free from the MBIE website www.building.govt.nz

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause E2 External moisture (This clause requires buildings to be constructed to provide adequate resistance to penetration by, and the accumulation of, moisture from the outside)</p>			
<p>Clause E3 Internal moisture (This Building Code clause requires buildings to be constructed to avoid fungal growth and excessive moisture. Its provisions relate to habitable spaces, bathrooms, laundries and other spaces where moisture may be generated or accumulate)</p>			
<p>Clause F1 Hazardous agents on site (This clause safeguards people from injury or illness caused by hazardous agents or contaminants on a site)</p>			

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause F2 Hazardous building materials (This clause safeguards people from illness and injury from quantities of gas, liquid, radiation and solid particles caused by exposure to building materials. Its provisions ensure building materials, (including glass, transparent panels and brittle materials) are used in ways that avoid undue risk to people)</p>			
<p>Clause F3 Hazardous substances and processes (This clause confirms there is adequate protection to people and other property in buildings where hazardous substances are stored, or where hazardous processes are undertaken)</p>			
<p>Clause F4 Safety from falling (F4 confirms buildings are constructed to reduce the likelihood of accidental fall. It requires barriers where people could fall 1 metre or more)</p>			
<p>Clause F6 visibility in escape routes (F6 confirms buildings will have safety features for escape routes during failure of the main lighting.)</p>			

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause F7 warning systems (F7 confirms buildings will provide early warning systems to alert people to an emergency.)</p>			
<p>Clause F8 Signs (F8 confirms buildings will provide identification of escape routes, hazards, emergency-related safety features and accessible facilities.)</p>			
<p>Clause G1 Personal Hygiene (This clause confirms facilities for personal hygiene are provided to safeguard from illness caused by infection or contamination. Its requirements protect against loss of amenity and allow people with disabilities to carry out normal activities)</p>			
<p>Clause G2 Laundering (This clause requires specified buildings to have adequate space and facilities for laundering. It applies to housing, old people's homes, early childhood centres, camping grounds and work camps)</p>			

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause G3 Food preparation and prevention of contamination (This clause requires the safe and adequate provision of space and facilities for the hygienic storage, preparation and cooking of food in, for example, domestic situations and buildings intended for the manufacture, preparation, packaging or storage of food.)</p>			
<p>Clause G4 Ventilation (This clause requires spaces in buildings to be provided with adequate ventilation consistent with their maximum occupancy and intended use)</p>			
<p>Clause G5 Interior environment (This clause requires habitable spaces with sufficient space for activity, accessible facilities and controlled internal temperature.)</p>			
<p>Clause G6 Airborne and impact sound (Prevention of undue noise transmission in building elements between occupancies or common spaces in household units)</p>			

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause G7 Natural light (This clause requires habitable spaces to have adequate windows for natural light and visual awareness of the outside environment to safeguard against illness, and loss of amenity due to isolation.)</p>			
<p>Clause G8 Artificial light (This clause requires buildings to have sufficient artificial light to safeguard people from injury.)</p>			
<p>Clause G9 Electricity (This clause ensures buildings has safe use and distribution of electricity.)</p>			
<p>Clause G10 Piped services (This clause ensures buildings has safe distribution of hot, cold or toxic substances.)</p>			

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause G11 Gas as an energy source (This clause ensures buildings has safe installation of gas-fuelled appliances.)</p>			
<p>Clause G12 Water supplies (This clause requires buildings provided with water outlets, sanitary fixtures or sanitary appliances to have safe and adequate water supplies (including where hot water is necessary). It sets out requirements to avoid scalding, injury, leaks, contamination, illness and the prevention of legionella growth.)</p>			
<p>Clause G13 Foul water (buildings in which sanitary fixtures and sanitary appliances using water-borne waste disposal are installed must be provided with adequate plumbing and drainage to appropriate outfalls or system for storage/treatment. This safeguards people from infection or contamination of the water supply.)</p>			
<p>Clause G14 Industrial liquid waste (Requires the safe and hygienic collection, treatment and disposal of industrial liquid waste to avoid contamination.)</p>			

NZBC CLAUSE	DESCRIBE EXISTING PROVISIONS	REQUIRED PROVISION	PROPOSED ACTION
<p>Clause G15 Solid waste (This clause requires buildings to have space and facilities for the collection, and safe hygienic holding prior to disposal, of solid waste arising from the intended use of the buildings.)</p>			
<p>Clause H1 Energy efficiency (This clause requires enclosed spaces where temperature or humidity are modified to provide adequate thermal resistance and to limit uncontrollable airflow in certain buildings. It also sets out physical conditions likely to affect energy performance, and requirements for hot water systems, artificial lighting and HVAC systems.)</p>			

PROPOSED UPGRADES/IMPROVEMENTS

Details

OWNER'S PLAN TO ADDRESS/RESOLVE ANY OUTSTANDING NON-COMPLIANT ISSUES

Details

SUMMARY OF SACRIFICES/BENEFITS ANALYSIS

Details - (attach other documents as necessary)

FIRE AND EMERGENCY NEW ZEALAND

Have Fire and Emergency New Zealand been advised of the change of use?

 Yes No**DECLARATION****I declare that all the information in this form is true and correct, and the owner (if not myself) has been notified of the content of this form.**

Full name

Position

On behalf of

Signature

Date