

Information for person seeking acceptance as an independent qualified person

Section 438, Building Act 2004

Whangarei District Council is required to determine that an 'independent qualified person' is appropriately qualified to undertake the inspection and maintenance of features or systems listed in Section 438 of the Building Act 2004. 'Person' is defined in the Building Act as including the Crown, a corporation sole, and also a body of persons corporate or unincorporated. Applicants can thus be made in the name of a company, partnership, etc.

The applicant is required to provide sufficient documented evidence of appropriate qualifications to undertake the inspection and maintenance of the feature or system for which approval is sought. Further information may be requested during the consideration of an application.

Where an application is in the name of a company, partnership etc, it is necessary to nominate an individual available to Council for each feature or system for which acceptance is sought. The information should in general be supplied in respect of the person who is qualified to maintain and inspect and not, for example, the manager with overall responsibility, to enable Council to be confident that appropriate skills are available within the corporate entity.

The following information is required

- applicant's name and address
- features and/or systems for which acceptance is sought and where the application is in the name of a company etc, the name of the person nominated for each feature or system
- qualifications
 - by examination
 - by training (*apprenticeships, courses, etc*)
- refresher courses, etc since qualification obtained
- membership of any professional institutes or technical organisations
- related experience – full relevant employment history
- related **technical** reference – may include individuals, institutions, and clients, etc. A minimum of three are required for each nominated person. Further reference may be made to referees during consideration of the application
- a brief summary of the procedures the applicant/nominated person would adopt in the inspection and maintenance of the features or systems for which acceptance is sought together with advice as to the relevant New Zealand Standards, technical documents, etc against which performance would be checked
- details of insurance cover held, including public liability cover.

Where more than one individual is appropriately qualified for each feature or system, it is not necessary to either nominate or provide information in respect of more than one individual for each feature or system for which acceptance is sought. If more than one individual is nominated for each feature or system, a further fee may be payable.

The application form or renewal of acceptance form should be completed and forwarded together with the appropriate fee to:

Whangarei District Council
Private Bag 9023
WHANGAREI 0148

Fees, as per Whangarei District Council's Fees and Charges Schedule, for the current year, are payable on application.

- **individuals**

- **'persons'** as defined in the Building Act 2004, where not more than one person per feature or system is nominated as appropriately qualified to inspect or maintain the feature or system for which acceptance is sought. Where more than one person is nominated, a further fee may be payable.

Renewal forms will be sent with confirmation of acceptance as an independent qualified person and should be returned with the annual renewal fee one month prior to enable renewal of acceptance to be processed.

Paul van der Sluis
Principal Building Controls Officer

Application for acceptance as an independent qualified person

Section 438, Building Act 2004

Application

Name _____ Phone _____ Fax _____

Company name _____

Address _____

Postal address _____

Email _____ Mobile _____

Part A - scope

Please the appropriate box or boxes where systems or features for which acceptance as an independent qualified person is sought

Specified system or feature	
SS 1/1	<input type="checkbox"/> Automatic system for fire suppression - water
SS 1/2	<input type="checkbox"/> Automatic system for fire suppression - gas
SS 1/3	<input type="checkbox"/> Automatic system for fire suppression - powder
SS 1/4	<input type="checkbox"/> Automatic system for fire suppression - other
SS 2/1	<input type="checkbox"/> Manual emergency warning system
SS 2/2	<input type="checkbox"/> Automatic fire alarm – type 3
SS 2/3	<input type="checkbox"/> Automatic fire alarm – type 4
SS 2/4	<input type="checkbox"/> Automatic fire alarm – type 5
SS 3/1	<input type="checkbox"/> Automatic doors
SS 3/2	<input type="checkbox"/> Access controlled doors
SS 3/3	<input type="checkbox"/> Interfaced fire or smoke doors or windows
SS 4/1	<input type="checkbox"/> Emergency lighting – existing NZS 6742
SS 4/2	<input type="checkbox"/> Emergency lighting – new AS/NZS 2293
SS 4/3	<input type="checkbox"/> Emergency lighting – with generator
SS 5	<input type="checkbox"/> Escape route pressurisation systems
SS 6/1	<input type="checkbox"/> Riser main – dry
SS 6/2	<input type="checkbox"/> Riser main – charged
SS 7	<input type="checkbox"/> Automatic backflow preventer
SS 8/1	<input type="checkbox"/> Passenger-carrying lifts
SS 8/2	<input type="checkbox"/> Service lifts
SS 8/3	<input type="checkbox"/> Escalators and moving walks

Please ✓ the appropriate box or boxes where systems or features for which acceptance as an independent qualified person is sought

SS 9/1	<input type="checkbox"/>	Mechanical ventilation – toilet extract system serving multiple facilities
SS 9/2	<input type="checkbox"/>	A ducted ventilation or air conditioning system
SS 9/3	<input type="checkbox"/>	A spray booth ventilation system where the booth forms all or part of the building
SS 9/4	<input type="checkbox"/>	Mechanical ventilation – an air-handling system that maintains a differential air pressure in a hospital operating theatre, medical isolation room, quarantine facility or pharmaceutical manufacturing plant
SS 9/5	<input type="checkbox"/>	A cooling-water system incorporating one or more cooling towers or evaporative condensers
SS 9/6	<input type="checkbox"/>	An air-handling system required to function in smoke management or smoke clearance mode during a fire
SS 9/7	<input type="checkbox"/>	A system incorporating one or more solid liquid or gas-fired boilers
SS 9/8	<input type="checkbox"/>	Air conditioning system – containing one or more electric heating elements mounted in air handling units or ducts located outside the occupied space
SS 9/9	<input type="checkbox"/>	Air conditioning system – a split air conditioning unit that introduces fresh air into the building
SS 10/1	<input type="checkbox"/>	Building maintenance unit - suspended
SS 10/2	<input type="checkbox"/>	Building maintenance unit – travelling ladder or gantry
SS 11	<input type="checkbox"/>	Laboratory fume cupboard
SS 12/1	<input type="checkbox"/>	Audio loops
SS 12/2	<input type="checkbox"/>	FM radio frequency systems and infrared beam transmission systems
SS 13/1	<input type="checkbox"/>	Mechanical smoke control
SS 13/2	<input type="checkbox"/>	Natural smoke control
SS 13/3	<input type="checkbox"/>	Smoke curtains
SS 14/1	<input type="checkbox"/>	Emergency power systems
SS 14/2	<input type="checkbox"/>	Signs
SS 15/1	<input type="checkbox"/>	Systems for communicating spoken information intended to facilitate evacuation
SS 15/2	<input type="checkbox"/>	Final exits
SS 15/3	<input type="checkbox"/>	Fire separations
SS 15/4	<input type="checkbox"/>	Signs for communicating information intended to facilitate evacuation
SS 15/5	<input type="checkbox"/>	Smoke separations
SS 16/1	<input type="checkbox"/>	Cable car – carriage of people
SS 16/2	<input type="checkbox"/>	Cable car – carriage of goods

Part B – qualifications & experience

For other than individual applicants, i.e. companies, corporations, etc, the information required in Parts B & C should be supplied in respect of an individual within the organisation appropriately qualified to inspect and maintain each system or feature for which acceptance is sought. Appropriate documented confirmation of the above is required and should accompany the application. *(Please copy this portion of the form as necessary).*

Qualifications by examination		Granted by	Date granted
Membership of professional institutions & technical organisations		Date admitted	
Qualification by training not included above <i>(apprenticeships, courses, etc)</i>	Organised/supervised by	From	To
Refresher courses not included above	Organised/supervised by	From	To
Experience		From	To

All additional supporting documentation to be stapled to this page

Part C – supporting statements

Supporting technical references attached from individuals, professional or technical institutions, clients, etc. (*a minimum of three covering all systems or features for which acceptance is sought*). Referees may be contacted during the processing of the application. Brief summaries are to be attached outlining the procedures to be adopted in the inspection and maintenance of each feature or system for which acceptance is sought, together with advice as to the relevant New Zealand standards, technical documents, etc, against which performance would be checked

Name and address	System or feature to which reference relates

Part D - insurance

Public liability or professional indemnity Insurance held relative to the role of an independent qualified person. If insurance lapses following acceptance then the independent qualified certificate will become null and void

Type of cover	Amount (\$)	Insurer	Significant exclusions

Signature

Date