

# Application for amendment to Compliance Schedule

Section 106 of the Building Act 2004



## SECTION 1: The Building

Street address of building	<input type="text"/> <i>For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection</i>
Legal description of land where building is located	<input type="text"/> <i>State legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent</i>
Building name	<input type="text"/>
Location of building within site/block number	<input type="text"/> <i>Include nearest street access</i>
Level/unit number	<input type="text"/>
Current, lawfully established, use	<input type="text"/> <i>Include number of occupants per level and per use if more than one</i>

## SECTION 2: The Owner(s)

Full name of owner(s)	<input type="text"/>
Contact person	<input type="text"/> <i>Complete if applicable</i>
Owner(s) mailing address	<input type="text"/>
Owner(s) Street address/registered office	<input type="text"/>
Owner(s) phone numbers	<input type="text"/>
Owner(s) email	<input type="text"/>

Evidence of ownership

*Copy of record of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building*

### SECTION 3: Agent

Only required if application is being made on behalf of the owner

Name of agent

Contact person

*Complete if applicable*

Mailing address

Street address/registered office

Phone numbers

Email

Relationship to owner:

*State details of authorisation from the owner to make the application on the owner's behalf*

First point of contact for communications with the council/building consent authority:

*State full name, mailing address, phone number(s), facsimile number(s) and email address(es). Contact details must be in New Zealand.*

**SECTION 4: Application**

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

What is the existing compliance schedule number? *(if applicable)*

Total occupancy numbers:

Risk Group: *(For more information, see C/AS2)*

Highest fire hazard category for building use *(insert number)*

Specified System	Amendment Required	Reason why amendment is required <i>State why amendment is required to ensure that the specified system meets the performance standards</i>	Performance Standard <i>Acceptable Solution, Verification Method, Standard or Specific Document</i>	Inspection and Maintenance Procedures <i>Maintenance procedures may be identified by a written description or a reference to a Standard or other document</i>	Reporting Procedures <i>Reporting procedures may be identified by a written description or a reference to a Standard or other document</i>	Responsibility <i>List persons/companies for the adjacent procedures</i>
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## SECTION 5: Attachments

Please note the following attachments will be required:

- Copy of existing Compliance Schedule
- Floor plan showing locations of systems
- Performance standards, maintenance, inspection and reporting routines/standards for new systems
- Letter of authorisation from owner (if application has been made on behalf of the owner)
- Others (Building consent, fire report etc)

## SECTION 6: Signature of owner / agent on behalf of and with the authority of the owner

Print name

Signature

Date

## SECTION 7: Submit your application

You can return the form to one of our service centres, by post, or by email.

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Avenue, Kaikohe | Private Bag 752, Kaikohe 0440 | [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz) | 0800 920 029