

# ABC Auckland Forum

Auckland Council BWOF information

Presented by Loretta Parker – Manager BWOF & CCC

November 2022



# Topics

- Form 11 applications
  - State of play
  - How we will move forward swiftly
- Site specific compliance schedules
  - What legislation requires
  - What we require from you
- Form 12 - what needs to be on it
- External egress motorised gates – some questions answered
- Questions



# Form 11 applications – State of play



# Form 11 applications – moving forward swiftly

- Form 11 received *up to 31 Dec 2022*
  - Will be processed in order of date received. If a lot of info is missing from the existing CS the front cover only will be issued
  - Council will request that site specific information be provided *before* the next renewal so it can be added to the BWOFF record
  - Council will provide a template for the CS manual with as much info as possible for it to be completed and submitted by Owner/Agent
- Form 11 received *2023 onwards*
  - Processed in order of date received with 2023 applications being priority
  - Form 11 must include site specific information for the amended specified system
  - If information is insufficient on the Form 11 and/or the existing compliance schedule manual requires updating an RFI will be issued outlining what is required




Date of issue: 24.08.2010

**THE BUILDING:**

Street address: 100 Foundry Road Silverdale Auckland 0932

Legal description: LOT 1 DP 544633 Building name: N/A

Location of building within site / block:  Level / Unit N°: N/A

Intended life of building: Indefinite but not less than 50 years Year first constructed: 1988

Risk group: WB: Business, commercial and low-level storage

Current lawfully established use: Industrial

Description of building use (include number of occupants):  
 Description: Commercial / industrial units Occupancy N°: Tenancy 1 = 20, Tenancy 2 = Unknown, Tenancy 3 = 28

**OWNER:**

Name: Shore Management Limited

Postal address: PO Box 238 Silverdale 0944

Agent name: N/A

Registered office: N/A

Telephone: N/A Mobile: 021 986 663

Email: yvonne@mtmenj.co.nz


← CS front cover

**SYSTEMS CONTAINED WITHIN THIS BUILDING – the inspection, maintenance and reporting procedures for these systems are described on the following pages**

- SS 1/1 Automatic sprinkler systems
- SS 2/1 Automatic or manual emergency warning systems for fire
- SS 4 Emergency lighting systems
- SS 7 Automatic back-flow preventers
- SS 9 Mechanical ventilation or air conditioning systems
- SS 14/2 Signs relating to specified systems 1–13
- SS 15(b) Final exits
- SS 15(c) Fire separations
- SS 15(d) Signs for communicating information to facilitate evacuation

The compliance schedule is kept at: 100 Foundry Road Silverdale

Date of issue: 24<sup>th</sup> August 2010

Signed on behalf of Auckland Council by:  Name and role: Ian McCormick, General Manager Building Consents

Auckland Council, Private Bag 92300, Auckland 1142

**VERSION CONTROL**

Version N°	Building Consent / Reference N°	Date of issue	Description / reason for change
3	BCO10295898	23 <sup>rd</sup> September 2020	Addition of WC and office space to existing single level industrial building (excluding canopy)
4	BCO10323156		Unit 3: Addition of a two-storey internal office to the existing warehouse, including external window joinery, storage racks and lunchroom

→ CS manual template

<b>Specified System</b>	Electromagnetic or automatic doors or windows
<b>Description:</b>	3/2 Access controlled doors
<b>Type:</b>	<ul style="list-style-type: none"> <li>• Electromagnetic access card (swipe / prox)</li> <li>• Key pad</li> <li>• Sensor-delayed</li> </ul>
<b>Make/Model:</b>	
<b>Location:</b>	
<b>Performance Standard:</b>	<ul style="list-style-type: none"> <li>• C/AS2 - Acceptable Solution for Buildings other than Risk Group SH, First edition 2019 Clause 3.15.7(b)</li> <li>• C/ASX [add version and year] Clause 3.15.1, 3.15.2]</li> </ul>
<b>Inspections Procedure:</b>	<p>All access control systems are to be checked for correct operation and programming functions</p> <p>Daily, when the building is in use, for crowd occupancies (CS, CL, CO, CM) (by owner or owner's representative)</p> <ul style="list-style-type: none"> <li>• Check all devices to ensure they are visibly clear, physically unobstructed and in the correct location</li> </ul> <p>Monthly (by owner or owner's representative)</p> <ul style="list-style-type: none"> <li>• Check all devices to ensure they are visibly clear, physically unobstructed and in the correct location with signage present</li> </ul> <p>Six-monthly (by an independent qualified person)</p> <ul style="list-style-type: none"> <li>• Each Emergency Door Release, in the direction of egress shall be operated and tested that the doorset latches in the open position. The device shall then be reset and ensure that the doorset locks correctly.</li> <li>• Each Request for Exit Device in the direction of egress shall be checked for its correct location, operation, proximity to the respective doorset and is appropriately identified.</li> </ul>
<b>Interface testing</b>	<ul style="list-style-type: none"> <li>• The access controlled doors are interfaced with the fire alarm system. Annual Inspection and testing shall be undertaken in accordance with the relevant performance standard for the fire alarm to ensure its correct operation.</li> <li>• The access controlled doors are not interfaced with the fire alarm system.</li> </ul>
<b>Maintenance Procedure:</b>	<p>Planned preventative and responsive maintenance shall be carried out to ensure correct operation and programming functions of each device so that occupants are not prevented from leaving the building and are able to leave the building without the use of swipe cards, keys or other security devices in the event of an emergency</p> <p>All defects shall be remedied immediately that they become apparent</p> <p>By competent and qualified personnel</p>
<b>Reporting:</b>	<p>All (Hard/Soft Copy) records and written reports must be kept and maintained confirming inspections and maintenance, as applicable to this Specified System, have been carried out by the individuals responsible for inspecting and maintaining the systems or features (including but not limited to Owners, Service Technicians and Independent Qualified Persons) for a period of 2 years.</p>

# Form 11 applications – moving forward swiftly *continued*

- Our commitment to you
  - We will aim to complete all Form 11 application backlog work (submitted prior to 2023) within 1 year
  - We will prioritise Form 11 applications received in 2023. Our goal is to not have any further backlogs
  - When processing a BWOF renewal we will check to see if there is a Form 11 pending to be processed and will do this at the same time

**OUTCOME:** New Form 11 applications processed within 20 working days, site specific and fit for purpose



# Site specific compliance schedules - legislation

- Building Amendment Act 2012

(1) A compliance schedule must—

- (a) **state and describe each of the specified systems** covered by the compliance schedule, including a statement of the **type and (if known) make** of each specified system; and
- (b) state the **performance standards** for the specified systems; and
- (c) describe the **inspection, maintenance, and reporting procedures** to be followed by independently qualified persons or other persons in respect of the specified systems to ensure that those systems are capable of, and are, performing to the performance standards.

**PROBLEM** – when we receive a Form 11 to amend a compliance schedule it is difficult to amend. There are a lot of compliance schedules issued prior to this requirement and we do not have the site specific information



# Site specific compliance schedules – what we need from you

- **FORM 11 application:**
- Check the existing compliance schedule – *is it site specific?*
  - No
    - Gather the site specific information and provide to Council along with the Form 11
  - Yes
    - Only supply the Form 11 with the site specific info on the amended specified system
- Form 11 “Reason for amendment” to include:
  - BCO or COA number (if applicable)
  - Any associated documentation to quickly determine if the amendment application can be approved (e.g. fire report, specifications, plans etc)
  - Site specific information for the amended specified system:
    - Type/Make/Model (including if it is interfaced)
    - Location
    - Performance Standard
    - Inspections Procedure
    - Maintenance procedure
    - Reporting





## REMOVING/ADDING SPECIFIED SYSTEMS GENERALLY REQUIRES A BCO OR COA

- A Form 11 will not be required if there is a BCO or COA associated with the specified system
- The amended compliance schedule will be issued with the CCC or COA
- An RIL can be provided at renewal if a BCO is still under construction
- If a system has been removed/added and requires a BCO the Form 11 will be rejected and you will be advised to apply for a COA
- If a system has been removed and does not require a BCO please submit a Form 11 with the relevant information to support the this (e.g. fire report)

**This is important information to ensure Owners/Agents know their obligations**



# Form 12 – What needs to be on it

- Correct Owners details
  - It is important that the Owner (not the tenants) details are noted on the Form 12
    - This is a requirement as noted in the Building (Forms) Regulations 2004
    - Section 7 of the Building Act 2004 outlines the definition of an Owner
    - Section 108 of the Building Act 2004 outlines that it is the Owners responsibility to supply to the TA a BWOF on each anniversary
  - An audit has been conducted and it is noted that a vast amount of Form 12's received had the incorrect Owner's information on it. From 28<sup>th</sup> November 2022 we will be keeping a closer eye on this and encourage you to ensure you have the Owner's details available.

**REMEMBER:** Council doesn't make the rules, we just enforce them!



# External egress motorised gates

- What is required for a final exit with motorised gates?
- Each consent is different but what must be considered:
  - Will the occupants be able to get to a place of safety in the event of an emergency
  - Fire Service access, will the gate need to be easily open for them in the event of an emergency
    - If the gate has swipe/pin access in usual times, there must be an override option (EDR)
    - The use of manual over ride clutch mechanism is often used
- How could this be listed on a Compliance Schedule?
  - SS3.2: Access-controlled doors
  - SS14.2: Signs for all systems
  - SS15b: Final exits
  - The performance standard for this would likely note the verification method and have site specific IMR requirements



# QUESTIONS?

We are keen to work with you collaboratively to ensure our buildings safe for people to use and visit

