

Important: Please use this checklist to ensure you provide all the necessary information for the Form 12A. (A Form 12A is the **Certificate of Compliance with Inspection, Maintenance, and Reporting Procedures** issued by an Independent Qualified Person (IQP) to verify that a building's specified systems (e.g., fire alarms, sprinklers, lifts) have been maintained and inspected in accordance with the Compliance Schedule over the previous 12 months.)

Submitting complete and correctly formatted information will enable us to process your application efficiently. This includes:

- **Format:** Please provide the information in a clear, legible PDF format. Note, we do not accept zip files.
- **Accuracy:** Ensure all information is accurate and matches the details in the compliance schedule.
- **Completeness:** Providing all the required information will prevent delays in processing your Building Warrant of Fitness (BWof).
- **Supporting Documents:** If you are providing separate documents, clearly label them with the corresponding section number from this checklist (e.g., "1 - Compliance Schedule Number").
- **Documents:** For processing efficiency please place the renewal documents before the reporting documents.

Further Assistance: Please contact our BWof team at bwof.contact@dcc.govt.nz

The following information is required:

Building and Owner Details	
Compliance schedule number	Provide the compliance schedule number <i>(found on current compliance schedule)</i> .
Compliance schedule anniversary date	Provide the compliance schedule anniversary date (DD/MM or DD/MM/YYYY), or the BWof expiry date for the year the documentation relates to (DD/MM/YYYY). <i>Note: Visit www.dunedin.govt.nz/compliance-schedule for date guidance.</i>
Specified systems	List accurate details of specified systems. <i>Note: Listed on the current compliance schedule that the IQP below is qualified to sign.</i>
Address and legal description	Provide the full street address <i>(found on current compliance schedule)</i> . Provide the legal description (Lot, DP number, etc.) as separate items. <i>Note: Can be obtained from current compliance schedule or DCC Ratings database. Although not mandatory, if supplied, please ensure this information is accurate.</i>
Owner/Agent	Provide the full name of the owner/agent <i>(found on current compliance schedule)</i> . <i>Note: It is the owner's responsibility to ensure the compliance schedule owner details are current. This can result in a rejection if not as per our system details.</i>
Mailing address	Provide the full mailing address of the owner/agent <i>(found on current compliance schedule)</i> . <i>Note: It is the owner's responsibility to ensure the compliance schedule owner details are current. This can result in a rejection if not as per our system details.</i>
12-month Compliance Statement	
12-month wording	Provide the full 12-month wording statement as below: <i>The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system/s.</i>
Certification	
Signed and dated	Provide the signature of the person Independent Qualified Person (IQP) completing the form. Provide the date of signing. Ensure the signing and dating is within 3 months of the expiry date. IQP number, IQP name, IQP company.