

B-RaD Information Checklist

Important: Please use this checklist to ensure you provide all the necessary information for your Building Warrant of Fitness Report and Declaration (B-RaD). This document is used when a building owner cannot supply a standard Building Warrant of Fitness (BWof).

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 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>
Lawfully established use	Provide the current lawfully established use <i>(found on current compliance schedule)</i> .
Number of occupants	Provide the number of occupants <i>(found on current compliance schedule)</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>
System Details	
Conditions listed (specified systems)	Provide details of conditions listed (specified systems). What was provided (Form 12a - Certificate of Compliance with Inspection, Maintenance, and Reporting Procedures) and what wasn't (S-RaD – Specified System Report and Declaration).

Reasons for Non-Compliance	
BWoF unable to be supplied	<p>State that a BWoF was unable to be supplied and displayed because one or more scheduled inspection and/or maintenance procedures of the compliance schedule was not carried out.</p> <p>Include a table detailing whether a specified system was affected by the missed procedures and the current performance of the specified system with its respective performance standard.</p> <p>If building consent is the reason, ensure to state the building consent number.</p>
Declaration and Location	
Owner's declaration	<p>Provide the owner's declaration.</p> <p>STATE:</p> <p><i>A BWoF was unable to be supplied and displayed because one or more scheduled inspection and/or maintenance procedures of the compliance schedule was not carried out.</i></p> <p><i>The following table details whether a specified system was affected by the missed procedures and the current performance of the specified system with its respective performance standard.</i></p>
Compliance schedule location	State where the compliance schedule is kept.
Certification	
Signed and dated	<p>Provide the signature of the person completing the form.</p> <p>Provide the date of signing.</p>