



COMMERCIAL BUILDING WARRANT OF FITNESS

WHAT YOU NEED TO KNOW



DUNEDIN
CITY COUNCIL

kaunihera
a-rohe o
Otepoti

Some commercial buildings must have an annual building warrant of fitness (BWOF) to make sure their buildings are safe to use.

The Building Act 2004 requires owners of buildings with specified systems to supply councils with an annual BWOF. The purpose of the BWOF is to make sure that systems listed in the compliance schedule, such as sprinkler systems and lifts, are working as they should.

Who is responsible for what?

The Dunedin City Council

The DCC issues a compliance schedule for all buildings that contain specified systems as listed in Schedule 1 of the Building Regulations 2005.

The compliance schedule states the specified systems, their performance standards and the inspection, maintenance and reporting procedures to keep each specified system in good working order. The date the compliance schedule is issued becomes the annual BWOF renewal date.

We send building owners relevant paperwork a month before the annual BWOF renewal date. This includes a fee to process and file the documentation. A reminder letter will be sent a month after the renewal date if we haven't received the documentation. A notice to fix may be issued for failing to supply a BWOF.

The DCC is responsible for:

- issuing a compliance schedule
- ensuring annual renewal information is issued to each building owner
- ensuring BWOF documentation is correct and compliant
- administering any enforcement action if required
- regularly auditing BWOF requirements, including a desktop review and on-site visit (the audit report is supplied to the building owner).

Building owner

If you own a building that contains specified systems, the Building Act requires you to have a compliance schedule. You must make sure the systems are maintained so they function as intended for the life of the building.

You must meet the schedule's requirements for inspection, maintenance and reporting.

The building owner can maintain some of the systems, but others must be maintained by an independently qualified person (IQP). An IQP must inspect all systems at least once a year.

Some building owners engage a BWOF agent to take care of the compliance schedule requirements and submit the required documentation to the DCC.

To show you have met your responsibilities, you must issue, sign, date and publicly display an annual building warrant of fitness (form 12) and provide a copy to us.

The compliance schedule must be kept in the location stated on the compliance schedule statement and BWOF so it can be inspected by authorised people, such as DCC inspectors and fire service personnel. Related documents, such as annual written reports, log books and test certificates should be filed with the compliance schedule, for at least two years.

The building owner is responsible for making sure:

- all specified systems in the building are listed on the compliance schedule
- each specified system is inspected following the requirements listed in the compliance schedule
- each specified system is maintained so that it works as intended
- the required documentation is sent to the DCC annually
- the BWOF is displayed somewhere publicly accessible within the building
- annual reports are kept with the compliance schedule for two years
- all records are available for an on-site audit
- a specified system is not installed, modified or removed without a building consent.

Independently qualified person

An IQP is approved to carry out or supervise the inspection, maintenance and reporting on specified systems on the building owner's behalf.

There is a South Island IQP Register (website below) so building owners can engage an approved contractor.

The IQP is responsible for:

- inspecting specified systems to make sure they meet the standard listed in the compliance schedule
- issuing an annual report and a form 12A for the specified systems inspected
- liaising with the building owner regarding the need to maintain or replace specified systems.

For more information

BWOF

www.building.govt.nz/building-officials/guides-for-building-officials/building-warrants-of-fitness/

www.building.govt.nz/managing-buildings/managing-your-bwof/

www.building.govt.nz/assets/Uploads/managing-buildings/bwof-guidance/bwof-guidance.pdf

www.building.govt.nz/building-code-compliance/building-code-and-handbooks/compliance-schedule-handbook/

www.dunedin.govt.nz/compliance-schedule

Building forms

www.legislation.govt.nz/regulation/public/2004/0385/latest/DLM296472.html

South Island IQP register

www.timaru.govt.nz/services/building/independent-qualified-persons/iqp-search

These website links were correct at the time of printing.