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| CS19CFO Commercial Building First Fit-out and Minor Internal Alterations Checksheet  | logo |

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| **APPLICANT INFORMATION** |
| This checklist is designed to assist with the documentation and information that needs to be provided with your application. The comments provided *in italics* are references to paragraphs of the Acceptable Solutions unless specified otherwise. These are for guidance only and may not be the specific means of compliance for your project. **Please complete all orange sections (left side of form) or select N/A where relevant**This checklist is suitable to be used for * a first fit out of a new building (i.e. tenancy fit out) or,
* minor internal alteration to an existing commercial building.

**For more significant alterations / additions please complete the CS19C Commercial checksheet available** [*here*](https://www.qldc.govt.nz/services/building-services/building-consents) |

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| **PROPERTY INFORMATION** |
| **APPLICANT TO COMPLETE** | **COUNCIL USE ONLY** |
| **Yes** | **RFI** | **Reasons for Decisions / Comments** |
| [**Clause A1 - Classified Uses**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | Choose an item. | [ ]  | [ ]  | **BC NUMBER**: Click to enter text.Check within scope of checksheet and check project information provided by applicant. |
| [**Use of Building**](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) | Choose an item. |
| [**Building Importance Level**](https://www.legislation.govt.nz/regulation/public/1992/0150/latest/link.aspx?id=DLM4417717#DLM4417717) | Choose an item. |

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|  | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/media/y1gpcr3s/form-2-building-consent-application.pdf) **completed** | [ ]  | [ ]  | [ ]  |  |

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| **Yes** | **N/A** | **Producer Statements** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | **Producer Statements (PS1s)****Check:*** *Building address*
* *scope of work/ building code clauses covered*
* *drawings referenced*
* *verification of design assumptions*
* *construction monitoring and inspection schedule*
* *authors qualification and registration (check on EngNZ register)*
* *signed and dated*
* *supporting documentation (calculations/test report)*
 | [ ]  | [ ]  | [ ]  |  |

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| **Building Act 2004** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [**Section 53**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy *(accurate value of work for project)* | [ ]  | [ ]  | [ ]  |  |
| [**Section 31 – 39**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM/PIC)*(contamination, services etc)* | [ ]  | [ ]  | [ ]  |  |
| [**Section 71 – 74**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html)  Natural Hazards associated with this consent (see PIM/PIC information) | [ ]  | [ ]  | [ ]  |  |
| [**Section 112**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) Alterations to existing buildings | [ ]  | [ ]  | [ ]  |  |
| [**Section 115**](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306880.html) Change of use | [ ]  | [ ]  | [ ]  |  |
| [**Section 67**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or ModificationsComplete[AF WM Application for Waiver or Modification](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) | [ ]  | [ ]  | [ ]  |  |
| [**Section 26**](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html?search=sw_096be8ed81c9110f_26_25_se&p=1&sr=2) Warnings or Bans | [ ]  | [ ]  | [ ]  |  |

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| [ ]  **N/A** | **ALTERATIONS TO AN EXISTING BUILDING (SEC 112) OR CHANGE OF USE (SEC 115)*****(NOT APPLICABLE FOR FIRST FIT OUTS)*** |
| [**MBIE Building Score Methodology**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) used to establish the level of information that needs to be provided to review relevant Code Clause requirements**Is this an alteration to an existing building?** [ ] Yes (*does not apply to first fit outs as this is new work and will be assessed under* [*Section 17*](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306338.html))[***Section 112***](https://www.legislation.govt.nz/act/public/2004/0072/latest/link.aspx?id=DLM306875) *applies – Means of escape from fire and Access and Facilities for persons with disabilities* **Is a change of use proposed?** [ ] Yes *(see* [***Building Regulations 2005***](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) *to establish if change of use proposed)* [***Section 115***](https://www.legislation.govt.nz/act/public/2004/0072/latest/link.aspx?id=DLM306875) *applies – Means of escape from fire, protection of other property, sanitary facilities, structural performance and fire-rating performance* |
| **Current use:** Choose an item. | **Proposed use:** Choose an item. |
| **If yes to either of the above, complete table below to establish the Building Score and provide applicable level of assessment for the whole building.** For unit titles or alterations to tenancies within an existing building, the whole building must be assessed. |
| **BUILDING SCORE** |
| **Type** | **Key Factors** | **Points** | **Score** *(select as applicable)* |
| **Likelihood of existing building complying**  | **Building Age** |
| Approved from 1 June 2001 onwards | **0** | [ ]  |
| Approved between 1 January 1993 and 31 May 2001 | **1** | [ ]  |
| Approved on or before 31 December 1992 | **3** | [ ]  |
| **Information held on the building by the BCA or TA (score one of these only and choose the most comprehensive assessment)** |
| For buildings approved from 1 June 2001: no consents made | **0** | [ ]  |
| Full building assessment on file dated 1 June 2001 or later | **2** | [ ]  |
| Full building assessment on file dated on or before 31 May 2001 | **4** | [ ]  |
| One or more partial building assessments on file | **6** | [ ]  |
| No assessment on file for building additions or alterations | **8** | [ ]  |
| Unable to determine history of building | **8** | [ ]  |
| **Extent of proposed work** | **Extent of the proposed work**  |
| Minor | **0** | [ ]  |
| Moderate | **3** | [ ]  |
| Significant  | **6** | [ ]  |
| **Potential consequences of not complying** | **Building Importance Level** |
| Level 1 | **0** | [ ]  |
| Level 2 | **4** | [ ]  |
| Level 3 | **8** | [ ]  |
| Level 4 and Level 5 | **12** | [ ]  |
| Additional points for building level 1, 2 or 3 with sleeping facilities | **4** | [ ]  |
| **TOTAL SCORE** | Choose an item. |
| **Assessments to be provided in relation to Building Score**  |
| **1-11** | **List of current features plus Statement of Change**  |
| **12-19**  | **Gap Assessment**  |
| **20+**  | **Full Assessment**  |
| **Further guidance on levels of assessment can be found on the MBIE website:** [**Recommended approach**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/)  |
| **Alterations or Change of Use to existing building** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| Building Score sheet provided and agree with assessment level | [ ]  | [ ]  | [ ]  |   |

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| **B STABILITY** |
| [ ]  **N/A** | [**B1 Structure**](https://www.building.govt.nz/building-code-compliance/b-stability/b1-structure) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alterations or additions to internal structural elements** | [ ]  | [ ]  | [ ]  |  |
| **Internal partitions walls or openings** | [ ]  | [ ]  | [ ]  |  |
| **Ceiling systems, ceiling linings, suspended ceilings** (seismic restraint and PS1) | [ ]  | [ ]  | [ ]  |  |
| **B2 Durability** |
| **B2 Durability must always be considered when demonstrating compliance with each of the clauses of the Building Code.**  In other words, it ensures that a building will continue to satisfy the performance of the Building Code throughout its specified intended life. Under the clause, building materials, components and construction methods are required to be sufficiently durable.  They must ensure that the building, without reconstruction or major renovation, continues to satisfy the other functional requirements of the Building Code throughout its life. B2 specifies minimum durability periods building elements must meet with only normal maintenance, being not less than 50, 15 or 5 years. |

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| **C PROTECTION FROM FIRE**  |
| [**C1-6 Protection from Fire**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c2-prevention-of-fire-occurring) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Alteration to an existing building** (Part 1-4) **or Change of use assessment provided** (Part 1-5)  | [ ]  | [ ]  | [ ]  |  |
| **Part 1:** General (risk group, occupant load)  | [ ]  | [ ]  | [ ]  |  |
| **Part 2:** Firecell, fire safety systems and fire resistance ratings | [ ]  | [ ]  | [ ]  |  |
| **Part 3:** Means of Escape | [ ]  | [ ]  | [ ]  |  |
| **Part 4:** Control of Internal Fire & Smoke spread | [ ]  | [ ]  | [ ]  |  |
| **Part 5:** Control of External fire spread | [ ]  | [ ]  | [ ]  |  |
| **Part 7:** Prevention of fire occurring | [ ]  | [ ]  | [ ]  |  |

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| **D ACCESS** |
| [ ]  **N/A** | [**D1 Access Routes**](https://www.building.govt.nz/building-code-compliance/d-access/d1-access-routes) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Accessible route(s)**: principal entrance, location, slope, height clearances, obstructions, structural stability, barriers and lighting, slip resistance, width and protection from falling | [ ]  | [ ]  | [ ]  |  |
| **Ramps**: slope, slip resistance, width, landings, kerb ramps, handrails | [ ]  | [ ]  | [ ]  |  |
| **Stairways**: Pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads, handrails | [ ]  | [ ]  | [ ]  |  |
| **Door** and **Openings**  | [ ]  | [ ]  | [ ]  |  |
| **Carparking:** carparking provided and route from carpark to building assessed | [ ]  | [ ]  | [ ]  |  |

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| **E MOISTURE**  |
| [ ]  **N/A** | [**E2 External Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e2-external-moisture) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Roof or wall penetrations** in relation to internal building work | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**E3 Internal Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e3-internal-moisture) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Watersplash:** Showers, urinals, baths – impervious surfaces walls and floors and junction details provided | [ ]  | [ ]  | [ ]  |  |
| **Commercial and Industrial kitchen facilities**: interior linings for food processing and other areas, wash down areas | [ ]  | [ ]  | [ ]  |  |

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| **F SAFETY OF USERS** |
| [ ]  **N/A** | [**F2 Hazardous Building Materials**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f2-hazardous-building-materials) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Manifestation** details provided, **glazed partitions** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F5 Construction and Demolition Hazards**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f5-construction-and-demolition-hazards) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages  | **Restricting access**: work site barriers, site fences or hoardings provided as applicable | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F6 Visibility in Escape Routes**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f6-visibility-in-escape-routes) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided**  | [ ]  | [ ]  | [ ]  |  |
| **Emergency lighting** plan provided: location, illuminance, duration and **PS1** provided in relation to emergency lighting design | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**F8 Signs**](https://www.building.govt.nz/building-code-compliance/f-safety-of-users/f8-signs) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages   | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Exit and Fire Signage**: Exit signs, call points, fire and smoke doors. Visible at all times - illumination (type) | [ ]  | [ ]  | [ ]  |  |
| **Accessibility Signage:** for accessible route and facilities (car parks, entrance, route, services), assistive listening system | [ ]  | [ ]  | [ ]  |  |
| **Hazard Signage:** hazardous substances and processes (HSNO CoP2.1 09-04) electrical, lifts, machine rooms, escalators/moving walks, water supplies | [ ]  | [ ]  | [ ]  |  |

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| **G SERVICES AND FACILITIES** |
| [ ]  **N/A** | [**G1 Personal Hygiene**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Number** of WC pans, basins, urinals, baths and showers (single sex/unisex)*Refer to fire report occupancy number of occupancy number in relation to facilities required or Table 4.* | [ ]  | [ ]  | [ ]  |  |
| **All bathroom facilities:** locationlayout, space, unisex, basins, showers, line of sight, cubicles, lobbies**Accessible facilities**: access/location, number, layout | [ ]  | [ ]  | [ ]  |  |
| **Location of sanitary fixtures**: space, access to food prep area work, basin communal | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G4 Ventilation**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g4-ventilation) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Natural ventilation:** accommodation unitsand carparks (apartments, hotels, motels) | [ ]  | [ ]  | [ ]  |  |
| **Combined** natural ventilation and mechanical ventilation (accommodation units)  | [ ]  | [ ]  | [ ]  |  |
| **Mechanical ventilation:** outdoor air supply, air-handling systems, extract ventilation etc. car park ventilation, PS1 provided for design | [ ]  | [ ]  | [ ]  |  |
| Ventilation of spaces containing **gas fuel appliances:** natural/mechanical ventilation, flue construction | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G5 Interior Environment**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g5-interior-environment) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Accessible reception counter/desk** details provided  | [ ]  | [ ]  | [ ]  |  |
| **Listening systems** and hearing loops in cinemas, theatres, public halls and communal non-residential with **>250 people,** assembly spaces inold people’s homes with **>20 people** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G8**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g8-artificial-light)**,** [**G9**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g9-electricity)**,** [**G10**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g10-piped-services) **&** [**G11**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g11-gas-as-an-energy-source) **Energy works** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Lighting plan** provided in relation to exit ways and escape routes | [ ]  | [ ]  | [ ]  |  |
| **Accessible light switches and plug sockets**: details and locations provided for buildings intended for **use by persons with disabilities** and **accessible** **accommodation** | [ ]  | [ ]  | [ ]  |  |
| [ ]  **N/A** | [**G12 Water Supply**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g12-water-supplies) **&** [**G13Foul Water**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g13-foul-water) | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages  | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) | [ ]  | [ ]  | [ ]  |  |
| **Water supply** (potable/non potable)**Protection of Potable Water:** hazard and backflow protection information, listed on Compliance Schedule application | [ ]  | [ ]  | [ ]  |  |
| **Hot water system** (type, specifications, schematic, gas califont specifications, gas bottle location), safe water temperature | [ ]  | [ ]  | [ ]  |  |
| **Grease traps:** details and size | [ ]  | [ ]  | [ ]  |  |
| **Plumbing and drainage plan provided:** fixturediameters, gradients, venting, chase details | [ ]  | [ ]  | [ ]  |  |

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| SPECIFIED SYSTEMS |
| Are the new or altered specified systems capable of performing to the performance standards |
| **Application for Compliance Schedule** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| [**Form 2 (Appendix A)**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=DRSDNvFQHUwpZAf1hRZuij) Application for Compliance Schedule and specified systems consent documentation reviewed. Sufficient information to establish systems. | [ ]  | [ ]  | [ ]  |   |
| **SS** | **Specified System** | **Yes** | **RFI** | **COUNCIL USE ONLY** |
| 1 | Auto Systems for Fire Suppression | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 2 | Auto or manual emergency warning systems for fire or other dangers | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 3/1 | Automatic Doors | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 3/2 | Access-Controlled Doors | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 3/3 | Interfaced Fire or Smoke Doors or Windows | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 4 | Emergency Lighting Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 5 | Escape Route Pressurisation Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 6 | Riser Mains | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 7 | Automatic Back-Flow Preventers | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 8/1 | Passenger-Carrying Lifts | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 8/2 | Platform, Low Speed & Service Lifts | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 8/3 | Escalators and Moving Walks | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 9 | Mechanical Ventilation or Air Conditioning Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 10 | Building Maintenance Units | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 11 | Laboratory Fume Cupboards | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 12/1 | Audio Loops | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 12/2 | FM Radio Frequency & Infrared Beam Transmission Systems | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 13/1 | Mechanical Smoke Control | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 13/2 | Natural Smoke Control | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 13/3 | Smoke Curtains | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 14/1 | Emergency Power Systems (SS1 - 13) | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 14/2 | Signs (for SS1 – 13) | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/1 | Systems for communicating spoken info to facilitate evacuation | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15-2 | Final Exits | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/3 | Fire Separations | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/4 | Signs | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 15/5 | Smoke Separations | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| 16 | Cable Cars | [ ]  | [ ]  | Performance StandardInspection/Maintenance Procedures |
| **Draft compliance schedule** * Master document altered removing systems not associated with the building work.
* New and / or altered specified systems altered (typically red text)
* Move to issued in attachment grid
 | **Yes**[ ]  | **N/A**[ ]  |  |

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| Construction Documentation & Producer Statements*See* [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| **Select as applicable** | **PS3 Producer Statement – Construction**  | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Membrane (Shower)  | 6 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Intumescent coating  | 13 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Mechanical Ventilation | 18 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Fire Alarm (PS3/Installers Declaration) | 19 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Sprinkler System (PS3/Installers Declaration) | 22 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Principle Contractor | 25 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Listening System for the Hearing Impaired | 28 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Lift/People Mover  | 29 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Glass Barriers  | 30 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Emergency Lighting | 34 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Passive Fire Protection | 36 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Electromagnetic or automatic doors or windows | 54 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Automatic Backflow Preventer | 56 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Smoke Control Systems | 58 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other Click or tap here to enter text. | 51 | [ ]  | [ ]  | [ ]  | Full wording of producer statement requirements to be written exactly how it should appear on Form 5 |
| Select as applicable | Certification | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| [ ]  | Fire Alarm Certificate | 20 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Sprinkler System Certificate | 21 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Fire Doors | 23 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Design and Manufacture) | 52 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Manufacturers Certificate (Manufacture only) | 53 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Riser Mains Certificate | 55 | [ ]  | [ ]  | [ ]  |  |
| [ ]  | Other Click or tap here to enter text. | 51 | [ ]  | [ ]  | [ ]  |  |
| Gasworks Certification | 2 | **☐** | [ ]  | [ ]  |  |
| Electrical Certification | 39 | **☐** | [ ]  | [ ]  |  |

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| **COUNCIL USE ONLY** |
| **Advice Notes** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
| First fit out  | 48 | [ ]  | [ ]  | [ ]  | Click here to enter base build BC number for advice note. |
| Certificate of Public Use  | 41 | [ ]  | [ ]  | [ ]  |  |
| 3rd Party Verification | 47 | [ ]  | [ ]  | [ ]  |  |
| Specified System Plan | 50 | [ ]  | [ ]  | [ ]  |  |
| Other  | 51 | [ ]  | [ ]  | [ ]  | Full wording of advice note to be written exactly how it should appear on Form 5 |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=BDxt5PwOwfCVgzd9HR114f) *for guidance* |
| [ ]  Drainage | [ ]  Post Lining | [ ]  Specified Systems[ ]  Final |
| [ ]  Framing and Substrates  | [ ]  Tile Membrane |
| [ ]  Pre Lining |  |
| **Compliance Schedule** |
| Choose an item. |
| Existing compliance schedule number: Click here to enter text. |

|  |  |
| --- | --- |
| **COUNCIL USE ONLY- FINAL SIGN OFF AND TECH ONE CHECK**  |  |
| **BC NUMBER** Click here to enter text. |
| [**Building Category**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5)  | [ ] Correct. If changed, state why: Click here to enter text. |
| [**Classified Use**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | [ ] Correct. If changed, state why: Click here to enter text. |
| **Description of Work** | [ ] Correct. If changed, state why: Click here to enter text. |

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| --- | --- |
| **APRROVED** | [ ]  **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 |
| **Processing Officer Name**:Click here to enter text. | **Date**: Click here to enter text. |
|  |
| **REFUSED** | [ ]  **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004  |
| **Processing Officer Name**:Click here to enter text. | **Date**: Click here to enter text. |
| **Supervision Sign Off (if required)** |
| **Supervisor Name:** Click here to enter text. | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |