



# Building Warrants of Fitness

## Legal Obligations for Owners of Commercial Buildings and Cable Cars

### **Blenheim**

15 Seymour Street  
PO Box 443  
Blenheim 7240  
Phone 03 520 7400  
Fax 03 520 7496

Email: [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz)

### **Picton**

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Picton 7220  
Phone 03 520 3200  
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**MARLBOROUGH  
DISTRICT COUNCIL**

ISO 9001:2008  
Form BIB0008 - C11378  
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# Commercial Building and Cable Car Owner's Obligations

The ownership of any building or cable car brings with it great responsibilities. The most important of those is to ensure that users of the building or cable car, and the public, are in safe and sanitary situations at all times. One of the requirements on building owners is to make sure that safety systems in the building are regularly inspected and maintained by competent people.

The Building Warrant of Fitness process is part of that obligation.

This brochure is to help people understand what their obligations are.

## Having a Building Warrant of Fitness means you need to do the following:

1. Employ an IQP to undertake inspections.
2. Maintain systems (eg; fire alarm, cable car).
3. Ensure log book is filled out.
4. Annually, obtain Form 12 and Form 12A from your IQP.
5. Deliver a signed copy of Form 12 and Form 12A to Council for filing.
6. Display a copy of Form 12 for easy viewing by members of the public.
7. Maintain records for a minimum of two years.



**Form 12**  
**Building Warrant of Fitness: No. 263**  
Section 108, Building Act 2004

Issued: 1 July 2012 Expires: 1 July 2013

Name of owner: ..... Marlborough District Council  
Mailing address: ..... 15 Seymour Street, PO Box 443, Blenheim

Contact person: ..... Office Manager (Annie Percy)  
Phone number: ..... 03 578 5249  
Facsimile number: ..... 03 578 6866  
Email address: .....  
Website: .....

Building name: ..... MDC district Admin Buildings  
Street address of building: ..... 15 Seymour Street, Blenheim

Legal description of land where building is located: ..... Lot 1 DP 5473

Location of building within site/block number: ..... 15 Seymour Street, Blenheim

Level/unit number: .....

Current, lawfully established, use: ..... Council Chambers & Administration  
Number of occupants per level: ..... 0

Highest fire hazard category for building use: ..... WL2

Year first constructed: ..... 1970 to 2006  
Intended life of the building if 50 years or less: ..... 50

The maximum number of occupants that can safely use this building is .....

The following specified systems are covered by the compliance schedule for this building:

Automatic or manual emergency warning systems	Emergency lighting systems
Lifts, escalators and travelators	Mechanical ventilation or airconditioning systems
Audio loop system	


Section 103(d)

Automatic doors	Signs required by Building Code or Section 120
Means of escape	Safety barriers
Access and facilities under Section 118	
Smoke separators	Hose reels
Fire separators	Final exits

The inspection, maintenance and reporting procedures of the compliance schedule, number 263, for the above building have been fully complied with during the 12 months prior to the date stated below.

The Compliance Schedule is kept at 15 Seymour Street, Blenheim.

Signed for and on behalf of owner Position Date signed

 Authorised agent  
Registered, IQP 3 July 2012



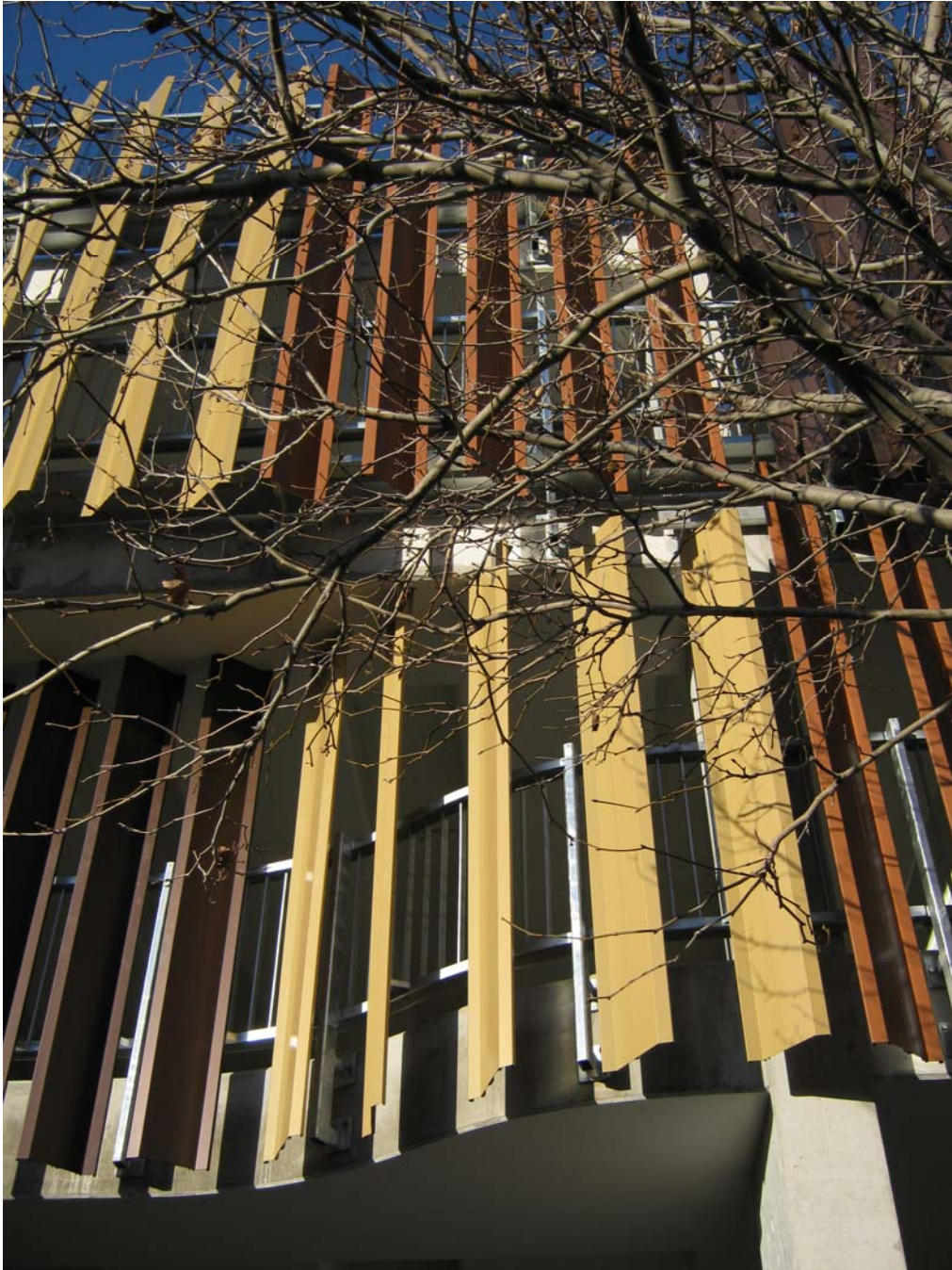
## Marlborough District Council's Role

1. Issue Compliance Schedule listing the systems and setting out the maintenance and inspection requirements.
2. Send annual reminders that the Building Warrant of Fitness is up for renewal.
3. Receive Building Warrant of Fitness and Form 12A.
4. Check paperwork and follow up on inconsistencies.
5. Undertake monitoring audits of premises.
6. Take enforcement action on non compliant issues.
7. Process amendments to the Compliance Schedule.
8. Keep records for life of the building or cable car.

**Note: For Council charges go to the Council website at [www.marlborough.govt.nz](http://www.marlborough.govt.nz).**

### Glossary

Form 12	Building Warrant of Fitness
Form 12A	Inspection record from an IQP
Form 11	Request to have a Compliance Schedule amended
IQP	Independently Qualified Person



**For more information see:  
NZ Building Act, Part 2, Sub Part 2, 100 and 108**

**South Island IQP Register see:  
<http://www.timaru.govt.nz>**

**BWOF's and Compliance Schedules see:  
<http://www.dbh.govt.nz>**

**If you have any questions about any of the points in this brochure or other queries please ask for the Building Compliance Officer at Marlborough District Council or go on line to  
<http://www.dbh.govt.nz/building-owners-managers-developers>  
Remember to quote your Compliance Schedule Number**