

## **When submitting a Fire Report the following information is required for the New Zealand Fire Service**

To expedite the review process the NZFS recommends that at the time of application for a building consent, the applicant or more preferably his fire engineering consultant, clearly identifies the pertinent information.

This information should be comprehensive and include how the means of escape from fire is achieved and the needs of the fire service to undertake fire fighting and rescue operations within the building. To this end we recommend the following information:

- 1 x copy of the fire engineering drawings, dated, clearly indicating drawing number, version, author and originating company. Plans will not be returned but retained on file by NZFS.
- 1 x fire report, detailed as above
- 1 x NZFS checklist, dated and signed by NZFS Chief Fire Officer

Paper or electronic formats are acceptable to the NZFS however this is left to the discretion of the BCA so as to align with their document control procedures.

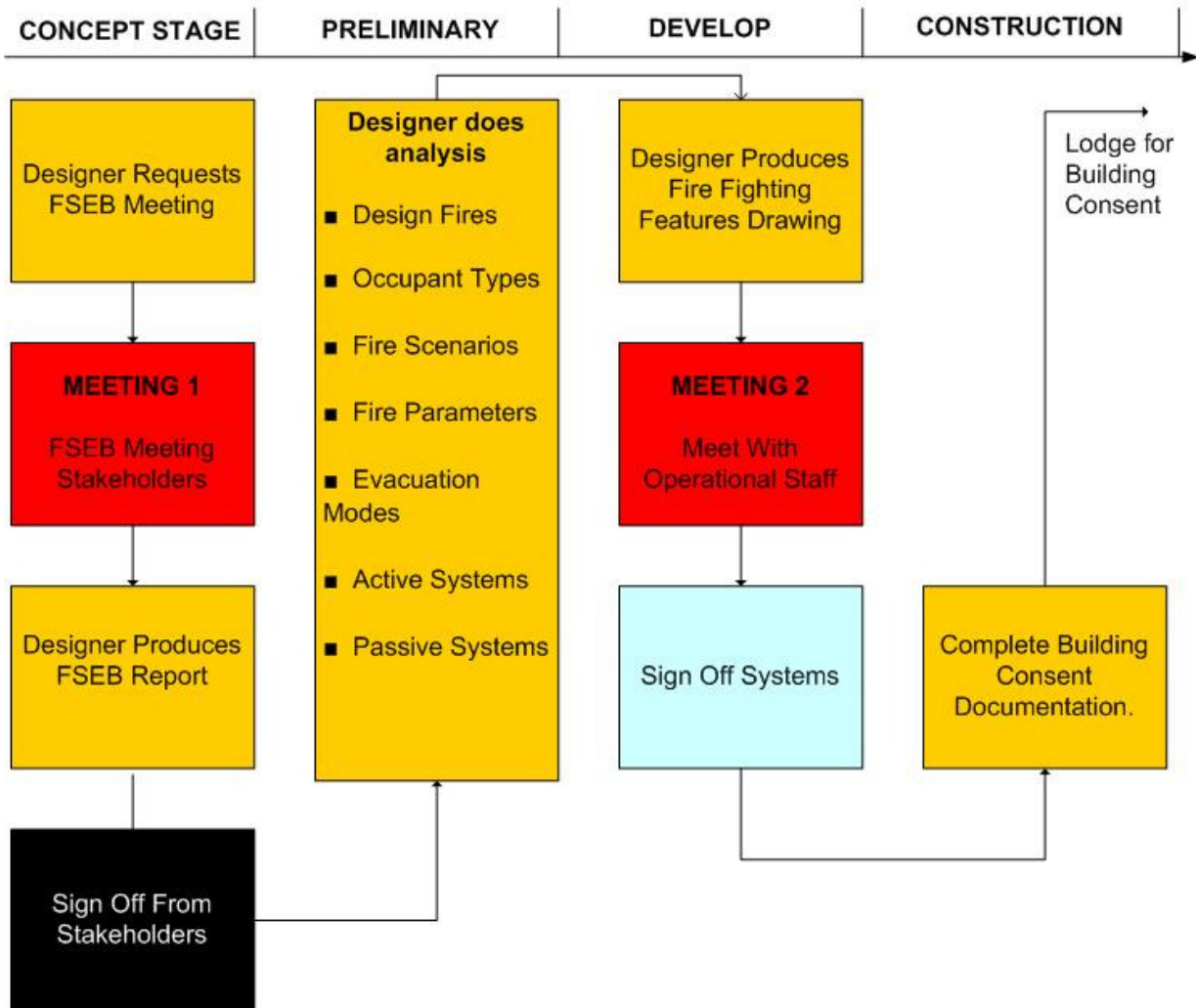
### **Notice that Copies of Certain Applications for Building Consent to be Provided to the New Zealand Fire Service Commission**

Pursuant to section 46(1) of the Building Act 2004 I give notice that copies of the following kinds of application for a building consent must be provided to the New Zealand Fire Service Commission:

1. An application for a building consent that relates to building work to be carried out in respect of any type of building or part of a building described in section 21A of the Fire Service Act 1975 regardless of whether the building or part of the building is sprinkler protected.
2. For the purpose of clause 1 an application for a building consent for building work means an application—
  - (a) where compliance with clauses C1-4, D1, F6 or F8 of the Building Code will be established other than by compliance with the provisions of an applicable compliance document; or
  - (b) that involves a modification or waiver of clauses C1-4, D1, F6 or F8 of the Building Code, under section 67 of the Building Act 2004; or
  - (c) that involves an alteration, change in use or subdivision and affects the fire safety systems, including any building work on a specified system relating to fire safety, except where the effect on the fire safety system is minor.
3. Clause 1 does not apply to an application for a building consent for building work to be carried out in respect of:
  - (a) single household units;
  - (b) buildings in which every fire-cell is a household unit separated vertically from the other fire-cells and each fire-cell has independent and direct egress to a safe place outside the building;
  - (c) an internal fit-out, unless the fit-out relates to a change of use under clause 2(c);
  - (d) outbuildings or ancillary buildings.
4. This notice comes into force on 22 April 2005.

For further information see the NZFS website ([www.fire.org.nz/building/dru.htm](http://www.fire.org.nz/building/dru.htm))

# DESIGN PROCESS





# Fire Fighting Facilities Checklist



Applicants to complete Part A and B. Once completed, attach checklist and stamped drawings to building consent application.

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## Part A: Administration (to be completed by applicant)

1. Address of Property			
Street Number		Lot Number	
Street Name			
Town/Suburb		City/Region	
Premises / Company Name	or N/A		

2. Applicant's Details			
Applicant's Name			
Street Number		Street Name	
Town/Suburb		City/Region	
Phone Number		Fax Number	
Mobile Number		Email Address	

3. Project Details	
Tick the appropriate box:	
New building	<input type="checkbox"/>
Addition/Alterations	<input type="checkbox"/>
Change of use	<input type="checkbox"/>

**Part B: Building Use (to be completed by applicant)**

1. Building Description	
Number of floors above lowest final exit	<input type="text"/>
Number of basement floors	<input type="text"/>
Floor area (largest floor)	<input type="text"/> m <sup>2</sup>

2. Predominate Building Use	
<b>Tick the appropriate box:</b>	
Residential, Apartment, Terrace	<input type="checkbox"/>
Transient Sleeping – Hotel, Motel, Boarding House, Hostels	<input type="checkbox"/>
Community Care – Rest Home, Hospital	<input type="checkbox"/>
Community – Public, Church, School, Recreation	<input type="checkbox"/>
Merchandising – Shop, Shopping Centre, Exhibitions	<input type="checkbox"/>
Industrial – Factory, Office	<input type="checkbox"/>
Other (please specify)	_____

3. Does Building Require a Liquor License?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Owners Details (if different from Applicant)			
Owner's Name	<input type="text"/>		
Street Number	<input type="text"/>	Street Name	<input type="text"/>
Town/Suburb	<input type="text"/>	City/Region	<input type="text"/>
Phone Number	<input type="text"/>	Fax Number	<input type="text"/>

5 (a). All Buildings	
<b>Tick the appropriate box:</b>	
Are hazardous substances stored?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are early childhood facilities provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is specialised care for people with disabilities provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is specialised nursing, medical or geriatric care provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are people in lawful detention?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Does the building have a sprinkler system compliant with NZS 4541 or NZS 4515?**  
**If yes, go to 5(c). If not, go to Part 5(b).**

5 (b). Unsprinklered Buildings	
<b>Tick the appropriate box:</b>	
Are there facilities for more than 10 employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do 100 or more people gather?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is accommodation provided for more than 5 people?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5 (c). Sprinklered Buildings	
<b>Tick the appropriate box:</b>	
Do 100 or more people gather in a common venue?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**If you have replied 'Yes' to any of the questions in Section 5, the building will require a scheme**

**Part C: Fire Fighting Requirements Checklist (Fire Service use only)**

<b>1. Firefighting Water</b> Refer Fire Fighting Water Supplies Code of Practice NZS PAS 4509:2003 Available on New Zealand Fire Service Website ( <a href="http://www.fire.org.nz/building/water.htm">www.fire.org.nz/building/water.htm</a> )		
1.1	Water Supply Classification (Table 1 NZS 4509) W <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2	Available firefighting water supply (Table 2 NZS 4509) Flow rate within 135 m <input type="text"/> l/s No. of hydrants <input type="text"/> Flow rate within 270 m <input type="text"/> l/s No. of hydrants <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.3	Hydrant locations in relation to building (drawing provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>2. New Zealand Fire Service access to site</b>		
2.1	Gate key required	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.2	Access width adequate	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3	Hardstand to within 18 m of main entrance	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4	Hardstand to within 18 m of sprinkler inlet	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2.5	Hardstand to within 18 m of building hydrant system inlet	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2.6	Hardstand for aerial appliances provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>3. New Zealand Fire Service access to building</b>		
3.1	Building access points for Fire Service identified	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2	Doors open on activation of fire alarm	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.3	Door keys required	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Lift control provided Key Type: Lobby control <input type="text"/> Car control <input type="text"/> Lift motor room <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>4. Waterway</b>		
4.1	Brigade inlet location(s) suitable Hydrant Sprinkler	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.2	Fire hydrant outlet locations suitable and safe All points within reach of 50 m arc Min. Pressure ( $\geq 600$ kpa) <input type="text"/> Type of key securing outlet <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.2	Sprinkler house (pump/valve set) location suitable Type of door key <input type="text"/> Type of key securing valves <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.3	Sprinkler floor isolation valves location suitable Floor isolation valves location clearly indicated	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**5. Fire Alarm Panel**

5.1	Main panel required	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	Fire alarm panel location suitable Blue indicating light required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.3	Mimic panel(s) required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.4	Sector panel(s) required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.5	ATS connection required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.6	Fire alarm brigade connection required by <input type="text" value="/ /"/>	

<b>6. Fire Systems Centre</b>		
6.1	Emergency Warning Information System (EWIS) provided EWIS panel located within Fire Systems Centre	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.2	Fire Systems Centre location suitable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.3	Fire Fan Control Panel instructional schematic provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

<b>7. First Aid Firefighting</b>		
7.1	Fire hose reels provided in accordance with NZS 4503	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	Fire extinguishers provided in accordance with NZS 4503	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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**New Zealand Fire Service Sign Off (ensure all relevant drawings are date stamped)**

The above features are acceptable to the Chief Fire Officer

<b>Name (print)</b>		<b>Rank</b>	
<b>Signature</b>		<b>Date</b>	
<b>District</b>			
<b>Region</b>			

Drawing Information

Drawing Number	Version	Date	Drawn By