

TOGETHER WE WILL GET IT RIGHT

BUILDING WARRANT OF FITNESS AUDIT INFORMATION

The Building Act 2004 allows councils to undertake auditing of a building's warrant of fitness (BWF). These audits are to ensure that the warrant of fitness procedures are in place, the compliance schedule is accurate, and that the building owner is fulfilling their obligations.

These audits may be undertaken as regularly as once a year or as appropriate according to the complexity of the buildings use. The audit will involve an onsite inspection of the building and a review of the maintenance records for those specified systems on your compliance schedule.

Sections 100 to 108 of the Building Act 2004 outline the owner's obligations to ensure that a compliance schedule is accurate, that the inspection maintenance and reporting procedures are fully complied with, and that records are available at the time of the council's onsite audit inspection. These sections of the Act also identify the consequences for the building owner should any noncompliances be identified from the audit.

During the onsite audit inspection the council officer will be checking;

- The current and signed Warrant of Fitness Certificate (Form 12) is displayed in a public place on site;

- That the owners inspection manual is present, has the compliance schedule attached, is up to date and has the completed owner inspection records;
- Evidence of two years' worth of "inter-year" inspections from all of the IQP providers. This will mean a list of completed monthly / 3-monthly / 6-monthly inspection reports of the systems as listed on the compliance schedule.

Note: These are important as this is where many audits fail

The auditor will also walk through the building to ensure that the compliance schedule is accurate to the systems in the building. The officer is likely to check consent records to ensure that systems installed have been undertaken with the appropriate approvals. Unconsented systems will be subject to a Notice to Fix and or a Certificate of Acceptance process.

You may wish to have your IQP present at the audit.

Section 108 of the Building Act Infringement offences and fees

A person commits an offence if the person

- fails to supply to the territorial authority the building warrant of fitness or
- fails to display a building warrant of fitness that is required to be displayed under this section; or
- displays a false or misleading building warrant of fitness; or
- displays a building warrant of fitness otherwise than in accordance with this section.

A person who commits an offence under this section is liable on conviction to a fine not exceeding \$20,000.

USEFUL LINKS

South Island IQP

<https://www.timaru.govt.nz/services/building/independent-qualifiedpersons>

Building Act 2004 sections 100-112

<http://legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>

Compliance schedule handbook

<https://www.building.govt.nz/building-codecompliance/building-code-and-handbooks/compliance-schedule-handbook/>

Building (Forms) Regulations 2004

<http://www.legislation.govt.nz/regulation/public/2004/0385/latest/whole.html#contents>

QUESTIONS?

Contact the Timaru District Council Building Unit

Phone 03 687 7200 or email bwofenquiry.timdc.govt.nz