

Vetting Officer Name: \_\_\_\_\_

Date of check 1: \_\_\_\_\_



Vetting Officer Name: \_\_\_\_\_

Date of check 2: \_\_\_\_\_

# CHANGE OF USE NOTIFICATION CHECKLIST

*Details required before a Change of Use Notification can be accepted*

Key:  or -N/A means 'not applicable'       provided / accepted

APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>B46 CHANGE OF USE FORM</b>	Provide a completed <b>B46 Change of Use Notification form</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SCOPE OF WORK</b>	A <b>scope of work</b> needs to be provided detailing what the building will be used for in its new use.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FORM 2 – BUILDING CONSENT OR PIM</b>	If <b>building work</b> is going to be carried out that <b>requires a building consent</b> , complete a <b>Form 2</b> application for a building consent & refer to the <b>New Commercial / Alteration to Commercial</b> or the <b>New Dwelling / Alteration to Dwelling checklists</b> for further guidance about the information required for the building consent.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PLANS</b>	<b>3x</b> full copies of <b>plans</b> are required. The extra set of plans goes to the Valuations section of Council.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FEES SHEET</b>	Provide a completed <b>Building Consent Fees Sheet</b> .	<input type="checkbox"/>	
<input type="checkbox"/>	<b>PROOF OF OWNERSHIP</b>	This could be a <b>Certificate of Title, Sale &amp; Purchase Agreement</b> or a <b>rates notice</b> .	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	<b>CHANGE OF USE GUIDANCE</b>	To help you work out if a Change of Use is required, refer to the <b>MBIE Change of use, alterations and extension of life website page</b> here <a href="http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/">http://www.building.govt.nz/managing-buildings/change-of-use-and-alterations/</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>CURRENT &amp; PROPOSED SPECIFIED USE</b>	Every building or part of a building has a 'use' that has been categorised by law. For the purposes of the Building Act, that use is specified in <b>Schedule 2</b> of the <b>Building Regulations 2005</b> . (This is <b>not</b> the Risk Groups used under the new NZBC C1-C6 Clauses). A <b>Change of Use</b> applies when the building or part of the building changes from one <b>specified use</b> to another & the new use has more onerous or additional Building Code requirements than the old use. Find the specified uses here – <b>Schedule 2, Building Regulations 2005</b> ; <a href="http://www.legislation.govt.nz/regulation/public/2005/0032/1/atest/DLM313979.html">http://www.legislation.govt.nz/regulation/public/2005/0032/1/atest/DLM313979.html</a>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SEC 115 CHANGE OF USE REPORT</b>	Provide a <b>gap analysis</b> covering means of escape from fire, protection of other property, sanitary facilities, structural performance, fire rating performance & accessible facilities. Provide this on the <b>B46 Change of Use Notification</b> form or in a separate attached document.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>CHANGING TO HOUSEHOLD UNITS</b>	If the building or part of the building is <b>changing to household units where none existed before</b> a <b>gap analysis</b> will need to be provided showing how the building will comply as nearly as reasonably practicable with <b>all</b> relevant building code clauses.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SEC 112 ALTERATION TO EXISTING BUILDING</b>	Section 112 of the Building Act usually applies when alterations are being made to an existing building. As the Building Code compliance requirements for a change of use are more onerous the requirements of section 115 will usually take precedence. Refer to our <b>Section 112 Gap Analysis Guidance</b> here; <a href="http://icc.govt.nz/wp-content/uploads/2014/10/Gap-Analysis-Table-Section-112.pdf">http://icc.govt.nz/wp-content/uploads/2014/10/Gap-Analysis-Table-Section-112.pdf</a>	<input type="checkbox"/>	

<input type="checkbox"/>	<b>COST BENEFIT ANALYSIS</b>	A <b>cost benefit analysis</b> can be used to help justify the proposed upgrades that you plan to carry out. <b>Costs</b> could include the direct costs of upgrades (such as the cost of installing a sprinkler system) or other factors such as time constraints & business interruptions. <b>Benefits</b> could include improving access for people with disabilities, improved structural stability or reduced fire safety risk. <i>Please Note: Some upgrades may require a building consent.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>STRUCTURAL ASSESSMENT</b>	A <b>structural assessment</b> should be carried out on the building by a suitably qualified person (such as an Engineer) & any proposed upgrades identified. <i>Please Note: Some upgrades may require a building consent.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SITE PLAN</b>	Showing location of <b>the building, dimensions</b> from all boundaries & <b>car parking</b> available including accessible parking.	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FLOOR PLANS &amp; ELEVATIONS</b>	Existing & proposed floor plans <b>to a recognised scale with dimensions</b> - showing what areas / rooms will be used for before & after the change of use. <i>Please note: If new partitions / walls are being installed that will affect the means of escape from fire (e.g. making path lengths longer) a building consent will be required.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>FIRE REPORT – HARD COPY</b>	Provide a detailed <b>fire report</b> & supporting plans <b>showing compliance with the NZBC C Documents</b> – clearly identify whether the design is to an Acceptable Solution, Verification Method or an Alternative Solution. <i>Please note: If any new building work needs to be completed or new specified systems installed this may require a building consent.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>ACCESSIBLE FACILITIES REPORT</b>	Detail all <b>accessible facilities</b> currently in the building – counters, bathroom facilities & accessible car parks & routes, etc. & provide details of any that will be upgraded through the change of use. <i>Please note: Some upgrades may require a building consent.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>COMPLIANCE SCHEDULE INFORMATION</b>	Provide <b>Compliance Schedule</b> information including the <b>SBCG 27 form</b> identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the <b>specified system templates</b> on the ICC website for guidance. <i>Please note: If any additional specified systems are to be installed or existing specified systems are to be majorly altered this will require a building consent.</i>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>SPECIFIED SYSTEMS PLAN</b>	Provide a floor plan showing the locations of all specified systems in the building.	<input type="checkbox"/>	

If you need some guidance while gathering the documentation required for your Change of Use Notification, please contact our Vetting Officers – they are available at the Building Consents front counter between 8am – 5pm, Mon – Fri or you can contact them at (03) 211 1777 or via email at [vetting@icc.govt.nz](mailto:vetting@icc.govt.nz)

	<b>VETTING OFFICER FURTHER NOTES</b>	<b>Acc.</b>	<b>Notes</b>
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	