

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

		include the direct costs of upgrades (such as the cost of installing a sprinkler system) or other factors such as time constraints & business interruptions. Benefits 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"/>	STRUCTURAL ASSESSMENT	A structural assessment 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"/>	SITE PLAN	Showing location of the building, dimensions from all boundaries & car parking available including accessible parking.	<input type="checkbox"/>	
<input type="checkbox"/>	FLOOR PLANS & ELEVATIONS	Existing & proposed floor plans to a recognised scale with dimensions - 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"/>	FIRE REPORT – HARD COPY	Provide a detailed fire report & supporting plans showing compliance with the NZBC C Documents – 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"/>	ACCESSIBLE FACILITIES REPORT	Detail all accessible facilities 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"/>	COMPLIANCE SCHEDULE INFORMATION	Provide Compliance Schedule information including the SBCG 27 form identifying all the inspection, maintenance, performance standards, reporting type & make of each specified system. Refer to the specified system templates 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"/>	SPECIFIED SYSTEMS PLAN	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

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