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| CS19.6 Commercial Building First Fit-out and Minor Internal Alterations Checksheet  | logo |

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| **IMPORTANT INFORMATION FOR THE APPLICANT** |
| * **This checklist is designed to be used for a first fit out of a new building (i.e. tenancy fit out) or a minor internal alteration to an existing commercial building. For more significant alterations or additions please complete the CS19.5 Commercial checksheet.**
* When completing this form please ensure that all sections titled “Applicant to Complete,” (orange sections) are filled out in full, with the relevant plan or specification page number(s) identified.
* **Failure to provide complete documentation may result in the Building Consent Application being delayed due to RFI requests or refused outright.**
* Once completed this checklist should be uploaded along with all other required Building Consent Application files using the [QLDC website File Transfer Portal](http://www.qldc.govt.nz/planning/building-consents/apply-online/) (Sharefile).
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| **Council Use Only** |
| **Consent Number**  | Click here to enter text. |
| **Processing start date**  | Click here to enter text. |
| **Building Category** | [ ]  **Com1** | [ ]  **Com2** | [ ]  **Com3** |
| **Processor’s name**  | Click here to enter text. |
| **Property Information** |
| **Applicant to Complete** |
| **Address:** |  |
| **Description of work:** | Click here to enter text. |
| **Classified Use(s):**[**Clause A1 - Classified Uses**](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM6632400) | [x]  Commercial  |
| **Uses of Buildings:**[**Building Regulations 2005**](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) | [ ]  CS | [ ] CM | [ ]  CL | [ ]  WL | [ ]  WM |
| **Risk Group:**  | [ ]  SM | [ ]  CA | [ ]  WB | [ ]  WS |
| **Importance Level(s):**[**Clause A3 - Building Importance Levels**](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM4417717) | Choose an item. |

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| **Form 2: Application for Project Information Memorandum and/or Building Consent**  | **Council Use Only** |

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| **Applicant to Complete** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  |  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/) completed including form signed (Section 2), accurate description of building work (Section 3), Contact details (Sections 4, 5 & 11), Restricted Building Work (RBW) details (Section 6), Means of compliance (Section 8), Compliance Schedule (Section 9)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  |  | [**Building Consent Fee Calculator**](https://www.qldc.govt.nz/planning/building-consents/application-forms/residentia/) provided (completed by the applicant) and accurate estimate for value of work | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  |  | **Proof of ownership** provided (Certificate of Title (CT – **less than 3 months old**), Rates Account, Sale and Purchase Agreement or Lease) |
| [ ]  | [ ]  | **Letter or email from the owner** **appointing agent**, where an agent has completed the application |

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| [ ]  **N/A** [**Building Act Section 112**](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306875.html) **- Alterations to an Existing Building(s) *(Not applicable for first fit outs)*** |
| **Building Score (complete table below) and provide applicable level of assessment for the whole building** [*MBIE Building Score Methodology*](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) *to establish level of information to be provided to review relevant Code Clause requirements.* *Note: Unit titles or alterations to tenancies within an existing building, the whole building must be assessed.**This section does not apply to first fit outs as this is new work and will assessed under* [*Section 17*](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306338.html) |
| **Building Score**  |
| **Type** | **Key Factors**  | **Applicant to Complete** |
| **Likelihood of existing building complying**  | **Building Age** | **Points** | **Score** *(select as applicable)* |
| Approved from 1 June 2001 onwards | **0** | [ ]  |
| Approved between 1 January 1993 and 31 May 2001 | **1** | [ ]  |
| Approved on or before 31 December 1992 | **3** | [ ]  |
| **Information held on the building by the BCA or TA (score one of these only and choose the most comprehensive assessment)** |
| For buildings approved from 1 June 2001: no consents made | **0** | [ ]  |
| Full building assessment on file dated 1 June 2001 or later | **2** | [ ]  |
| Full building assessment on file dated on or before 31 May 2001 | **4** | [ ]  |
| One or more partial building assessments on file | **6** | [ ]  |
| No assessment on file for building additions or alterations | **8** | [ ]  |
| Unable to determine history of building | **8** | [ ]  |
| **Extent of proposed work** | **Extent of the proposed work**  |
| Minor | **0** | [ ]  |
| Moderate | **3** | [ ]  |
| Significant  | **6** | [ ]  |
| **Potential consequences of not complying** | **Building Importance Level** |
| Level 1 | **0** | [ ]  |
| Level 2 | **4** | [ ]  |
| Level 3 | **8** | [ ]  |
| Level 4 and Level 5 | **12** | [ ]  |
| Additional points for building level 1, 2 or 3 with sleeping facilities | **4** | [ ]  |
| **Total Score** | [ ]  |
| **Assessments to be provided in relation to Building Score (select one)** |
| [ ]  | **1-11 – List of current features plus Statement of Change** (in relation to Means of Escape from fire and Access and Facilities for persons with disabilities) |
| [ ]  | **12-19 – Gap Assessment** (for both Means of Escape from fire and Access and facilities for persons with disabilities) |
| [ ]  | **20+ - Full Assessment** (Fire Report and Accessibility Report) |
| **Further guidance on levels of assessment can be found on the MBIE website:** <https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/>  |

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| **B Stability**  | **Council Use Only** |
| [ ]  **N/A B1 Structure** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Internal walls or openings** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Ceiling systems** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Alterations or additions to internal structural elements** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A B2 Durability** |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Steel, timber coatings or treatment** | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **C Protection from Fire**  | **Council Use Only** |
| [ ]  **N/A C1-6 Protection from Fire** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Part 1:** General | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 2:** Firecell, fire safety systems and fire resistance ratings | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 3:** Means of Escape | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Part 4:** Control of Internal Fire & Smoke spread | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **D Access**  | **Council Use Only** |
| [ ]  **N/A D1 Access Routes** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Accessible route(s)**: principle entrance, location, slope, height clearances, obstructions, structural stability, barriers and lighting, slip resistance, width and protection from falling | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Ramps**: slope, slip resistance, width, landings, kerb ramps, handrails | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Stairways**: Pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads, handrails | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Door** and **Openings**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Carparking:** carparking provided and route from carpark to building assessed | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **E Moisture**  | **Council Use Only** |
| [ ]  **N/A E2 External Moisture** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Roof or wall penetrations** in relation to internal building work | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A E3 Internal Moisture**  |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Internal linings:** floors, walls | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Bathroom details**: showers, urinals, basins  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **F Safety of Users** | **Council Use Only** |
| [ ]  **N/A F2 Hazardous Building Materials**  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Manifestation** details provided, **glazed partitions** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A F5 Construction and Demolition Hazards**  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Restricting access**: work site barriers, site fences or hoardings provided as applicable | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A F6 Visibility in Escape Routes** |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **PS1** provided in relation to emergency lighting design  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Emergency lighting** plan provided: location, illuminance, duration  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A F7 Warning Systems** |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Manual and automatic fire alarm systems** – specifications (Type 2, 3, 4, 5, 6, 7) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Location** shown on plan (heat/smoke detectors, manual call points, fire alarm panel, hold open device for doors, smoke extract)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | Is **direct connection** between the alarm system and **FENZ** needed and specified? | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A F8 Signs** |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Exit and Fire Signage**: Exit signs, call points, fire and smoke doors. Visible at all times - illumination (type) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Accessibility Signage:** for accessible route and facilities (car parks, entrance, route, services) | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **G Services and Facilities** | **Council Use Only** |
| [ ]  **N/A G1 Personal Hygiene** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Number** of WC pans, basins, urinals, baths and showers (single sex/unisex); in convenient locations; impervious walls around bowls*Refer to fire report occupancy number of occupancy number in relation to facilities required or Table 4.* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Location of sanitary fixtures**: space, access to food prep area work, basin communal | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Accessible facilities**: access, number, layout | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Privacy**: line of sight, cubicles, lobbies | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A G4 Ventilation**  |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **SED: PS1** provided | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Natural ventilation:** accommodation unitsand carparks (apartments, hotels, motels) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Combined** natural ventilation and mechanical ventilation (accommodation units)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Mechanical ventilation:** outdoor air supply, air-handling systems, extract ventilation etc. car park ventilation | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | Ventilation of spaces containing **gas fuel appliances:** natural/mechanical ventilation, flue construction | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A G5 Interior Environment** |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Accessible reception counter/desk** details provided  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A G8, G9, G10 & G11 Energy works** |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Lighting plan** provided in relation to exitways and escape routes  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | Details provided for **accessible light switches and plug socket outlets** (where Section 118 applies)  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Energy works certificate** to be provided where electrical or gas work taking place | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  **N/A G12/G13 Water Supply & Foul Water**  |  |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Water supply**  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Hot water system** (type, specifications, schematic, gas califont specifications, gas bottle location) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Grease separation provisions** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Fixture Information** (diameters, gradients, venting etc.) | [ ]  | [ ]  | [ ]  | Click here to enter text. |
|  | **Discharge pipe** (diameter, gradients, chase details etc.) | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Compliance Schedule** | **Council Use Only** |
| [ ]  **N/A Specified Systems** | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Provide information to demonstrate compliance with Code Clause performance requirements | **Form 27** (Application for Compliance Schedule) or **Form 11** (Application for Amendment to Compliance Schedule) provided and complete | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Specified Systems forms** complete up to and including the Performance/Installation information and reviewed | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **COUNCIL USE ONLY- FINAL SIGN OFF**  |  |
| **APRROVED** | [ ]  **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 |
| **Processing Officer Sign-off**: | **Date**: Click here to enter text. |
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| **REFUSED** | [ ]  **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004  |
| **Processing Officer Sign-off**:  | **Date**: Click here to enter text. |
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| **Supervision Sign Off (if required)** |
| **Supervisor Sign-off:**  | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |