



INDEPENDENT QUALIFIED PERSON APPLICATION

T-Form 162
 Version: 3
 Issued: 2 September 2011
 Rangitikei District Council
 46 High Street
 Private Bag 1102
 Marton 4741
 Phone: (0800) 422 522

OFFICE USE

IQP Number: _____

Date Received: _____

PLEASE READ

- The Council has adopted a standard procedure for considering and accepting applications for Independent Qualified Persons. Please see Section 8 of the application form.
- Where the Council has knowledge of failure to meet the standard expected of an Independent Qualified Person, cancellation of registration will be considered. Re-training may also be required where the failure relates to technical expertise.

SECTION 1

APPLICANT DETAILS

Name of applicant: _____

Company name: _____

Mailing address: _____

Postcode: _____

Contact Details – Daytime: _____

Mobile: _____

After hours: _____

Fax: _____

Email: _____

IQP Number: _____

Website: _____

Application is for:

Inspection(s) only

Inspection, maintenance and reporting procedures

SECTION 2

INSURANCE

(Professional indemnity and public liability insurance held relative to the role of an Independent Qualified Person)

Type of cover	Amount	Insurer	Exclusions

SECTION 3

IQP APPLICATION FEE

(Set by the Council in accordance to Section 219 of the Building Act 2004 and Section 150 of the Local Government Act 2002)

CLASSIFICATION	\$
IQP – New registration	305.00
IQP – Renewal	75.00
New Compliance Schedule	106.00
Amendment to Compliance Schedule	63.00
Inspections (BWOFF, Swimming pool, Building Consent, General Compliance)	172.00

SECTION 4

FEATURES
(Please tick relevant systems)

SS01	<input type="checkbox"/>	Automatic systems for fire suppression (eg sprinkler system)
SS02	<input type="checkbox"/>	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)
SS03	<input type="checkbox"/>	Electromagnetic or automatic doors or windows (eg ones that close on fire alarm activation)
	<input type="checkbox"/>	03.1 Automatic doors
	<input type="checkbox"/>	03.2 Access controlled doors
	<input type="checkbox"/>	03.3 Interface fire or smoke doors or windows
SS04	<input type="checkbox"/>	Emergency lighting systems
SS05	<input type="checkbox"/>	Escape route pressurisation systems
SS06	<input type="checkbox"/>	Rise mains for fire services use
SS07	<input type="checkbox"/>	Automatic back-flow prevention device connected to potable water supply
SS08	<input type="checkbox"/>	Lifts, escalators or travelators or other systems for moving people or goods within buildings
	<input type="checkbox"/>	08.1 Passenger – carrying lifts
	<input type="checkbox"/>	08.2 Service lifts including dumb waiters
	<input type="checkbox"/>	08.3 Escalators and moving walks
SS09	<input type="checkbox"/>	Mechanical ventilation or air conditioning systems
	<input type="checkbox"/>	09.1 Cooling tower as part of an air conditioning system
	<input type="checkbox"/>	09.2 Cooling tower as part of a processing plant (not a Specified System)
SS10	<input type="checkbox"/>	Building maintenance units for providing access to the exterior and interior walls of buildings
SS11	<input type="checkbox"/>	Laboratory fume cupboards
SS12	<input type="checkbox"/>	Audio loops or other assistive listening systems
SS13	<input type="checkbox"/>	Smoke control systems
	<input type="checkbox"/>	13.1 Mechanical smoke control
	<input type="checkbox"/>	13.2 Natural smoke control
	<input type="checkbox"/>	13.3 Smoke curtains
SS14	<input type="checkbox"/>	Emergency power systems
	<input type="checkbox"/>	14.1 Emergency power systems
	<input type="checkbox"/>	14.2 Signs
SS15	<input type="checkbox"/>	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses 1 to 13
	<input type="checkbox"/>	15.1 Systems for communicating spoken information intended to facilitate evacuation
	<input type="checkbox"/>	15.2 Final exits (as defined by A2 of the Building Code); and
	<input type="checkbox"/>	15.3 Fire separations
	<input type="checkbox"/>	15.4 Signs for communicating information intended to facilitate evacuation
	<input type="checkbox"/>	15.5 Smoke separations
SS16	<input type="checkbox"/>	Cable Car (including to individual dwelling)
CS12	<input type="checkbox"/>	Signs
CS13	<input type="checkbox"/>	Means of escape
CS14	<input type="checkbox"/>	Safety Barriers
CS15	<input type="checkbox"/>	Means of access and facilities for persons with disabilities
CS16	<input type="checkbox"/>	Handheld hose reels for fire fighting

SECTION 8

INDEPENDENT QUALIFIED PERSONS ACCEPTANCE

Criteria for Registration	<ul style="list-style-type: none"> – Compliance with the general criteria, and – The technical criteria for the Specified System for which registration is sought, and – Relevant experience for the time specified
General Criteria	<ul style="list-style-type: none"> – Have a sound knowledge of the legislation and standards related to their work – Be competent and registered/certified where this is required by legislation – Carry adequate public liability insurance – Participate in continuing professional development
Required information	<ul style="list-style-type: none"> – The applicant is required to provide documented evidence of qualifications, certification/ registration and insurance cover. Further information may be requested during the consideration of an application. – PLEASE NOTE: The Independent Qualified Persons registration shall be null and void at any time the required insurance cover or registration/certification ceases to be current.
Registration Period	<ul style="list-style-type: none"> – Registration is for 12 months and shall expire on the date stated on the certificate. Before the expiry date, an application for re-registration should be made. Generally a reminder will be sent but Independent Qualified Persons are responsible to ensure their registration remains current.
Purpose of Register	<ul style="list-style-type: none"> – To satisfy the intent of section 348 (2) of the Building Act 2004, by listing Independent Qualified Persons whose qualifications and experience are accepted by the Council as demonstrating competence to carry out the inspection, maintenance and reporting procedures required for a Specified System stated in the compliance schedule.
Categories of Registration	<ul style="list-style-type: none"> – The categories of specified systems changed with the introduction of regulations under the Building Act 2004. There is no requirement for a compliance schedule to be automatically amended, and as a consequence there is a need for Independent Qualified Persons to be registered for the categories related to both the 1991 and 2004 Building Act. – The licensed building practitioner regime, which came into effect in 2009, licenses individuals rather than companies. As part of the transition to the new regime, no new applications or amendments for corporate registration will be accepted. Existing corporate re-registrations will be allowed to continue.

SECTION 9

SPECIFIED SYSTEMS CRITERIA

Evidence of a working knowledge and/or experience MUST accompany each application and be completed in Section 7 of the Application form

CS01	SS01	Fire suppression systems	<ul style="list-style-type: none"> - A recognised degree in Mechanical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience in Fire Protection systems. - A New Zealand certificate in Mechanical Engineering and 5 years' minimum relevant current industry experience in fire protection systems. - Currently registered as an IQP for CS01, with 3 years' experience in the role.
CS03	SS02	Emergency warning systems	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience. - Current registered as an IQP for CS03, with 3 years' experience in the role.
	SS03/1	Mechanical smoke control	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience.

SPECIFIED SYSTEMS CRITERIA (continued)

	SS03/2	Natural smoke control	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience.
CS02	SS03/3	Interface fire or smoke doors or windows	<ul style="list-style-type: none"> - A recognised degree in Mechanical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience in Fire Protection systems. - A New Zealand certificate in Mechanical Fire Protection or Electrical Engineering and 5 years' minimum relevant current industry experience in fire protection systems. - A trade certificate in fitting, turning and machining and 7 years' minimum relevant current industry experience in fire protection systems. - Currently registered as an IQP for CS02, with 3 years' experience in the role.
CS04	SS04	Emergency lighting system	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for CS04, with 3 years' experience in the role.
CS05	SS05	Escape route pressurisation system	<ul style="list-style-type: none"> - A recognised degree in Mechanical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience. - A New Zealand certificate or diploma in Mechanical or Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for CS05, with 3 years' experience in the role.
CS06	SS06	Rise mains	<ul style="list-style-type: none"> - A recognised degree in Mechanical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience in Fire Protection systems. - A New Zealand certificate in Mechanical Engineering and 5 years' minimum relevant current industry experience in fire protection systems. - Currently registered as an IQP for CS06, with 3 years' experience in the role.
CS07	SS07	Automatic Backflow prevention devices	<ul style="list-style-type: none"> - Trained technicians and who have completed a NZQA approved course on automatic back flow preventers. - Currently registered as an IQP for CS07, with 3 years' experience in the role.
CS08	SS08/1	Passenger – carrying lifts	<ul style="list-style-type: none"> - A recognised degree in Mechanical and/or Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Mechanical or Electrical Engineering and 5 years' minimum relevant current industry experience installing, operating and maintaining lifts. - A registered electrician, or HVAC technician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for CS08, with 3 years' experience in the role.
CS08	SS08/2	Service lifts including dumb waiters	<ul style="list-style-type: none"> - Please refer to SS08/1
CS08	SS08/3	Escalators and moving walks	<ul style="list-style-type: none"> - Please refer to SS08/1

SPECIFIED SYSTEMS CRITERIA (continued)

CS09	SS09	Mechanical ventilation/Air conditioning	<ul style="list-style-type: none"> - A recognised degree in Mechanical and/or Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience. - A New Zealand certificate or diploma in Mechanical or Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician, or HVAC technician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for SS09, with 3 years' experience in the role.
CS11	SS10	Building maintenance units	<ul style="list-style-type: none"> - A recognised degree in Mechanical and Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience. - A New Zealand certificate or diploma in Mechanical or Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician, or HVAC technician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for CS11, with 3 years' experience.
	SS11	Laboratory fume cupboards	<ul style="list-style-type: none"> - Certifying agents accredited by an international accrediting body.
	SS12/1	Audio loops or other assistive listening systems	<ul style="list-style-type: none"> - Electrical registration with specialist experience in assistive listening systems (may be restricted to type of system)
	SS12/2	FM radio frequency systems and infrared beam transmission systems	<ul style="list-style-type: none"> - Please refer to SS12/1
CS09	SS13/1	Mechanical smoke control	<ul style="list-style-type: none"> - A recognised degree in Mechanical and/or Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience. - A New Zealand certificate or diploma in Mechanical or Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician, or HVAC technician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for CS09, with 3 years' experience in the role.
CS09	SS13/2	Natural smoke control	<ul style="list-style-type: none"> - Please refer to SS13/1
CS09	SS13/3	Smoke curtains	<ul style="list-style-type: none"> - Please refer to SS13/1
CS04	SS14/1	Emergency power systems	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience. - Currently registered as an IQP for CS04, with 3 years' experience in the role
CS12	SS14/2	Signs	<ul style="list-style-type: none"> - An IQPs for any other specified system - Currently registered as an IQP for CS12, with 3 years' experience in the role.
CS03	SS15/1	Spoken communication system	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry. - A New Zealand certificate or diploma in Electrical Engineering and 5 years' minimum relevant current industry experience. - A registered electrician and 7 years' minimum relevant current industry experience. - Current registered as an IQP for CS03, with 3 years' experience in the role.

SPECIFIED SYSTEMS CRITERIA (continued)

CS13	SS15/2	Final Exits	<ul style="list-style-type: none"> - A recognised degree in Electrical Engineering from an approved university or polytechnic. - A NZQA approved technical diploma/certificate in fire engineering such as Arch 282, Fire Safety Design, and Victoria university or CITE Fire Design. - Currently registered as an IQP for SS15/2, with 3 years' experience in the role.
CS13	SS15/3	Fire separations	- Please refer to SS15/1
CS13	SS15/4	Signs for evacuation	- Please refer to SS15/1
CS13	SS15/5	Smoke separations	- Please refer to SS15/1
	SS16	Cable cars	<ul style="list-style-type: none"> - A recognised degree in Mechanical or Electrical Engineering from an approved university or polytechnic and 3 years' minimum relevant current industry experience. - Electrical registration with current specialist industry experience.
	CS12	Signs	- Evidence of 3 years' experience
	CS13	Means of escape from fire	<ul style="list-style-type: none"> - Registered Fire engineer or - Evidence of 3 years' experience in this area
	CS14	Safety barriers	<ul style="list-style-type: none"> - Registered structural engineer or - Evidence of 3 years' experience in this area
	CS15	Access and Facilities for people with Disabilities	<ul style="list-style-type: none"> - Barrier free auditor or - Evidence of 3 years' experience and a sound knowledge of NZS4121
	CS16	Fire hose reels	<ul style="list-style-type: none"> - Registered fire engineer or - Evidence of 3 years' experience and a sound knowledge of NZS4503 or AS/NZS1221

SECTION 10

BUILDING ACT CATEGORIES

Building Act 1991

CS01	Automatic sprinkler systems
CS02	Automatic fire doors
CS03	Emergency warning systems
CS04	Emergency lighting systems
CS05	Escape route pressurisation systems
CS06	Riser mains
CS07	Automatic back flow preventers
CS08	Passenger carrying lifts, service lifts, escalators and moving walks
CS09	Mechanical ventilation and air conditioning systems
CS10	Other mechanical, electrical, hydraulic or electronic systems
CS11	Building maintenance units
CS12	Signs
CS13	Means of escape
CS14	Safety barriers
CS15	Access and facilities for people with disabilities
CS16	Fire hose reels

BUILDING ACT CATEGORIES (continued)

Building Act 2004

SS01	Automatic systems for fire suppression (eg sprinkler system)
SS02	Automatic or manual emergency warning systems for fire or other dangers (other than a warning system for fire that is entirely within a household unit and serves only that unit)
SS03	Electromagnetic or automatic doors or windows (eg ones that close on fire alarm activation)
SS03/1	Automatic doors
SS03/2	Access controlled doors
SS03/3	Interface fire or smoke doors or windows
SS04	Emergency lighting systems
SS05	Escape route pressurisation systems
SS06	Rise mains for fire services use
SS07	Automatic back-flow prevention device connected to potable water supply
SS08	Lifts, escalators or travelators or other systems for moving people or goods within buildings
SS08/1	Passenger – carrying lifts
SS08/2	Service lifts including dumb waiters
SS08/3	Escalators and moving walks
SS09	Mechanical ventilation or air conditioning systems
SS09/1	Cooling tower as part of an air conditioning system
SS09/2	Cooling tower as part of a processing plant (not a Specified System)
SS10	Building maintenance units for providing access to the exterior and interior walls of buildings
SS11	Laboratory fume cupboards
SS12	Audio loops or other assistive listening systems
SS13	Smoke control systems
SS13/1	Mechanical smoke control
SS13/2	Natural smoke control
SS13/3	Smoke curtains
SS14	Emergency power systems
SS14/1	Emergency power systems
SS14/2	Signs
SS15	Emergency power systems for, or signs relating to, a system or feature specified in any of the clauses 1 to 13
SS15/1	Systems for communicating spoken information intended to facilitate evacuation
SS15/2	Final exits (as defined by A2 of the Building Code); and
SS15/3	Fire separations
SS15/4	Signs for communicating information intended to facilitate evacuation
SS15/5	Smoke separations
SS16	Cable Car (including to individual dwelling)

OFFICE USE

TO BE COMPLETED BY RANGITIKEI DISTRICT COUNCIL ONLY

DECLARATION

01	Are all sections of the application form completed	Yes	No	NA
02	Is appropriate documentation attached to application	Yes	No	NA
03	Vetting completed and application accepted	Yes	No	NA
04	Reason for decision – Correct/Incorrect information provided	Yes	No	NA

VETTING SIGNATURE:	NAME OF SIGNATURE:	DATE: