

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:

New registration

*Please fill in all sections of the form and pay the new registration fee

Inspection(s) only

Inspection, maintenance and reporting procedures

Renewal Only*

*Please fill in Sections 1, 2, 4 and 5, pay the renewal fee and enclose a copy of your insurance certificate

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)

Please see councils current schedule of fees and charges for the relevant fees

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	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	Lifts, escalators or travellers 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	Audio loops or other assistive listening systems	
	<input type="checkbox"/>	12.1 Audio loops
	<input type="checkbox"/>	12.2 FM radio frequency systems and infrared beam transmission systems
SS13	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	Emergency power systems	
	<input type="checkbox"/>	14.1 Emergency power systems
	<input type="checkbox"/>	14.2 Signs
SS15	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)

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 regime, no 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		
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 4 years’ minimum relevant current industry experience in fire protection systems. • Mechanical Engineering and 5 years’ minimum relevant current industry experience in fire protection systems. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council’s discretion on a case by case basis</p>
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 4 years’ minimum relevant current industry experience. • A registered electrician and 5 years’ minimum relevant current industry experience. • Other forms of qualification that may be considered for registration are:

		<ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS03/1	Automatic Doors	<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 4 years' minimum relevant current industry experience. ● A registered electrician and 5 years' minimum relevant current industry experience. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS03/2	Access Controlled Doors	<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 4 years' minimum relevant current industry experience. ● A registered electrician and 5 years' minimum relevant current industry experience. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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 4 years' minimum relevant current industry experience in fire protection systems. ● A trade certificate in fitting, turning and machining and 5 years' minimum relevant current industry experience in fire protection systems. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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 4 years' minimum relevant current industry experience. ● A registered electrician and 5 years' minimum relevant current industry experience. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience

		<ul style="list-style-type: none"> ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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 4 years' minimum relevant current industry experience. ● A registered electrician and 5 years' minimum relevant current industry experience. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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 4 years' minimum relevant current industry experience in fire protection systems. ● Mechanical Engineering and 5 years' minimum relevant current industry experience in fire protection systems. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS07	Automatic Backflow prevention devices	<ul style="list-style-type: none"> ● A New Zealand certificate in Plumbing and 3 years' minimum relevant current industry experience in Plumbing and Drainage ● A registered plumber and 4 years' minimum relevant current industry experience in Plumbing and Drainage ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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 4 years' minimum relevant current industry experience installing, operating and maintaining lifts. ● A registered electrician, or HVAC technician and 5 years' minimum relevant current industry experience. ● Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>

SS08/2	Service lifts including dumb waiters	<ul style="list-style-type: none"> • Please refer to SS08/1
SS08/3	Escalators and moving walks	<ul style="list-style-type: none"> • Please refer to SS08/1
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 4 years' minimum relevant current industry experience. • A registered electrician, or HVAC technician and 5 years' minimum relevant current industry experience. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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 4 years' minimum relevant current industry experience. • A registered electrician, or HVAC technician and 5 years' minimum relevant current industry experience. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS11	Laboratory fume cupboards	<ul style="list-style-type: none"> • Certifying agents accredited by an international accrediting body with a minimum 3 years' relevant current industry experience. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS12/1	Audio loops or other assistive listening systems	<ul style="list-style-type: none"> • Registered Electrician with specialist experience in assistive listening systems with a minimum 2 years' relevant current industry experience • Trained technicians with a certificate from a reputable learning institute in audio loops and/or other assistive listening systems for testing and inspection with a minimum 3 years' relevant current industry experience for system Inspection only. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS12/2	FM radio frequency systems and infrared	<ul style="list-style-type: none"> • Please refer to SS12/1

	beam transmission systems	
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 4 years' minimum relevant current industry experience. • A registered electrician, or HVAC technician and 5 years' minimum relevant current industry experience. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS13/2	Natural smoke control	<ul style="list-style-type: none"> • Please refer to SS13/1
SS13/3	Smoke curtains	<ul style="list-style-type: none"> • Please refer to SS13/1
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 4 years' minimum relevant current industry experience. • A registered electrician and 5 years' minimum relevant current industry experience. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS14/2	Signs	<ul style="list-style-type: none"> • An IQPs for any other specified system
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 4 years' minimum relevant current industry experience. • A registered electrician and 5 years' minimum relevant current industry experience. • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
SS15/2	Final Exits	<ul style="list-style-type: none"> • Please refer to SS15/1
SS15/3	Fire separations	<ul style="list-style-type: none"> • Please refer to SS15/1
SS15/4	Signs for evacuation	<ul style="list-style-type: none"> • Please refer to SS15/1
SS15/5	Smoke separations	<ul style="list-style-type: none"> • 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. • Registered Electrician with a minimum 3 years with current specialist industry experience.

		<ul style="list-style-type: none"> • Other forms of qualification that may be considered for registration are: <ul style="list-style-type: none"> ○ Mentorship from a qualified person along with industry experience ○ Certification from other reputable learning institute along with industry experience <p>Acceptance for registration will be at Council's discretion on a case by case basis</p>
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BUILDING ACT CATEGORIES (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 travellers 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
SS12/1	Audio loops
SS12/2	FM radio frequency systems and infrared beam transmission 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)

DECLARATION – OFFICE USE (TO BE COMPLETED BY RANGITIKEI DISTRICT COUNCIL ONLY)

01	Are the appropriate sections of the application form completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
02	Is appropriate documentation attached to application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
03	Vetting completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
04	Application accepted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
05	Reason for decision – Correct/Incorrect information provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

VETTING SIGNATURE:	PRINT NAME:	DATE:

