

Making an amendment to your building's compliance schedule

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You will most likely need to make an amendment to your compliance schedule at some stage while you are the building owner.

The council (in its capacity as a building consent authority, territorial authority, or regional authority) and a building owner can agree to amend a compliance schedule as required, at any time.

An amendment may be initiated:

- by the owner – for any reason
- by the owner's independent qualified person (IQP) – to ensure the specified systems will perform to the performance standards for those systems
- by the council – to ensure the specified systems will perform to the performance standards for those systems.

You, your agent or the IQP needs to fill out an application to amend your compliance schedule. This must be done on Form 11.

A compliance schedule may also need to be amended as a result building work that will affect a specified system. However, this will be managed through the building consent process and a Form 11 is not required.

The Building Act sets out procedures to follow for each case.

An IQP or the council may recommend you make an amendment to your compliance schedule. Before any amendments are made the council must consult with you. Then the council will make a final decision to amended (or not) the compliance schedule.

If the council accepts the recommendation, it will make the necessary change to the compliance schedule. The amended compliance schedule will then be issued to you.

You should keep those involved with the inspection and maintenance of specified systems in your building informed of amendments to compliance schedules. This will help to ensure inspections and maintenance are carried out according to the amended compliance schedule.

Form 11: Application for amendment of compliance schedule

[DOC 42 KB]

<https://www.building.govt.nz/assets/Uploads/managing-buildings/compliance-schedule-forms/application-for-amendment-to-compliance-schedule-form11.doc>

Amendments triggered by building consents

If you wish to undertake building work that will affect a specified system in your building, your compliance schedule may need to be amended as a result.

The council will review your building consent application and the proposed work. They may amend the compliance schedule where the work:

- will affect an existing specified system and require altered inspection and maintenance requirements
- will result in a new specified system being installed
- will remove an existing specified system.

Examples of building work that could change your compliance schedule are:

<http://mbie5.cwp.govt.nz/managing-buildings/managing-your-bwof/amendments-to-compliance-schedules/>

- the upgrading of a sprinkler system to a current standard
- the addition of smoke or heat detectors to an emergency warning system
- replacing hinged front doors with automatic sliding doors
- removal of an old lift.

You will need to provide the council with information about the specified system when you apply for building consent.

This includes inspections and maintenance requirements and the relevant performance standard. The manufacturers of the specified system can usually provide you with this information.

When the building work is completed to the satisfaction of the council, the amended compliance schedule will be issued with the code compliance certificate.

Related content

[Inspections and maintenance of specified systems as a building owner \(https://www.building.govt.nz/managing-buildings/managing-your-bwof/inspections-and-maintenance/\)](https://www.building.govt.nz/managing-buildings/managing-your-bwof/inspections-and-maintenance/)

You need to engage an independent qualified person to inspect the specified systems in your building.



New Zealand Government

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