

Forms for building maintenance management

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There are prescribed forms you must use to manage the safety of your building.

You will need to complete and submit the following forms to the council where required. They will help ensure you meet the responsibilities in relation to managing your building's warrant of fitness and compliance schedule requirements.

Form 11: Application for amendment of compliance schedule

This form is used to formally advise the council of any change required to a compliance schedule.

Amendments to compliance schedules (<https://www.building.govt.nz/managing-buildings/managing-your-bwof/amendments-to-compliance-schedules/>) can tell you more information about making changes to your compliance schedules.

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>)

Form 12: Building warrant of fitness

This form is a written statement issued annually to the council. A copy is also publicly displayed in your building.

The building warrant of fitness is a declaration by the building owner, or their agent, that all the specified systems in the building have been inspected, maintained and reported in accordance with the compliance schedule for a period of 12 months prior to the issue date.

The warrant of fitness for a building must be prepared in accordance with this prescribed form.

Form 12: Building warrants of fitness

[DOC 37 KB]

(<https://www.building.govt.nz/assets/Uploads/managing-buildings/compliance-schedule-forms/building->

[warrants-of-fitness-Form12.doc](#)

Form 12A: Certificate of compliance with inspection, maintenance and reporting procedures

This form is used as proof that the inspection and maintenance procedures listed in the compliance schedule have been carried out.

The forms are issued by each independent qualified person (IQP) who undertakes inspection and maintenance of your building's specified systems.

Form 12A: Certificate of compliance with inspection, maintenance and reporting procedures

[DOC 32 KB]

<https://www.building.govt.nz/assets/Uploads/managing-buildings/compliance-schedule-forms/certificate-of-compliance-with-inspection-maintenance-reporting-procedures-form-12a.doc>

Related content

[Managing your BWoF \(for buildings with specified systems\) \(https://www.building.govt.nz/managing-buildings/managing-your-bwof/\)](https://www.building.govt.nz/managing-buildings/managing-your-bwof/)

Owners of buildings with specified systems need to supply council with a BWoF annually (including IQP certification).

[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.

[Security and gas detection systems, and compliance schedule requirements \(https://www.building.govt.nz/managing-buildings/managing-your-bwof/security-and-gas-detection-systems/\)](https://www.building.govt.nz/managing-buildings/managing-your-bwof/security-and-gas-detection-systems/)

Warning systems in buildings (except single household units) are specified systems with ongoing requirements.

[Passive fire protection features and compliance schedule requirements \(https://www.building.govt.nz/managing-buildings/managing-your-bwof/passive-fire-protection-features-and-compliance-schedule-requirements/\)](https://www.building.govt.nz/managing-buildings/managing-your-bwof/passive-fire-protection-features-and-compliance-schedule-requirements/)

Passive fire protection systems are specified systems and require regular inspection, maintenance and reporting.

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- with compliance with the Building Act, it is published under section 175 of the Building Act
- with a Weathertight Services claim, it is published under section 12 of the Weathertight Homes Resolution Services Act 2006.