

APPLICATION FOR ACCEPTANCE AS AN INDEPENDENT QUALIFIED PERSON



INFORMATION FOR PERSONS SEEKING ACCEPTANCE BY THE STRATFORD DISTRICT COUNCIL AS INDEPENDENT QUALIFIED PERSONS FOR THE PURPOSES OF [SECTIONS 7](#) AND [103](#) OF THE BUILDING ACT 2004

The Council is required to determine that "Independent Qualified Persons" are appropriately qualified to undertake the inspection and maintenance of Specified Systems as defined in [Section 7](#) or listed in [Section 103](#) of the Building Act 2004, for buildings within its area.

The applicant is required to provide sufficient documented evidence of appropriate qualifications to undertake the inspection and maintenance of the feature or systems for which approval is sought. Further information may be requested during the consideration of an application.

The following information is required:

- (a) Applicant's name and address.
- (b) Features and/or systems for which acceptance is sought.
- (c) Details of insurance cover held.
- (d) Qualifications - by examination.
- by training (apprenticeships, courses etc.).
- (e) Refresher courses etc. since qualifications obtained.
- (f) Membership of any professional institutes or technical organisations.
- (g) Related experience - full relevant employment history.
- (h) Related technical references - may include individuals, institutions, clients etc. A minimum of three are required. Further reference may be made to referees during consideration of the application.
- (i) A brief summary of the procedures the applicant would adopt in the inspection and maintenance of the features or systems for which acceptance is sought, together with advice as to the relevant New Zealand standards, technical documents etc. against which performance would be checked.

NOTE: For other than individual applicants, ie. the Crown, corporations etc. the information required in (c) – (h) should be supplied in respect of an individual within the organisation appropriate qualified.

**APPLICATION FOR ACCEPTANCE AS AN
INDEPENDENT QUALIFIED PERSON**

(SECTION 108(3)(c) BUILDING ACT 2004)

Applicant:			
Company:			
Postal Address:			
Landline:		Mobile:	
Email:			

PART A : QUALIFICATIONS AND EXPERIENCE

NOTE: For other than individual applicants, ie. companies, corporations etc. the information required in Parts B and C should be supplied in respect of an individual within the organisation appropriately qualified to inspect and maintain each system or feature for which acceptance is sought. *(Please copy this form as necessary).*

Applicant's Relevant Qualifications and Experience			
Qualifications by Examination	Granted By	Date Granted	
Membership of Professional Institutions and Technical Organisations			Date Admitted
Qualification by Training not Included Above (Apprenticeships, Courses etc.)	Organised or Supervised By	From	To
Refresher Courses not Included Above	Organised or Supervised By	From	To
Experience		From	To

APPROPRIATE DOCUMENTED CONFIRMATION OF THE ABOVE IS REQUIRED AND SHOULD ACCOMPANY THE APPLICATION

PART B : SCOPE

Systems or features for which acceptance as an Independent Qualified Person is sought:

Specified System	
SS1	Automatic systems for fire suppression.
SS2	Emergency warning systems.
SS3/1	Automatic door.
SS3/2	Access controlled doors.
SS3/3	Interfaced fire or smoke doors or windows.
SS4	Emergency lighting systems.
SS5	Escape route pressurisation systems.
SS6	Riser mains for use by fire services.
SS7	Automatic back-flow preventers connected to a potable water supply.
SS8/1	Passenger carrying Lifts.
SS8/2	Service Lifts.
SS8/3	Escalator and moving walks.
SS9	Mechanical ventilation or air conditioning systems.
SS10	Building maintenance units.
SS11	Laboratory fume cupboards.
SS12/1	Audio loops.
SS12/2	FM radio and infrared beam transmission systems.
SS13/1	Mechanical smoke control.
SS13/2	Natural smoke control.
SS13/3	Smoke curtains.
SS14/1	Emergency power systems.
SS14/2	Signs for SS1-13.
SS15/1	Spoken information to facilitate evacuation.
SS15/2	Final exits.
SS15/3	Fire separations.
SS15/4	Signs for facilitating evacuation.
SS15/5	Smoke separations.
SS16	Cable cars.

PART C: SUPPORTING STATEMENTS

Supporting technical references attached from individuals, professional or technical institutions, clients etc. (A minimum of three covering all systems or features for which acceptance is sought.) Referees may be contacted during the processing of the application.

Name and Address	System or Feature to which Reference Relates

Brief summaries attached outlining the procedures to be adopted in the inspection and maintenance of each feature or system for which acceptance is sought, together with advice as to the relevant New Zealand standards, technical documents etc. against which performance would be checked.

PART D : INSURANCE

Public liability or professional indemnity insurance held relative to the role of an independent qualified person.

Type of Cover	Amount	Insurer	Significant Exclusions

PART E: DECLARATION

I _____ of _____ solemnly and sincerely declare that the statements contained
(*insert full name*) (*insert company*)
in this form are true, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

SIGNED:		DATE:	
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(*Applicant*)