

# Application for acceptance as an independent qualified person



Sections 103 and 438, Building Act 2004

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

Please complete ALL sections.

## Applicant details *(Please print in CAPITALS)*

Title:  Mr  Mrs  Miss  Ms

Name

Company address

Postal address

Town

Postcode

Daytime phone number

Afterhours phone number

Mobile phone number

Fax number

Email

## Section A: Systems

Please indicate the systems or features for which approval is sought:

- |   |   |
|---|---|
| <input type="checkbox"/> <b>SS1</b> Automatic systems for fire suppression        | <input type="checkbox"/> <b>SS5</b> Escape route pressurisation systems |
| <input type="checkbox"/> <b>SS2</b> Automatic or manual emergency warning systems | <input type="checkbox"/> <b>SS6</b> Rise mains for use by fire service  |
| <input type="checkbox"/> <b>SS3/1</b> Automatic doors                             | <input type="checkbox"/> <b>SS7</b> Automatic backflow preventer        |
| <input type="checkbox"/> <b>SS3/2</b> Access controlled doors                     | <input type="checkbox"/> <b>SS8/1</b> Passenger carrying lifts          |
| <input type="checkbox"/> <b>SS3/3</b> Interfaced fire or smoke doors or windows   | <input type="checkbox"/> <b>SS8/2</b> Service lifts                     |
| <input type="checkbox"/> <b>SS4</b> Emergency lighting systems                    | <input type="checkbox"/> <b>SS8/3</b> Escalators and moving walks       |

*(Continued on next page)*

## Office use only

Date received  /  /

IQP number

NAR  •

Amount paid \$

Receipt number

**Section A: Systems** *(Continued from previous page)*

- SS9** Mechanical ventilation or air conditioning systems
- SS10** Building maintenance units
- SS11** Laboratory fume cupboards
- SS12/1** Audio loops
- SS12/2** FM radio frequency systems 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
- SS15/1** Systems for communicating spoken information intended to facilitate evacuation
- SS15/2** Final exits
- SS15/3** Fire separations
- SS15/4** Signs for communicating information intended evacuation; exit, directional and no exit
- SS15/5** Smoke separations
- SS16** Cable cars

Non-specified systems:

- Means of escape from fire
- Safety barriers
- Means of access and facilities for persons with disabilities
- Handheld hose reels for fire fighting
- Signs

Is the application for:

- Inspection only
- Inspection, maintenance, and reporting procedures

**Section B: Qualifications** *(Refer to First Schedule requirements)*

List the qualifications you hold that would be applicable to this application:

Qualification (attach photocopies of certificates)	Date received	Copy enclosed
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/>
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<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input type="checkbox"/>
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## Section B: Qualifications (Continued from previous page)

### Supporting Statements

- Supporting technical references from individual, professional/technical institutes are attached (a minimum of three references are required for all systems or features). Referees should be qualified in the discipline for which they are providing the reference. Referees may be contacted during the processing of the application. References should relate to the system or features applied for.

Name and address	System or feature

Membership of professional/technical institutes	Date received	Copy enclosed
 	/ /	<input type="checkbox"/>
 	/ /	<input type="checkbox"/>
 	/ /	<input type="checkbox"/>
 	/ /	<input type="checkbox"/>
 	/ /	<input type="checkbox"/>
 	/ /	<input type="checkbox"/>
 	/ /	<input type="checkbox"/>

## Section C: Experience

List your experience relating to the systems/features applied for:

Experience	From	To
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 	/ /	/ /

Continue on a separate sheet if required.



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## Section D: Other IQP registrations

Are you currently registered with another council? *(If yes, please supply IQP certificate.)*

Yes     No

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## Section E: Insurance

Professional indemnity and public liability insurance held relative to the role of an independent qualified person: *(Please supply copy of insurance certificate.)*

Type of cover	Amount	Insurer	Exclusions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## Signature

Signature

Print name

 /  / 

Date



# First Schedule

## Guidelines for minimum qualifications and experience required for acceptance as an independent qualified person

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

<b>SS1</b>	<b>Fire Suppression Systems</b> Registered fire engineer; or Evidence of 5 years experience as a sprinkler systems technician with a sound knowledge of NZS4541 or 4515	<b>SS9</b>	<b>Mechanical Ventilation/Air Conditioning</b> Registered Mechanical Engineer (HVAC); or Evidence of suitable qualification and 5 years experience as an installation technician with a sound knowledge of NZS4302
<b>SS2</b>	<b>Emergency Warning Systems</b> Registered electrician with a sound knowledge of NZS4512; or Evidence of 5 years experience as a fire alarm systems installation technician with an electrical qualification	<b>SS10</b>	<b>Building Maintenance Units</b> Registered structural or mechanical engineer; or Evidence of suitable qualification and 5 years experience as an installation technician
<b>SS3</b>	<b>Automatic Fire Doors</b> Evidence of suitable experience as an installation technician with a sound knowledge of NZS4232	<b>SS11</b>	<b>Laboratory Fume Cupboards</b> Mechanical Engineer; or Evidence of suitable qualification and 5 years experience as an installation technician with a sound knowledge of AS/NZS2243.8
<b>SS4</b>	<b>Emergency Lighting System</b> Registered electrician with a sound knowledge of NZS6104 and AS/NZS2293.3; or Evidence of 5 years experience as a fire alarm systems installation technician with an electrical qualification and a sound knowledge of NZS6104 and AS/NZS2293.3	<b>SS12</b>	<b>Audio Loops or other assistive listening systems</b> Evidence of suitable qualification and 5 years experience as an installation technician with a sound knowledge of AS/NZS2243.8
<b>SS5</b>	<b>Escape Route Pressurisation System</b> Registered fire engineer; or Evidence of suitable qualification or 5 years experience as an installation technician with a sound knowledge of AS1851	<b>SS13</b>	<b>Smoke Control System</b> Registered Fire Engineer; or Evidence of suitable qualification and 5 years experience as an installation technician with a sound knowledge of AS/NZS1668
<b>SS6</b>	<b>Riser Mains</b> Registered fire engineer; or Evidence of suitable qualification or 5 years experience as an installation technician or other appropriate experience with a sound knowledge of NZS4510	<b>SS14</b>	<b>Emergency Power Systems</b> Registered electrician with a sound knowledge of NZS6104
<b>SS7</b>	<b>Automatic Backflow Prevention</b> Certified plumber with a sound knowledge of AS/NZS2845 and/or AS/NZS3500	<b>SS15</b>	<i>Any or all of the following systems and features, so long as they form part of a building's means of escape from fire, and so long as those means also contain any or all of the systems of features specified in clauses 1–6, 9 and 13</i>
<b>SS8</b>	<b>Lifts, Escalators, Travelators</b> Registered Mechanical Engineer; or Evidence of suitable qualification and 5 years experience as an installation technician with a sound knowledge of NZS4332	<b>SS15/1</b>	<b>Spoken Communication System</b> Registered electrician with a sound knowledge of NZS4512; or Evidence of 5 years experience as a fire alarm systems installation technician with an electrical qualification

**SS15/2 Final Exits**

Registered fire engineer; or  
Evidence of 3 years experience in this area

**SS15/3 Fire Separations**

Registered fire engineer; or  
Evidence of 3 years experience in this area

**SS15/4 Signs for Evacuations**

Evidence of 3 years experience in this area

**SS15/5 Smoke Separations**

Registered Fire Engineer; or  
Evidence of 3 years experience in this area

**Means of Escape from Fire**

Registered Fire Engineer; or  
Evidence of 3 years experience in this area

**Safety Barriers**

Registered Structural Engineer; or  
Evidence of 3 years experience in this area

**Disabled Persons Access and Facilities**

Barrier Free Auditor; or  
Evidence of 3 years experience in this area and a  
sound knowledge of NZS4121

**Fire Hose Reels**

Registered Fire Engineer; or  
Evidence of 3 years experience in this area and a  
sound knowledge of NZS4503 or AS/NZS1221

**Signs**

Evidence of 3 years experience in this area