



APPLICATION TO REGISTER AS AN INDEPENDENTLY QUALIFIED PERSON

INFORMATION FOR PERSONS SEEKING ACCEPTANCE BY THE SOUTH TARANAKI DISTRICT COUNCIL AS AN INDEPENDENTLY QUALIFIED PERSON FOR THE PURPOSE OF THE BUILDING ACT 2004

The Council is required to determine that “Independently Qualified Persons” are appropriately qualified to undertake the inspection and maintenance of features or systems listed in 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 features 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/Company 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 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) to (h) above, should be supplied in respect of an individual within the organisation appropriately qualified.*

Where more than one individual is appropriately qualified for each system or feature, it is not necessary to either nominate or provide information in respect of more than one individual for each system or feature for which acceptance is sought.

This application form should be completed and forwarded, together with the appropriate fee, to:

The Group Manager Environmental Services

Please make cheques payable to the South Taranaki District Council.

The fees payable for a new registration can be found in the fees section of our website.

NOTE: All registrations are for a two-year period. Fees cover a two-year registration.

The above fees cover the processing of applications by:

- (a) Individuals
- (b) 'Persons' as defined in the Building Act 1991 (the Crown, Corporation Soles or Bodies of persons Corporate or not Corporate) where not more than one person per feature or system for which acceptance is sought.

Where acceptance is sought for more than one individual in each system or feature, a separate application is required for each person.

Note: It is not necessary for the Crown, Corporations, etc, to nominate more than one individual for each system or feature.

Acceptance shall expire on the second anniversary of the date of acceptance. Renewal forms will be available from the Council and should be returned one month prior to expiry to enable renewal of acceptance to be considered.

**APPLICATION TO REGISTER AS AN
INDEPENDENTLY QUALIFIED PERSON**
(Building Act 2004)

Applicant **(IQP)**
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Company:
.....

Postal **Address:**
.....

Phone: **Fax:**
.....

Mobile:.....**Email :**.....

PART A : SCOPE

Systems or features for which acceptance as an Independently Qualified Person are sought:

SS1	Automatic sprinkler systems or other systems of automatic fire protection
SS2	Automatic or manual warning system for fire or other dangers (e.g. fire alarms)
SS3	Electromagnetic or automatic doors or windows
SS3/1	Automatic doors
SS3/2	Access control doors
SS3/3	Interfaced fire or smoke doors or windows
SS4	Emergency lighting systems
SS5	Escape route pressurisation systems
SS6	Riser mains for fire service use
SS7	Any automatic back-flow preventer connected to a potable water supply (CIT qualified or similar)
SS8	Lifts, escalators or travelators or other similar systems
SS9	Mechanical ventilation or air conditioning systems serving all or a major part of the building
SS10	Building maintenance units providing access to exterior and interior walls or buildings
SS11	Laboratory fume cupboards
SS12	Audio loops or other assistive listening systems
SS13/1	Mechanical smoke control
SS13/2	Natural smoke control
SS13/3	Smoke curtains
SS14/1	Emergency power systems
SS14/2	Signs relating to a specified system
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 to facilitate evacuation

SS15/5	Smoke separations
SS16	Cable cars

PART B : QUALIFICATIONS AND EXPERIENCE

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 and Technical Organisation		Date Admitted	
Qualification by Training not included in above (Apprenticeships, courses, etc)		From	To
Refresher Courses not included above	Organised/Supervised by	From	To
Experience		From	To

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

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. (Referee to have sound knowledge of systems being endorsed in regard to technical knowledge of applicant.)

Name of Contact or Referee	System or Feature to which Referee relates
1.	
2.	
3.	

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 Independently Qualified Person.

Type of Cover	Insured Amount	Insurer	Significant Exclusions

Signed: _____ (Applicant)

Date: _____