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| |  |  | | --- | --- | | CS19CFO Commercial Building First Fit-out and Minor Internal Alterations Checksheet | logo | |
| **APPLICANT INFORMATION** |
| This checklist is designed to be used for a first fit out of a new building (i.e. tenancy fit out) or a minor internal alteration to an existing commercial building. For more significant alterations or additions please complete the CS19C Commercial checksheet.  When completing this form please ensure that all sections titled “Applicant to Complete,” (orange sections) are filled out in full, with the relevant plan or specification page number(s) identified.  **Before completing this checklist please ensure the building work fits within the scope of this checksheet**   |  |  |  | | --- | --- | --- | | **Yes** | **No** |  | |  |  | First fit out or minor internal alteration to existing commercial building | |  |  | [Classified use](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM6632400) – Residential (multi-unit apartments), Communal Residential, Communal Non-Residential, Commercial, Industrial, Outbuildings (accessed by public) or Ancillary (accessed by public) |   If **NO** to the above option please find and complete applicable checklist available here: [*https://www.qldc.govt.nz/services/building-services/building-consents*](https://www.qldc.govt.nz/services/building-services/building-consents) |

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| **PROPERTY INFORMATION** | | | | |
| **APPLICANT TO COMPLETE** | | **COUNCIL USE ONLY** | | |
| **Yes** | **RFI** | **Reasons for Decisions / Comments** |
| **Classified Use(s):**  [**Clause A1 - Classified Uses**](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM6632400) | Choose an item. |  |  | Click here to enter text. |
| **Uses of Building:**  [**Building Regulations 2005**](http://www.legislation.govt.nz/regulation/public/2005/0032/latest/whole.html#DLM313979) | Choose an item. |
| **Importance Level(s):**  [**Clause A3 - Building Importance Levels**](http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html%23DLM4417717) | Choose an item. |

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| **Select** | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/services/building-services/building-consents#commercial) **completed** |  |  |  | Click here to enter text. |

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| **Building Act 2004** | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [**Section 53**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306390.html) Building Levy |  |  |  | Click here to enter text. |
| [**Section 31 – 39**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306362.html) Project Information Memoranda (PIM)  *(review/note Liquefaction category, hazards, flood/floor height, contamination)* |  |  |  | Click here to enter text. |
| [**Section 71 – 74**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306818.html)  Natural Hazards associated with this consent (see PIM information).  **Applicant to select as applicable:**  Erosion (i.e. bank erosion and sheet erosion)  Falling debris (i.e. rock, snow and ice)  Subsidence  Inundation (i.e. flooding, surge and ponding)  Slippage |  |  |  | Click here to enter text. |
| [**Section 112**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) Alterations to existing buildings |  |  |  | Click here to enter text. |
| [**Section 67**](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306812.html) Waivers or Modifications  Complete [**AF WM Application for Waiver or Modification**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#application-forms-qldc) |  |  |  | Click here to enter text. |
| [**Section 26**](https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306354.html?search=sw_096be8ed81c9110f_26_25_se&p=1&sr=2) Warnings or Bans |  |  |  | Click here to enter text. |

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| **N/A** | | **ALTERATIONS TO AN EXISTING BUILDING(S) *(NOT APPLICABLE FOR FIRST FIT OUTS)***  [**BUILDING ACT SECTION 112**](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306875.html) | | | | | | | |
| **Building Score (complete table below) and provide applicable level of assessment for the whole building**  [*MBIE Building Score Methodology*](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) *to establish level of information to be provided to review relevant Code Clause requirements.*   * *Unit titles or alterations to tenancies within an existing building, the whole building must be assessed.* * *This section does not apply to first fit outs as this is new work and will be assessed under* [*Section 17*](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306338.html) | | | | | | | | | |
| **BUILDING SCORE** | | | | | | | | | |
| **Type** | | | **Key Factors** | | | | | **Points** | **Score**  *(select as applicable)* |
| **Likelihood of existing building complying** | | | **Building Age** | | | | | | |
| Approved from 1 June 2001 onwards | | | | | **0** |  |
| Approved between 1 January 1993 and 31 May 2001 | | | | | **1** |  |
| Approved on or before 31 December 1992 | | | | | **3** |  |
| **Information held on the building by the BCA or TA (score one of these only and choose the most comprehensive assessment)** | | | | | | |
| For buildings approved from 1 June 2001: no consents made | | | | | **0** |  |
| Full building assessment on file dated 1 June 2001 or later | | | | | **2** |  |
| Full building assessment on file dated on or before 31 May 2001 | | | | | **4** |  |
| One or more partial building assessments on file | | | | | **6** |  |
| No assessment on file for building additions or alterations | | | | | **8** |  |
| Unable to determine history of building | | | | | **8** |  |
| **Extent of proposed work** | | | **Extent of the proposed work** | | | | | | |
| Minor | | | | | **0** |  |
| Moderate | | | | | **3** |  |
| Significant | | | | | **6** |  |
| **Potential consequences of not complying** | | | **Building Importance Level** | | | | | | |
| Level 1 | | | | | **0** |  |
| Level 2 | | | | | **4** |  |
| Level 3 | | | | | **8** |  |
| Level 4 and Level 5 | | | | | **12** |  |
| Additional points for building level 1, 2 or 3 with sleeping facilities | | | | | **4** |  |
| **TOTAL SCORE** | | | | | | | | | Choose an item. |
| **Assessments to be provided in relation to Building Score** | | | | | | | | | |
| **1-11** | **List of current features plus Statement of Change** (in relation to Means of Escape from fire and Access and Facilities for persons with disabilities) | | | | | | | | |
| **12-19** | **Gap Assessment** (for both Means of Escape from fire and Access and facilities for persons with disabilities) | | | | | | | | |
| **20+** | **Full Assessment** (Fire Report and Accessibility Report) | | | | | | | | |
| **Further guidance on levels of assessment can be found on the MBIE website:** [**Recommended approach**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c-clauses-c1-c6/means-of-escape/our-recommended-approach/) | | | | | | | | | |
| **Alterations or Change of Use to existing building** | | | | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** | | |
| Building Score sheet provided and agree with assessment level | | | |  |  |  | Click here to enter text. | | |

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| **B STABILITY** | | | | | |
| **N/A** | **B1 Structure** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alterations or additions to internal structural elements** |  |  |  | Click here to enter text. |
| **Internal partitions walls or openings** |  |  |  | Click here to enter text. |
| **Ceiling systems, ceiling linings, suspended ceilings** (seismic restraint and PS1) |  |  |  | Click here to enter text. |
| **N/A** | **B2 Durability** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Steel, timber coatings or treatment** |  |  |  | Click here to enter text. |

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| **C PROTECTION FROM FIRE** | | | | | |
| **C1-6 Protection from Fire** | | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Alteration to an existing building** (Part 1-4) **or Change of use assessment provided** (Part 1-5) |  |  |  | Click here to enter text. |
| **Part 1:** General |  |  |  | Click here to enter text. |
| **Part 2:** Firecell, fire safety systems and fire resistance ratings |  |  |  | Click here to enter text. |
| **Part 3:** Means of Escape |  |  |  | Click here to enter text. |
| **Part 4:** Control of Internal Fire & Smoke spread |  |  |  | Click here to enter text. |
| **Part 5:** Control of External fire spread |  |  |  | Click here to enter text. |
| **Part 7:** Prevention of fire occuring |  |  |  | Click here to enter text. |

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| **D ACCESS** | | | | | |
| **N/A** | **D1 Access Routes** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
| **Accessible route(s)**: principal entrance, location, slope, height clearances, obstructions, structural stability, barriers and lighting, slip resistance, width and protection from falling |  |  |  | Click here to enter text. |
| **Ramps**: slope, slip resistance, width, landings, kerb ramps, handrails |  |  |  | Click here to enter text. |
| **Stairways**: Pitch, risers and treads, width, landings, curved and spiral stairways, stair winders and visibility of stair treads, handrails |  |  |  | Click here to enter text. |
| **Door** and **Openings** |  |  |  | Click here to enter text. |
| **Carparking:** carparking provided and route from carpark to building assessed |  |  |  | Click here to enter text. |

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| **E MOISTURE** | | | | | |
| **N/A** | **E2 External Moisture** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Roof or wall penetrations** in relation to internal building work |  |  |  | Click here to enter text. |
| **N/A** | **E3 Internal Moisture** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Internal linings** (bathrooms/kitchens/laundries):floors, walls |  |  |  | Click here to enter text. |
| **Bathroom details**: showers, urinals, basins |  |  |  | Click here to enter text. |

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| **F SAFETY OF USERS** | | | | | |
| **N/A** | **F2 Hazardous Building Materials** | **N/A** | | | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Manifestation** details provided, **glazed partitions** |  |  |  | Click here to enter text. |
| **N/A** | **F5 Construction and Demolition Hazards** | **N/A** | | | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions/ Comments** |
| Reference pages and provide comments | **Restricting access**: work site barriers, site fences or hoardings provided as applicable |  |  |  | Click here to enter text. |
| **N/A** | **F6 Visibility in Escape Routes** | **N/A** | | | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** |  |  |  | Click here to enter text. |
|  | **Emergency lighting** plan provided: location, illuminance, duration and **PS1** provided in relation to emergency lighting design |  |  |  | Click here to enter text. |
| **N/A** | **F7 Warning Systems** | **N/A** | | | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
|  | **Manual and automatic fire alarm systems** – type specified (Type 2, 3, 4, 5, 6, 7).  **Location** shown on plan (heat/smoke detectors, manual call points, fire alarm panel, hold open device for doors, smoke extract) |  |  |  |  |
|  | Is **direct connection** between the alarm system and **FENZ** needed and specified? |  |  |  | Click here to enter text. |
| **N/A** | **F8 Signs** | **N/A** | | | **COUNCIL USE ONLY** |
|  |  | **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
|  | **Exit and Fire Signage**: Exit signs, call points, fire and smoke doors. Visible at all times - illumination (type) |  |  |  | Click here to enter text. |
|  | **Accessibility Signage:** for accessible route and facilities (car parks, entrance, route, services), assistive listening system |  |  |  | Click here to enter text. |
|  | **Hazard Signage:** hazardous substances and processes (HSNO CoP2.1 09-04) electrical, lifts, machine rooms, escalators/moving walks, water supplies |  |  |  | Click here to enter text. |

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| **G SERVICES AND FACILITIES** | | | | | |
| **N/A** | **G1 Personal Hygiene** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
| **Number** of WC pans, basins, urinals, baths and showers (single sex/unisex)  *Refer to fire report occupancy number of occupancy number in relation to facilities required or Table 4.* |  |  |  | Click here to enter text. |
| **All bathroom facilities:** locationlayout, space, unisex, basins, showers, line of sight, cubicles, lobbies  **Accessible facilities**: access/location, number, layout |  |  |  | Click here to enter text. |
| **Location of sanitary fixtures**: space, access to food prep area work, basin communal |  |  |  | Click here to enter text. |
| **N/A** | **G4 Ventilation** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Natural ventilation:** accommodation unitsand carparks (apartments, hotels, motels) |  |  |  | Click here to enter text. |
| **Combined** natural ventilation and mechanical ventilation (accommodation units) |  |  |  | Click here to enter text. |
| **Mechanical ventilation:** outdoor air supply, air-handling systems, extract ventilation etc. car park ventilation, PS1 provided for design |  |  |  | Click here to enter text. |
| Ventilation of spaces containing **gas fuel appliances:** natural/mechanical ventilation, flue construction |  |  |  | Click here to enter text. |
| **N/A** | **G5 Interior Environment** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
| **Accessible reception counter/desk** details provided |  |  |  | Click here to enter text. |
| **Listening systems** and hearing loops in cinemas, theatres, public halls and communal non-residential with **>250 people,** assembly spaces inold people’s homes with **>20 people** |  |  |  | Click here to enter text. |
| **N/A** | **G8, G9, G10 & G11 Energy works** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
| **Lighting plan** provided in relation to exitways and escape routes |  |  |  |  |
| **Accessible light switches and plug sockets**: details and locations provided for buildings intended for **use by persons with disabilities** and **accessible** **accommodation** |  |  |  | Click here to enter text. |
| **N/A** | **G12/G13 Water Supply & Foul Water** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | **Alteration to an existing building or Change of use assessment provided** (where [Section 118](http://legislation.govt.nz/act/public/2004/0072/141.0/DLM306890.html) applies) |  |  |  | Click here to enter text. |
| **Water supply** (potable/non potable) |  |  |  | Click here to enter text. |
| **Hot water system** (type, specifications, schematic, gas califont specifications, gas bottle location), safe water temperature |  |  |  | Click here to enter text. |
| **Grease separation provisions** |  |  |  | Click here to enter text. |
| **Plumbing and drainage plan provided:** fixturediameters, gradients, venting, chase details |  |  |  | Click here to enter text. |

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| **SPECIFIED SYSTEMS** | | | | | |
| **N/A** | **Application for Compliance Schedule** | **COUNCIL USE ONLY** | | | |
| Yes | N/A | RFI | **Reasons for Decisions / Comments** |
| Reference pages and provide comments | [**Form 2 (Appendix A)**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=DRSDNvFQHUwpZAf1hRZuij) Application for Compliance Schedule and specified systems consent documentation reviewed. Sufficient information to establish;   * system description * performance for design and installation * type and location * performance for inspection and maintenance standards * inspection frequency * reporting, recording and responsibility   *(Typically default means of compliance see* [*IS-SS*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422)*)* |  |  |  | Click here to enter text. |
| [**Specified System Form(s)**](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#specified-system-forms) **(SS Form)** for specified system using an alternative of compliance |  |  |  | Click here to enter text. |
| **Draft compliance schedule**   * Master document altered removing systems not associated with the building work. * New and / or altered specified systems altered (typically red text) * Move to issued in attachment grid | |  |  |  | Click here to enter text. |

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| Construction Documentation & Producer Statements *See* [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* | | | | | | |
| **Select as applicable** | **PS3 Producer Statement – Construction** | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
|  | Membrane (Shower) | 6 |  |  |  | Click here to enter text. |
|  | Intumescent coating | 13 |  |  |  | Click here to enter text. |
|  | Mechanical Ventilation | 18 |  |  |  | Click here to enter text. |
|  | Fire Alarm | 19 |  |  |  | Click here to enter text. |
|  | Sprinkler System | 22 |  |  |  | Click here to enter text. |
|  | Principle Contractor | 25 |  |  |  | Click here to enter text. |
|  | Listening System | 28 |  |  |  | Click here to enter text. |
|  | Lift/People Mover | 29 |  |  |  | Click here to enter text. |
|  | Barriers | 30 |  |  |  | Click here to enter text. |
|  | Emergency Lighting | 34 |  |  |  | Click here to enter text. |
|  | Passive Fire Protection | 36 |  |  |  | Click here to enter text. |
|  | Other – Click or tap here to enter text. |  |  |  |  | Click here to enter text. |
| Select as applicable | Certification | **IS 25 #** | **Yes** | **N/A** | **RFI** | **COUNCIL USE ONLY** |
|  | Fire Safety System Certificate (New) | 20 |  |  |  | Click here to enter text. |
|  | Sprinkler System (New) | 21 |  |  |  | Click here to enter text. |
|  | Fire Doors | 23 |  |  |  | Click here to enter text. |
|  | Fire Safety Certificate (Altered/Existing) | 43 |  |  |  | Click here to enter text. |
|  | Sprinkler System (Altered/Existing) | 44 |  |  |  | Click here to enter text. |
|  | Other – Click or tap here to enter text. |  |  |  |  | Click here to enter text. |
| Gasworks Certification | | 2 |  |  |  | Click here to enter text. |
| Electrical Certification | | 39 |  |  |  | Click here to enter text. |

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| **COUNCIL USE ONLY** | | | | | | | | | | |
| **Advice Notes** | | | **IS 25 #** | | **Yes** | **N/A** | | **RFI** | **COUNCIL USE ONLY** | |
| First fit out | | | 48 | |  |  | |  | Click here to enter base build BC number for advice note. | |
| Certificate of Public Use | | | 41 | |  |  | |  | Click here to enter text. | |
| 3rd Party Verification | | | 47 | |  |  | |  | Click here to enter text. | |
| Specified System Plan | | | 50 | |  |  | |  | Click here to enter text. | |
| Other – Click or tap here to enter text. | | |  | |  |  | |  | Click here to enter text. | |
| **Inspections**  *See* [*IS SI Site Inspection Descriptions*](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=BDxt5PwOwfCVgzd9HR114f) *for guidance* | | | | | | | | | | |
| Drainage | | Post Lining | | | | | Final | | | |
| Framing and Substrates | | Specified Systems | | | | |
| Pre Lining | | Certificate of Public Use | | | | |
| **Compliance Schedule** | | | | | | | | | | |
| Choose an item. | | | | | | | | | | |
| Existing compliance schedule number: Click here to enter text. | | | | | | | | | | |
| **COUNCIL USE ONLY- FINAL SIGN OFF** | | | | | | | | | |  |
| **BC NUMBER** Click here to enter text. | | | | | | | | | | |
| **TECHONE CHECK** | Building Category correct  If changed state why: Click here to enter text. | | | Classified use correct  If changed state why: Click here to enter text. | | | | | | |

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| **APRROVED** | | **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 | |
| **Processing Officer Sign-off**: | **Date**:  Click here to enter text. |
|  |  | | |
| **REFUSED** | | **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004 | |
| **Processing Officer Sign-off**: | **Date**:  Click here to enter text. |
|  |  | | |
| **Supervision Sign Off (if required)** | | | |
| **Supervisor Sign-off:** | | | **Date**:  Click here to enter text. |
| **Comments**  Click here to enter text. | | | |