



Fire Fighting Facilities Checklist

This check sheet is not mandatory but should be completed and included with other documentation that is required as part of the Building Consent Process. It is intended that this information form part of the Fire Engineering Brief process as detailed within the International Fire Engineering Guidelines.

The applicant is to complete Part A and B.

Part C is to be completed in consultation with a New Zealand Fire Service representative that will be appointed by the Fire Region in which the building will be located. Please refer to the telephone directory white pages for contact details under FIRE SERVICE.

Part A - Administration (to be completed by applicant)

1. Address of Property			
Street Number		Lot Number	
Street Name			
Town/Suburb		City/Region	
Premises / Company Name			

2. Applicants Details			
Applicants Name			
Street Number		Street Name	
Town/Suburb		City/Region	
Phone Number		Fax Number	
Mobile Number		E-mail Address	

3. Project Details	
Tick the appropriate box:	
New building	<input type="checkbox"/>
Addition/Alterations	<input type="checkbox"/>
Change of use	<input type="checkbox"/>

*Working with communities to protect what they value.
Tē māhi tāhi ki ngā hāpōri, ki tē tiāki i ā rātōu tāōngā.*

Part B – Building Use (to be completed by applicant)

1. Building Description	
Number of floors above lowest final exit	<input type="text"/>
Number of basement floors	<input type="text"/>
Floor area (largest floor)	<input type="text"/> m ²

2. Predominant Building Use	
Tick the appropriate box:	
Residential, Apartment, Terrace	<input type="checkbox"/>
Transient Sleeping – Hotel, Motel, Boarding House, Hostels	<input type="checkbox"/>
Community Care – Rest Home, Hospital	<input type="checkbox"/>
Community – Public, Church, School, Recreation	<input type="checkbox"/>
Merchandising – Shop, Shopping Centre, Exhibitions	<input type="checkbox"/>
Industrial – Factory, Office	<input type="checkbox"/>
Other (please specify)	_____

3. Does Building require a Liquor License?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Owners Details (if different from Applicant)			
Owners Name	<input type="text"/>		
Street Number	<input type="text"/>	Street Name	<input type="text"/>
Town/Suburb	<input type="text"/>	City/Region	<input type="text"/>
Phone Number	<input type="text"/>	Fax Number	<input type="text"/>

5 (a). All Buildings	
Tick the appropriate box:	
Are hazardous substances stored?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are early childhood facilities provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is specialised care for people with a disability provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is specialised nursing, medical or geriatric care provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are people in lawful detention?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does the building have a sprinkler system compliant with NZS 4541 or NZS 4515?
If yes, go to 5(c). If not, go to Part 5(b).

5 (b). Unsprinklered Buildings	
Tick the appropriate box:	
Are there facilities for more than 10 employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do 100 or more people gather?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is accommodation provided for more than 5 people?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5 (c). Sprinklered Buildings	
Tick the appropriate box:	
Do 100 or more people gather in a common venue?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have replied yes to any of the questions in Section 5 the building will require a scheme

Part C – Fire Fighting Requirements Checklist (to be completed in conjunction with the local District Chief Fire Officer/Area Manager prior to submitting documentation for building consent)

1. Firefighting Water Refer Fire Fighting Water Supplies Code of Practice NZS PAS 4509:2008 Available on NZFS Website (http://www3.fire.org.nz/)		Fire Service use only
1.1	Building water supply classification: Fire Hazard Category (FHC) <input type="text"/> Largest Floor Area/Firecell <input type="text"/> m ² Required water supply classification FW <input type="text"/>	
1.2	Available water supply classification FW <input type="text"/> (Table 2 NZS 4509)	
1.3	Available firefighting water supply information provided Flow rate within 135 m <input type="text"/> l/s No. of hydrants <input type="text"/> Flow rate within 270 m <input type="text"/> l/s No. of hydrants <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.4	Hydrant locations in relation to building (drawing provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check:	Is classification 1.1 less than or equal to classification from 1.2? If no, water in public main is insufficient to extinguish fire, require mitigation policy.	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. New Zealand Fire Service access to site		Fire Service use only
2.1	Gate key required	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.2	Access width adequate	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3	Hardstanding to within 18 m of main entrance or	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4	Hardstanding to within 18 m of sprinkler inlet or	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2.5	Hardstanding to within 18 m of building hydrant system inlet	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2.6	Hardstanding for aerial appliances provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

3. New Zealand Fire Service access to building		Fire Service use only
3.1	Building access points for Fire Service identified	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.2	Doors open on activation of fire alarm	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.3	Door keys required	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Lift control provided Key Type: Lobby control <input type="text"/> Car control <input type="text"/> Lift motor room <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

4. Waterway		Fire Service use only
4.1	Brigade inlet location(s) suitable: Hydrant Sprinkler	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.2	Fire hydrant outlet locations suitable and safe All points within reach of 50 m arc Min. Pressure (≥ 600 kpa) <input type="text"/> Type of key securing outlet <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.3	Sprinkler house (pump/valve set) location suitable Type of door key <input type="text"/> Type of key securing valves <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4.4	Sprinkler floor isolation valves location suitable Floor isolation valves location clearly indicated	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

5. Fire Alarm Panel		Fire Service use only
5.1	Main panel required	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	Fire alarm panel location suitable Indicating light required Colour <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.3	Mimic panel(s) required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.4	Sector panel(s) required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.5	ATS connection required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5.6	Fire alarm brigade connection required by <input type="text"/> / / <input type="text"/>	

6. Fire Systems Centre		Fire Service use only
6.1	Emergency Warning Information System (EWIS) provided EWIS panel located within Fire Systems Centre	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.2	Fire Systems Centre location suitable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.3	Fire Fan Control Panel instructional schematic provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

7. First Aid Firefighting		Fire Service use only
7.1	Fire hose reels provided in accordance with NZS 4503	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	Fire extinguishers provided in accordance with NZS 4503	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

