



## **Information Sheet Acceptance as Independent Qualified Persons**

### **Information for persons seeking acceptance as independent qualified persons for the purposes of Section 100 - 110 of the Building Act 1994.**

The Wanganui District Council is required to determine that "Independent Qualified Persons" are appropriately qualified to undertake the inspection and maintenance of features or systems listed in Section 100 – 110 of the Building Act 2004. "Person" is defined in the Building Act as including the Crown, a corporation sole, and also a body of persons corporate or unincorporate etc.

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

Where the application is in the name of a company, partnership etc, it is necessary to nominate an individual available to the company for each feature or system for which acceptance is sought. The information should in general be supplied in respect of the person who is qualified to maintain and inspect and not, for example, the manager with overall responsibility, to enable the Council to be confident that appropriate skills are available within the corporate identity.

#### **The following information is required:**

- Applicant's name and address.
- Features and/or systems for which acceptance is sought and where the application is in the name of a company etc, the name of the person nominated for each feature or system.
- Qualifications:     - By examination  
                              - By training (apprenticeships, courses etc)
- Refresher courses etc since qualification obtained.
- Membership of any Professional Institutes or Technical Organisations.
- Related experience - full relevant employment history.
- Related technical references. May include: individuals, institutions, clients etc. A minimum of three are required for each nominated person. Further reference may be made to referees during consideration of the application.
- A brief summary of the procedures the applicant/nominated person 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.
- Details of insurance cover held.

Where more than one individual is appropriately qualified for each feature or system, it is not necessary to either nominate or provide information in respect of more than one individual for each feature or system for which acceptance is sought. If more than one individual is nominated for each feature or system, a further fee may be payable.

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

**Team Leader Building Services  
Wanganui District Council  
PO Box 637  
Wanganui**

The fees payable on application are:

Initial Base Fee	\$133.00
Each Feature Registered	\$20.00

**The above fees cover the processing of applications by individuals only:**

“Persons” as defined in the Building Act 2004, where not more than one person per feature or system is nominated as appropriately qualified to inspect or maintain the feature or system for which acceptance is sought. Where more than one person is nominated, a further fee may be payable.

Acceptance shall expire on the first 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.