Complete this form to authorise someone else to act on your behalf regarding your building’s evacuation scheme.

Send the completed form to the Regulatory Compliance Group, either by email to [RCG@fireandemergency.nz](mailto:RCG@fireandemergency.nz) or post to Regulatory Compliance Group, Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142.

|  |  |
| --- | --- |
| Part A | Contact details for building owner |

|  |  |
| --- | --- |
| Building owner name |  |
| Building address |  |
| Phone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Part B | Transfer details |

|  |  |
| --- | --- |
| Full name of agent (This could be an individual or a company/entity) |  |
| The person named above:  •Is authorised to act on my behalf to apply for approval of an evacuation scheme for the building.  •Is authorised to act on my behalf to access all information relating to this building.  •Is authorised to act on my behalf to maintain this evacuation scheme. | Tick this box if you agree to authorise the person above to act on your behalf as stated |

|  |  |
| --- | --- |
| Part C | Signature |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| I understand:  •I remain legally responsible for the obligations of a building owner under the Fire and Emergency New Zealand Act 2017 and the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018  •Fire and Emergency may contact me directly in relation to this evacuation scheme. | Tick this box if you understand your legal obligations as a building owner | | |

Fire and Emergency collects the information in this form to enable you to authorise another person or entity/ to act on your behalf in relation to the evacuation scheme for your building. You are not required to provide the information in the form but without it, Fire and Emergency will only be able to deal with you directly in relation to the scheme. The collection, storage and use of this information will be undertaken in accordance with the requirements of the Privacy Act 2020. We will not disclose any of the personal information outside of Fire and Emergency unless required to by law, or with consent.

You are entitled to ask for a copy of any personal information Fire and Emergency holds about you, and to ask for it to be corrected if you think it is wrong. If you’d like to ask for a copy of your information, or to have it corrected, please contact us at: [OfficialInformationRequests@fireandemergency.nz](mailto:OfficialInformationRequests@fireandemergency.nz).