Complete this form when notifying Fire and Emergency New Zealand of a change to your building, or the purposes of which some or all of it’s used, that may impact your evacuation scheme.

Send the completed form to the Regulatory Compliance Group, either by email to RCG@fireandemergency.nz or post to Regulatory Compliance Group, Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142. You should do this before the change to the building or its use occurs, or otherwise as soon as practicable.

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| --- | --- |
| Part A | Owner details |

|  |  |
| --- | --- |
| Owner name |  |
| Postal address |  |
| Phone number |  | Mobile number |  |
| Fax number |  |
| Email address |  |

|  |  |
| --- | --- |
| Part B | Building details |

|  |  |
| --- | --- |
| Evacuation scheme reference # |  |
| Building name |  |
| Street address |  |

|  |  |
| --- | --- |
| Part C | Contact details for building |

|  |  |
| --- | --- |
| Contact person’s name |  |
| Phone number |  | Mobile number |  |
| Email address |  |

|  |  |
| --- | --- |
| Part D | Building changes |

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| Select all that apply: |
| [ ]  The building’s fire detection and suppression system will be or is non-operational for a period of time.**Note:** For certified systems, you must complete the Fire Protection System Shutdown form from your fire protection system agent.[ ]  The means of escape from fire for the building is to be altered under section 107 of the Building Act 2004.[ ]  Building work is to be carried out on the building under section 112 or 133AT of the Building Act 2004, affecting the building’s means of escape from fire.[ ]  The building’s life is to be extended under section 116 of the Building Act 2004.[ ]  The occupancy of the building is changing to the extent that the building’s means of escape from fire will be materially affected.[ ]  There are to be changes to the place or places of safety specified in the evacuation scheme.[ ]  There is to be a change in purpose or activities within the building.[ ]  The building no longer requires an evacuation scheme, e.g. the building is to be demolished or will no longer be used for a purpose under section 75(1) of the Fire and Emergency New Zealand Act 2017. |

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| Part E | Details of changes |

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| Enter details of the change, e.g. how long the detection and suppression systems will be non-operational and what you are doing to manage evacuations during the outage: |
|  |

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| --- | --- |
| Part F | Owner or contact person signature |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: |  |