



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 before consulting with Fire and Emergency New Zealand. Part C will be completed in consultation with a Fire and Emergency representative.

The representative 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.

Disclaimer: Please note that neither Fire and Emergency, nor any member or representative of Fire and Emergency assumes responsibility for the accuracy of this Firefighting facilities checklist. The role of the Fire and Emergency with the checklist is to be carried out in conjunction with the applicant. While Fire and Emergency endeavours to carry out these functions accurately, we do not assume responsibility for the information or claims contained on this checklist.

Part A (to be completed by applicant)		Administration	
1. Property address			
Street number		Lot number	
Street name			
Town/suburb		City/Region	
Premises / Company name			
2. Applicant details			
Applicant name			
Street number		Street name	
Town/suburb		City/Region	
Phone number		Fax number	
Mobile number		Email address	
3. Project details			Tick the appropriate box
New building			<input type="checkbox"/>
Addition/alterations			<input type="checkbox"/>
Change of use			<input type="checkbox"/>

Part B (to be completed by applicant)		Building use
1. Building description		
Number of floors above lowest final exit		
Number of basement floors		
Floor area (largest floor)		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. Owner details (if different from applicant)			
Owner name			
Street number		Street name	
Town/Suburb		City/Region	
Phone number		Fax number	
Mobile number		Email address	

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 4541:2013 or NZS 4515:2009?

If **Yes**, go to section 5 (c) on the next page. If **No**, go to section 5 (b) on the next page.

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 sections 5 (a, b and c), the building will require an evacuation scheme as required under [Subpart 4 – Evacuation schemes](#), of the Fire and Emergency New Zealand Act 2017.

6. Firefighting water		Fire and Emergency use only	
Refer Firefighting Water Supplies Code of Practice NZS PAS 4509:2008.			

6.1 Scale of proposed building works			Agree with values	
Does the proposed building work increase the maximum Firecell Area? If Yes continue completing section 6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the proposed building work increase the Fire Load Energy Density (FLED) in the largest Firecell? If Yes continue completing section 6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No to both questions, do not continue with section 6, go straight to Part C on page 5.			Yes <input type="checkbox"/>	No <input type="checkbox"/>

6.2 Detail which method from NZS PAS 4509:2008 is being used:
Method 1 used, go to question 6.3 below.
Method 2 used, go to question 6.6 on the next page.

6.3 Building water supply classification – Method 1			Agree with values	
Fire Load Energy Density (FLED)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Largest Floor Area/Firecell		m ²	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Required water supply classification		FW	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6.4 Available firefighting water supply			Agree with values	
Reticulated				
Flow rate within 135 m	l/s	No. of hydrants	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Flow rate within 270 m	l/s	No. of hydrants	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Adequate flow and number	
At least one hydrant within 135 m	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: The National Commander Urban has directed that Fire and Emergency will check these supplies in line with the NZS PAS 4509:2008 Firefighting water supplies code of practice and N5 POP Firefighting water supplies policy.			[6.7 Refers]	

Non-reticulated			Agree with values	
Minimum water storage within 90 m			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Volume	m ³		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Available water supply classification			FW	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.5 Available water supply			Agree with assessment	
Is 'Available water supply' at 6.4 greater than or equal to 'Required Water Supply' at 6.2 on the previous page			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Mitigating policy adequate	
If No , then Mitigation Policy is required.			N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.6 Building water supply classification – Method 2			Agree with assessment	
Is calculation in accordance with Code of Practice? (NZS PAS 4509:2008 appendix H and J provides the method of calculation approved and accepted by Fire and Emergency)			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Adequate water supply	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.7 Water testing			Adequate for design	
Results and map provided			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hydrant locations shown on drawing			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water authority has a list of approved testers that carry out water testing on their network. A full copy of water testing results including a map of the building/s and all hydrants used in the test is required.			Yes <input type="checkbox"/>	No <input type="checkbox"/>

Part C (to be completed in conjunction with the local District Chief Fire Officer/Area Manager or appointed representative (most often local FRMO/VSO/Operational Officer) prior to submitting documentation for building consent)		Firefighting facilities checklist		
1. Firefighting water		Fire and Emergency use only		
Firefighting water availability from Part B Section 6 meets Fire and Emergency requirements. Answer N/A if answer is No to both questions in 6.1		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Fire and Emergency access to site		Fire and Emergency use only		
Gate key required			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access width adequate			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hardstanding to within 20 m of main entrance, or			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hardstanding to within 20 m of sprinkler inlet, or		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hardstanding to within 20 m of building hydrant system inlet		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hardstanding for aerial appliances provided		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Fire and Emergency access to building		Fire and Emergency use only		
Building access points for Fire and Emergency identified			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Doors open on activation of fire alarm			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Door keys required			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lift control provided		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Key type	Lobby control			
	Car control			
	Lift motor room			
4. Waterway – Refer to NZS4510:2008 and NZS4541:2007		Fire and Emergency use only		
4.1 Brigade inlet location(s) suitable:				
Hydrant		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sprinkler		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2 Complete this section in conjunction with Fire and Emergency Fire Engineers who have sight of overall design and access to relevant drawings.				
Hydrant outlet locations suitable and safe. All points within reach of:				
• 40 m arc if sprinklered protected floor, or		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• 32 m arc if Non-sprinkler protected floor		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Min. pressure (≥ 600 kpa)				
Type of key securing outlet				
To assist with assessment the above should be clearly marked up on drawings		N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3 Sprinkler house (pump/valve set)			
Location suitable?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type of door key			
Type of key securing valves			
4.3 Isolation valves			
Sprinkler floor isolation valves location suitable?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Floor isolation valves location clearly indicated	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Fire alarm panel		Fire and Emergency use only	
Control panel required		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Addressable panel location suitable or VDU required at mimic panel location	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire alarm panel location suitable	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Suitable indicating light required, which is either: <ul style="list-style-type: none"> coloured red, or incorporates a white strobe with the word "FIRE" coloured red illuminated 	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mimic panel(s) required	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sector panel(s) required	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ATS connection required	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire alarm brigade connection required by			
6. Fire control centre		Fire and Emergency use only	
Emergency Warning Intercommunication System (EWIS) provided	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
EWIS panel located within Fire Control Centre	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
EWIS co-located with FIP	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Systems Centre location suitable for Fire and Emergency (state the location, must have direct access to outside)	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire Fan Control Panel (FFCP) instructional schematic provided	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Beside FFCP at location?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. First aid firefighting		Fire and Emergency use only	
Fire hose reels provided in accordance with NZS 4503:2005 Hand operated firefighting equipment	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire extinguisher(s) provided in accordance with NZS 4503:2005	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Drawing information

Drawing number	Version	Date	Drawn by

Additional information/notes

Reference	Comments

Part D

(ensure all relevant drawings are date stamped)

**Fire and Emergency New Zealand
Sign Off****The above features are acceptable to the Area Manager/Commander**

Name (print)		Rank	
Signature		Date	
District			
Region			