



Fire Fighting Facilities Checklist v9

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 the New Zealand Fire Service.

Part C will be completed in consultation with a New Zealand Fire Service 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 the New Zealand Fire Service, nor any member or representative of the New Zealand Fire Service assumes responsibility for the accuracy of this Fire Fighting Facilities Checklist. The role of the New Zealand Fire Service with the checklist is to be carried out in conjunction with the applicant. While the New Zealand Fire Service endeavours to carry out these functions accurately, it does not assume responsibility for the information or claims contained on this checklist.

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

Addition/Alterations

Change of use

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 an Evacuation Scheme as required under Section 21B of the Fire Service Act 1975

6. Firefighting Water Refer Fire Fighting Water Supplies Code of Practice NZS PAS 4509:2008 Available on NZFS Website (http://www.fire.org.nz/)	Fire Service use only
6.1 Detail which method from NZS PAS 4509:2008 is being used: Method 1 used - go to question 6.2: <input type="checkbox"/> Method 2 used - go to question 6.5: <input type="checkbox"/>	
6.2 Building water supply classification Method 1: Fire Load Energy Density FLED <input type="text"/> m ² Largest Floor Area/Firecell <input type="text"/> m ² Required water supply classification FW <input type="text"/>	Agree with values: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
6.3 Available firefighting water supply RETICULATED: 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"/> At least one hydrant within 135m Yes <input type="checkbox"/> No <input type="checkbox"/> NB. The NZFS National Commander has directed that the NZFS will check these supplies in line with the Water Supplies C.o.P. NZS PAS 4509:2008 and N5 POP Firefighting Water Supplies NON-RETICULATED: Minimum Water storage within 90m Yes <input type="checkbox"/> No <input type="checkbox"/> Volume <input type="text"/> m ³ Available water supply classification FW <input type="text"/>	Agree with values: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Adequate flow & no.: Yes <input type="checkbox"/> No <input type="checkbox"/> [6.6 Refers] Agree with values: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Agree: Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>6.4 Is 'Available water supply' at 6.3 <u>greater than or equal to</u> 'Required Water Supply' at 6.2 Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, then Mitigation Policy is required.</p>	<p>Agree with assessment: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Mitigating policy adequate: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>6.5 Building water supply classification Method 2: Is calculation in accordance with Code of Practice? Yes <input type="checkbox"/> No <input type="checkbox"/> (NZS PAS 4509:2008 appendix H and J provides the method of calculation approved and accepted by the NZ Fire Service)</p>	<p>Agree with assessment: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Adequate water supply: Yes <input type="checkbox"/> No <input type="checkbox"/> [6.6 Refers]</p>
<p>6.6 Water testing</p> <p>Results and map provided Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Hydrant locations shown on drawing Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(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)</p>	<p>Adequate for design: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Part C – Fire Fighting Facilities Checklist (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)

1. Firefighting Water	Fire Service use only
1.1 Firefighting Water availability from Part B Section 6 meets NZFS requirements.	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 20 m of main entrance or	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4 Hardstanding to within 20 m of sprinkler inlet or	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2.5 Hardstanding to within 20 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 <div style="display: flex; align-items: center; margin-left: 40px;"> <div style="margin-right: 10px;">Key Type: Lobby control</div> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </div> <div style="display: flex; align-items: center; margin-left: 40px;"> <div style="margin-right: 10px;">Car control</div> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </div> <div style="display: flex; align-items: center; margin-left: 40px;"> <div style="margin-right: 10px;">Lift motor room</div> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </div>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

4. Waterway – Refer to NZS4510:2008 and NZS4541:2007	Fire Service use only
4.1 Brigade inlet location(s) suitable: <div style="margin-left: 40px;">Hydrant</div> <div style="margin-left: 40px;">Sprinkler</div>	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 <i>NB. This section is to be completed in conjunction with NZFS Fire Engineers who have sight of overall design and access to relevant drawings.</i> Hydrant outlet locations suitable and safe All points within reach of a. 40 m arc if sprinklered protected floor (or) b. 32 m arc if Non-sprinkler protected floor Min. Pressure (≥ 600 kpa) <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> Type of key securing outlet <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> To assist with assessment the above should be clearly marked up on drawings	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"/> 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 Type of key securing valves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td></tr><tr><td> </td></tr></table>			
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	Control panel required	Yes <input type="checkbox"/> No <input type="checkbox"/>			
5.2	Addressable panel location suitable or VDU required at mimic panel location	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
5.3	Fire alarm panel location suitable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
5.4	Suitable indicating light required which is either coloured red or incorporates a white strobe with the word "FIRE" coloured red illuminated	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
5.5	Mimic panel(s) required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
5.6	Sector panel(s) required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
5.7	ATS connection required	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			
5.8	Fire alarm brigade connection required by Fire Service	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td></tr></table>			

6. Fire Systems Centre		Fire Service use only
6.1	Emergency Warning Intercommunication System (EWIS) provided EWIS panel located within Fire Systems Centre EWIS co-located with FIP	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"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
6.2	Fire Systems Centre location suitable for FS operations State Location (must have direct access to outside)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6.3	Fire Fan Control Panel (FFCP) instructional schematic provided Beside FFCP at Location?	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"/>

Drawing Information

Drawing Number	Version	Date	Drawn By

Additional Information/notes

Reference	Commentary

New Zealand Fire Service Sign Off (ensure all relevant drawings are date stamped)

The above features are acceptable to the Chief Fire Officer/Area Manager

Name (print)		Rank	
Signature		Date	
District			
Region			