



## EXAMPLE ONLY

19/11/2018

BWOF Administrator  
Auckland Council - Southern Building Control  
Private Bag 92300  
Auckland 1142

1-B0125.00

Dear BWOF Administrator

### **BUILDING ACT: WARRANT OF FITNESS COPY FOR COUNCIL**

#### **Compliance Schedule Number: 200600233**

Please find attached a copy of the Building Warrant of Fitness (Form 12), and associated Certificates of Compliance (Form 12A), for the specified systems for St Dominics Parish Office, 34 Bolton Street, Blockhouse Bay, Auckland 0600.

Please contact me if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read "P. Wilson".

Property Services –Compliance Coordinator

DDI: 09 355 9522  
Cellphone: 021 244 6849  
Email: Peter.Wilson@wsp-opus.co.nz



## EXAMPLE ONLY

19/11/2018

Fr.Gilbert Ramos  
St Dominics Catholic Parish  
34 Bolton Street  
Blockhouse Bay  
Auckland 0600

1-Bo125.00

Dear Fr.Gilbert,

### ANNUAL BUILDING WARRANT OF FITNESS (BWOF) REPORT

Please find attached the annual Building Warrant of Fitness (BWOF) documentation, including BWOF Certificate, Contractor Form 12A's, and our IQP Inspection Report for St Dominics Parish Office, 34 Bolton Street, Blockhouse Bay, Auckland 0600, (Compliance Schedule Number 200600233).

Peter P Wilson of Opus International Consultants Limited inspected these premises on 19/11/2018.

This documentation is to be kept in the Building Warrant of Fitness Manual for a minimum of two years and be available for audit by the Auckland Council - Southern Building Control if requested.

The required documentation has been forwarded to the Auckland Council - Southern Building Control for annual renewal acceptance.

Thank you for allowing us to undertake this important service for you.

Please contact me if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read "P P Wilson".

Property Services –Compliance Coordinator

DDI: 09 355 9522

Mobile: 021 244 6849

Email: peter.wilson@corp.pbwan.net



## EXAMPLE ONLY

19/11/2018

Michele Elsmore  
Catholic Diocese of Auckland  
Private Bag 47904  
Ponsonby  
Auckland 1144

1-Bo125.00

Dear Michele,

### **ANNUAL BUILDING WARRANT OF FITNESS REPORT**

Please find attached the annual Building Warrant of Fitness (BWOF) documentation, including BWOF Certificate, Contractor Form 12A's, and our IQP Inspection Report for St Dominics Parish Office, 34 Bolton Street, Blockhouse Bay, Auckland 0600, (Compliance Schedule Number 200600233).

Peter P Wilson of Opus International Consultants Limited inspected these premises on 19/11/2018.

The required documentation has been forwarded to the Auckland Council - Southern Building Control for annual renewal acceptance.

Compliance records, reports and certificates are required to be kept for a minimum period of two years and be available for audit by the Auckland Council - Southern Building Control if requested.

The original of the BWOF Certificate has been forwarded to the site to display in the building, along with copies of the attached documents to be placed in the Building Warrant of Fitness Manual.

Please contact me if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read "PL PW".

Property Services –Compliance Coordinator  
DDI: 09 355 9522  
Cellphone: 021 244 6849  
Email: Peter.Wilson@wsp-opus.co.nz



**EXAMPLE ONLY**

## **BUILDING WARRANT OF FITNESS ANNUAL REPORT**

**Building:** St Dominics Parish Office  
34 Bolton Street, Blockhouse Bay, Auckland 0600

**Compliance Schedule No:** 200600233

**Reporting Period:** 12 month period prior to 21/11/2018

**Client:** St Dominics Catholic Parish

**Our Reference:** 1-Bo125.00

<b>SYSTEMS AND FEATURES (AS LISTED ON THE COMPLIANCE SCHEDULE)</b>	<b>SERVICE CONTRACTOR (RESPONSIBLE FOR INSPECTION, TESTING &amp; MAINTENANCE PROCEDURES)</b>
SS 2 Automatic or manual emergency warning systems for fire or other dangers	Guardian Alarms Auckland
SS 14/2 Signs	Opus International Consultants Auckland
SS 15/B Final exits	Opus International Consultants Auckland
SS 15/D Signs for communicating information intended to facilitate evacuation	Opus International Consultants Auckland

**Comments:**

An annual audit of the above systems and features has been completed. This included a review of the signed records in the BWF Manual or online (where completed), and of the 12A certificates provided by service contractors.

The inspection, maintenance and reporting procedures for the above building have been completed in accordance with the requirements of the existing Compliance Schedule for the previous twelve months.

Therefore, the issue of the Building Warrant of Fitness for the building is supported.

**Signed:**

A handwritten signature in black ink, appearing to read "Peter P Wilson".

Peter P Wilson

**Date:** 19/11/2018



**EXAMPLE ONLY**

## **FORM 12 – BUILDING WARRANT OF FITNESS: 200600233**

### **Section 108, Building Act 2004**

**ISSUED: 21/11/2018**

**EXPIRES: 21/11/2019**

**Street address of building**

Legal description of land where building is located

**34 Bolton Street, Blockhouse Bay, Auckland 0600**

Lot 3 DP 58327 Lot 2 172720

**Building name**

**St Dominics Parish Office**

Location of building within site/block number

Site

Level/unit number

Current, lawfully established, use

Office

(Number of occupants per level/use if more than 1)

Year first constructed

1992

Intended life of the building if 50 years or less

1

Highest fire hazard category for building use

**Owner**

Name of owner

Catholic Diocese of Auckland

Contact person

Michele Elsmore

Mailing address

Private Bag 47904

Phone numbers

Ponsonby

Faximile number

Auckland 1144

Email address

(09) 360 3088

(09) 376 2829

michelee@cda.org.nz

**Agent**

Name of agent

WSP Opus

Contact person

Peter P Wilson

Mailing address

PO Box 5848, Auckland 1141

Phone numbers

09 355 9522

Faximile number

peter.wilson@corp.pbwan.net

Email address

Contractual - ACENZ

The maximum number of occupants that can safely use this building is 100.

The following specified systems are covered by the compliance schedule for this building:

SS 2 Automatic or manual emergency warning systems for fire or other dangers

SS 14-2 Signs

SS 15-B Final exits

SS 15-D Signs for communicating information intended to facilitate evacuation

The inspection, maintenance and reporting procedures of the compliance schedule, number 200600233, for the above building have been fully complied with during the 12 months prior to the date stated below.

The compliance schedule is kept at On Site.

**Signature of agent on behalf of and  
with the authority of the owner:**

**Date signed: 19NOV2018**

**Peter P Wilson** Authorised agent, WSP Opus





## **CERTIFICATION OF COMPLIANCE WITH INSPECTION, MAINTENANCE & REPORTING PROCEDURES**

## **FORM 12A**

## **Section 108(3)(C), BUILDING ACT 2004**

**Signature of Independent Qualified Person:**

Name: Don Cathro

Date: 21 NOVEMBER 2018

Registration Number: 110199



SS 2 ANNUAL SURVEY SHEET - FIRE

Office Hours Mon/Wed/Fri 9am-1pm  
Admin Staff will let in. Sign Book

## **GUARDIAN ALARMS**

Date: 24-9-2018

City/Town: AUCKLAND

Agent: GUARDIAN ALARMS

**Building:** ST DOMINICS PARISH CENTRE - 34 BOLTON STREET, BLOCKHOUSE BAY

BWOF Expiry Date 21/12/18

System Monitored  Yes  No Code: LOCAL

**System Type TWO ENHANCED**

Monitoring Company NOT CONNECTED

Panel Type PERTRONIC F1

I certify that the fire alarm system in the above building has been comprehensively inspected and tested.

ASFA0812

## **Survey Technician**

K.CHEV

# FORM 12A – CERTIFICATE OF COMPLIANCE WITH INSPECTIONS, MAINTENANCE AND REPORTING PROCEDURES

Section 108(3)(c), Building Act 2004

## THE BUILDING

<b>Building Warrant of Fitness No.</b>	<b>200600233</b>
<b>For 12 month period expiring</b>	<b>21/11/2018</b>
<b>Building name</b>	<b>St Dominics Parish Office</b>
<b>Street address of building</b>	<b>34 Bolton Street, Blockhouse Bay, Auckland 0600</b>
Legal description of land where building is located	Lot 3 DP 58327 Lot 2 172720
Level/unit number	

## THE OWNER

Name of owner	Catholic Diocese of Auckland
Contact person	Michele Elsmore
Mailing address	Private Bag 47904 Ponsonby Auckland 1144
Street address	Pompallier Diocesan Centre, 30 New Street, Ponsonby, Auckland 1144
Registered office	

## COMPLIANCE

The inspection, maintenance and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system(s):

- SS 14/2 Signs
- SS 15/B Final exits
- SS 15/D Signs for communicating information intended to facilitate evacuation



### Signature of Independent Qualified Person:

<b>Name of Independent Qualified Person:</b>	Peter P Wilson
<b>Name of Company:</b>	Opus International Consultants Limited
<b>Registration No.</b>	<b>110817</b>
<b>Date signed:</b>	<b>19NOV2018</b>