

Accessible Facilities Report Template

Applicant Information Sheet and Report Template

KDC Use Only:	Project No:	File Ref:
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Project Address:

[include Level and Unit No]

If you have not used this template previously or need to reacquaint yourself on how to use this template please refer to the notes section on the last two pages for guidance notes.

All proposed features (including upgrade actions) must be shown on the plans and specifications.

COMPLETE SECTIONS 1-17 FOR BOTH NEW AND EXISTING BUILDINGS

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
1. CAR PARKS (NZBC D1.3.5 & D1/AS1/10 (AS 2890.1), NZS 4121 SECTIONS 5 & F3)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Provided at the ratio of 1 for up to 20, 2 for up to 50, plus 1 more for every additional 50 parks (or part thereof)(NZS 4121). Check with our planning team regards ratios with The District Plan.			
Identified by the symbol of access (on ground or post)			
Location of accessible car park is either visible from a vehicle at the entrance to the car park area, or is sign posted from the entrance to the parking area.			
Min. 3500mm width (NZS 4121). Min. 3200mm width (AS2890.1 Fig. 2.2) but 3500mm if beside an obstruction (D1/AS1/10.1.1 Comment)			
Located on an accessible route, as close as possible to the building accessible entry			
Located on a surface with a max. 1:50 slope			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
Located to avoid conflict between vehicles and people, and provided with direct access to an accessible route without having to pass behind parked cars			
2. RAMPS & FOOTPATHS (NZBC D1, D1/AS1/2.3, 3.0 & 6.0, NZS 4121 SECTION 6)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Where the footpath surface is more than 25mm above adjacent ground, either a 75mm high kerb or a low barrier rail is required.			
Accessible routes have a cross fall of no more than 1:50.			
Footpaths and ramps have a min. 1200mm clear width (1000mm between handrails)			
Footpaths and ramps have non slip surface (refer D1/AS1 Table 2)			
Portable ramps are not permitted.			
Ramps have a max. gradient of 1:12 (preferably 1:14)			
Ramps have landings top and bottom, extending 1200mm beyond any doorway or door swing. Landings may have a maximum gradient, in the direction of travel, of 1:50			
All ramps have an upstand or a low rail to prevent wheel-chair wheel from running off edge			
Ramps steeper than 1:20 have handrails both sides, continuing for 300mm beyond head and foot of ramp, plus an intermediate safety rail where not against a wall or barrier (NZS 4121 Fig. 12)			
Height of handrails is between 840mm and 1000mm vertically above “plane” surface of ramp			
Handrail diameter is between 32mm and 50mm (or to Fig. 26(b) D1/AS1)			
Handrails have clearance between 45mm and 60mm from wall			
Handrails have projecting ends (NZS 4121 Fig. 13)			
Ramp landings (and rest areas) allow 1200mm space clear of door swings			
Max. rise between landings is 750mm			
3. KERB RAMPS (D1/AS1/3.4, NZS 4121 SECTION 13) AND STEP RAMPS (NZS 4121 SECTION 6)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Footpath portion of kerb ramp has gradient no steeper than 1:8, and no longer than 1500mm			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
Road/gutter segment of kerb ramp has gradient no steeper than 1:20			
Kerb ramp has no lip at common surface (gutter channel)			
Kerb ramp has contrasting colour and texture to adjacent footpath, gutter or road.			
Step ramps replace isolated steps, and are no steeper than 1:8, max. 190mm high, and max. 1520mm long, with min. 1200mm long landing. (NZS 4121 Fig. 16)			
4. MAIN ENTRANCE AND ALL ACCESSIBLE ROUTES, INCL. CORRIDORS, DOORWAYS & DOORS (NZBC D1.3.4(f), D1 AS1/7.0, FIG.27, NZS 4121 SECTION 7)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
The main entrance is on the accessible route			
If the main entrance is not accessible, it has signage indicating location of accessible entrance.			
Preferably there are no thresholds in doorways. If they cannot be avoided, they are max. 20mm high, or 56mm high if a 1:8 max. ramp is provided both sides (NZS 4121 Fig. 17)			
There are accessible routes extending from the accessible entry to all spaces that are required to be accessible, 1200mm min. width			
If existing corridors are less than 1200mm wide, doorways off it are made wider to compensate.			
Doorways have 760mm min. clear opening (unless from narrow corridors where wider clear openings are required)			
Double doors have at least one leaf which provides 760mm min. clear opening.			
Doors are colour-contrasted with their surroundings			
Doors with dual swing have visibility glazing panels			
Doors with full height glazing have manifestation markings 700 -1000mm above floor.			
Clear space between successive doors is 1200mm min. (Fig. 27 D1/AS1)			
Where doors open towards wheelchair, an unobstructed wall space not less than 300mm wide is required at side of door adjacent to door handle			
Forces required to open non-fire doors are within limits			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
5. PUBLIC FACILITIES (NZBC G5.3.4, NZS 4121 SECTION 11)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Where public counters or desks are provided in reception areas, bars, shops and supermarkets, at least one is accessible, for both the public and for the staff using it.			
Accessible portion of counter has top of work surface 775mm max. above floor, with 675mm min. height clearance under for a depth of 540mm.			
Public telephones comply with NZS 4121 Section 11.2			
6. LIFTS (NZBC D1.3.4 (c), D2.3.5, D2/AS1/71, NZS 4121 SECTION 9)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
<p>Lifts are required as follows:</p> <ul style="list-style-type: none"> • In all buildings with four or more floors • In a three floor building when the total gross floor area of the two upper floors is 500m² or more and the design occupancy exceeds 50 persons • In a two floor building when the gross floor area of upper floor is 400m² or more and the design occupancy exceeds 40 persons • Notwithstanding any of the above, a lift is required if an upper floor is used for: a place of assembly for 250 or more persons, public reception area for a bank, central and local government offices and facilities (including libraries), medical and dental rooms, health care centres • Notwithstanding any of the above, lifts are not required in two or three storey hotels and motels provided that the accessible accommodation units, reception office, restaurant, bars and other communal facilities are on the ground floor (NZS 4121 clause 14.4.1) 			
At least one lift is on the accessible route			
Lobbies have 1800mm min. unobstructed depth in front of lift doors			
Car floor has 1400mm x 1400mm min. internal dimensions			
Doors have 900mm min. clear opening			
Doors are readily distinguishable from their surroundings			
Doors remain open for at least 5 seconds before starting to close			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
Car has handrails on walls to NZBC D1/6.0 or NZS 4121 Fig. 26			
All controls are located between 900mm and 1350mm above the floor			
All controls have tactile features			
Lift indicators are provided as NZS 4121:2001 clause 9.2.5			
7. STAIRS (NZBC D1.3.4(g)(h)(i), D1/AS1/4.0, 4.2, 4.4, 4.5. NZS 4121 SECTION 8)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
All multi-storeyed buildings that are required to be accessible have at least one accessible stair.			
Stair treads 310mm min.; Risers 180mm max. (of uniform height over each flight)			
Stair has 900mm min. width between handrails			
Landings have 900mm min. depth (1200mm recommended)			
Max. total rise of 2500mm between landings			
No open risers, no winders, no spiral stairs			
Nosings are rounded, and colour contrasted with rest of tread			
Colour-contrasted change of floor surface texture are provided at head and foot of stair. (NZS 4121 Fig. 22)			
8. STAIR HANDRAILS (NZBC D1.3.4(i), D1/AS1/6.0, NZS 4121 SECTION 8.6)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Are provided on both sides of the stair			
Have no obstruction to the passage of the hand along the rail			
Are continuous around landings (except at doorways)			
Extend 610mm min beyond the foot of the stair and 300mm min beyond the head of the stair			
At the same slope as the pitch line			
Between 900mm and 1000mm above pitch line			
Profiles are to D1/AS1 Fig. 26(b)			
Have no projecting ends, and have domed buttons 150mm from the ends (NZS 4121 Fig. 23)			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
9. TOILET FACILITIES (NZBC D1.3.2 (c) & G1.1 & 1.3.4 G1/AS1, NZS 4121 SECTION 10)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Accessible toilets are on the accessible route			
Route to accessible toilets does not traverse different tenancies			
Minimum dimensions of space are 1900mm x 1600mm, and the layout of fittings is correct			
In certain large buildings having more than 300 occupants, accessible toilets are evenly distributed			
If doors are hinged, they swing outwards unless the space is sufficiently large (sliding doors are also acceptable)			
Door has 760mm min. clear opening (with 1200mm clear space in any lobby between door swing arcs)			
If hinged, the door has a grab rail on inner face			
Indicator bolt is of sufficient size so as to be usable by person with limited hand movement			
Horizontal leg of grab rail beside WC pan is fixed 700mm above floor			
Vertical leg of grab rail is fixed between 150mm and 250mm from front of WC pan			
Top of WC pan seat is 460mm above floor			
Front edge of WC pan is 700mm - 750mm from wall behind it			
Toilet paper holder is located in the correct zone			
Washbasin has 675mm min. underside clearance from floor, and is located 300mm min. from the front of the WC pan			
Taps on washbasin have capstan or lever handles (hot tap to left of cold tap)			
Any nappy-changing tables do not intrude into the wheelchair manoeuvring space			
10. SHOWERS (NZBC G1.3.4, G1/AS1/TABLE 9, NZS 4121 SECTION 10)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
If the building requires showers, at least one is accessible. If the building use does not require showers, but has two or more showers, at least one is accessible (BIA News No.131)			
Minimum internal dimensions of combined toilet/shower space are 2100mm x 1900mm			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
Accessible shower is on an accessible route			
If doors are hinged, they swing outwards unless the space is sufficiently large (sliding doors are also acceptable)			
Shower door has 760mm min. clear opening			
Shower has self draining floor with no lip or upstand			
Floor covering is of impervious, non-slip material			
Grab rail is of correct shape, size and position			
Mixing valve is lever-operated, and is fixed 1100mm above floor			
Hand-held shower rose on flexible hose			
Shower head can be fixed to slide rail between 1000mm and 1900 mm above floor. Slider rail is to be as strong as a grab rail			
Shower seat is 800mm min. length x 450mm, in correct position			
Clothes-hanging device is located between 1200mm and 1350mm above the floor			
11. DOOR & WINDOW CONTROLS AND LIGHT SWITCHES (NZBC D1.3.4(f), G9/AS1, NZS 4121 Sections 4,7, C5)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Doors can be opened with one hand			
Door handles are fixed between 900mm and 1200mm (1000mm optimum) above floor			
Door handles are lever action, with end returned towards door (knob handles are not permitted)			
Door closers have minimum tension required to bring door to closed position			
Electronic access units are located as NZS 4121 clause 4.11.5			
Window locking and opening controls are located between 900mm and 1200mm above the floor			
Light switches throughout building are horizontally aligned with door handles			
Socket outlets are located 500 -1200mm above the floor			

Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
12. VISIBILITY FACTORS (NZBC F2, G7 AND G8, NZS 4121 215, D1/AS1/1.5.4 & 1.8)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
All signs, information boards and all elements of accessible routes are well illuminated			
Check D1/AS1 1.5 "Obstructions"			
13. ALERTING DEVICES (F7/AS1/2.1, NZS 4121 CLAUSES 4.12 & 4.13)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Alerting devices (where required) have both audible and visual signal (see 'ACCESSIBLE ACCOMMODATION' section 16)			
14. PLACES OF ASSEMBLY, ENTERTAINMENT & RECREATION (D1/AS1/8.0, G5.3.5, NZS 4121 Sections 12, H)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Where a sound amplification system is installed, it has a listening system for people with hearing aids			
Two wheelchair spaces are provided for up to 250 seats, plus one for every additional 250			
Wheelchair spaces are located amongst other seating, and evenly distributed where possible			
An accessible route is provided to podium or stage area, including to all back-stage areas (portable ramps are not permitted)			
Swimming pools have unaided access into the water (preferably by a ramp at max. 1:12 slope)			
Sports tracks and fields are accessible			
15. SIGNS (BUILDING ACT CL. 47A(5), NZBC G5.3.5, 5.3.6 & F8.3.4, F8/AS1/5.0, NZS SECTIONS 3.6 & 4.8)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Signs are positioned on walls, doors, etc, between 1400mm and 1700mm above the floor			
International symbol of access is displayed outside the building or so as to be visible from outside it.			
Access symbol on main information board(s) identifies location of lift, accessible routes, toilets, rooms with listening aids, etc.			
Accessible toilets / showers are identified with an access symbol on entrance door.			
All symbols have correct proportional layout, lettering and colour contrast with background.			



Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)						
Identify facilities: <ul style="list-style-type: none"> • accessible car park spaces • accessible entrance • services available in building • accessible routes, lifts and / or stairs • toilet / shower facilities • rooms with listening aids 									
16. ACCESSIBLE ACCOMMODATION UNITS (NZS 4121 SECTION 14, D1/AS1/9.0, G3.1(c), G9/AS1)									
<input type="checkbox"/> NOT APPLICABLE (specify reason why):									
In hotels, motels, hostels, halls of residence, holiday cabins, groups of pensioner flats, boarding houses, guest houses, old peoples homes, and other buildings providing accommodation for the public, accessible units (including kitchen, bedroom, shower/toilet arrangement, laundry and all other accessible features and route requirements) are provided as follows: <table border="1" data-bbox="92 954 644 1055"> <tr> <td>Total guest units</td> <td>1-10</td> <td>11-25</td> </tr> <tr> <td>Accessible units required</td> <td>1</td> <td>2</td> </tr> </table> For every additional 25 guest units, 1 accessible unit is required.	Total guest units	1-10	11-25	Accessible units required	1	2			
Total guest units	1-10	11-25							
Accessible units required	1	2							
An accessible car park is available at the main accessible entrance to assist those booking in/out									
Reception counters are accessible (see 'PUBLIC FACILITIES' on page 3)									
In hotel or motel complexes, an accessible telephone and toilet is available in public areas for guests, casual patrons and staff									
Bedrooms, sitting and dining areas, kitchens and laundries have 1500mm dia. wheelchair turning circle									
If the unit has kitchen and/or laundry facilities, these are fully accessible (refer to NZS 4121 Section 14 for detailed requirements)									
If a building has common laundry facilities, at least one of these is accessible (BIA News No.67 Pg. 2, 3)									
Socket outlets are fixed between 500mm and 1200mm above the floor, at least 500mm from internal corners of rooms, and within a 500mm horizontal dimension from the front edge of any bench or fixed unit									
Telephone, television and radio controls, wardrobe rails, curtain pull cords, are easily reachable									
At least one room light has a bedside switch									



Required Feature	Reference where found on drawings / specification, e.g. sheet 3, detail 2. (all buildings)	Current Situation (existing buildings only)	Upgrade action proposed under Sections 112 or 115 of the Building Act. (existing buildings only)
Where an ablution block contains communal toilet/shower facilities, there is also one or more all-gender accessible toilet/shower(s) provided			
17. OTHER FACILITIES USED BY PEOPLE WITH DISABILITIES (in order for persons with disabilities to carry out '...normal activities and processes in that building' as Building Act 2004 section 118(1)(b))			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):			
Fitting rooms in clothes shops (or the like) having 1500mm dia turning circle, clothes hooks at 1350mm max. above floor (or two adjoining rooms of a similar overall size, with a drawable curtain between)			

COMPLETE IN FULL FOR ALL EXISTING BUILDINGS

Report Prepared by:

Contact Details: **Phone:** [Day]: **Mobile:** **Email:**

Has a site visit been carried out? Yes No **Date of Visit:**

Has the building previously been upgraded?

No

Unknown

Yes - provide details, e.g. project number(s):

I declare that this report is a true and accurate reflection of the accessible features currently in the building.

Signed: **Dated:**

Signature of: **Owner** / **Agent** [on behalf of and with the consent of the owner]

[print name]

The following pages are guidance notes and do not need to be submitted to Council with your application.

Guidance notes on how to use this form

This template can may both used electronically or manually in hard copy for the purpose for either;

- Reporting on the extent of proposed upgrading of access and facilities for people with disabilities in existing buildings, in order to comply with sections 112 or 115 of the Building Act 2004, or
- New buildings for demonstrating and assessing compliance with the NZ Building Approved Documents.

Although it is not compulsory to use this template when submitting an application is expected that your own report is of a similar format covering all the features required by the building code.

The provisions are from the Acceptable Solutions and NZS 4121:2001. Reference should be made to these publications for full details, as only a summary of the main items is given. Refer also to the Building Act, Section 118 and Schedule 2 and the Classified Uses (as described in the Building Regulations First Schedule, Clause A1) to determine which buildings require accessible facilities.

Some features are covered by two Acceptable Solutions (e.g. NZBC D1/AS1 and NZS 4121:2001). In such cases, either may be used as a means of compliance, and both are currently acceptable. However, as each of these Acceptable Solutions have been published (and possibly amended) at separate times, the latest version will usually more accurately reflect current thinking and practice.

The template is subject to ongoing review, and may not cover every requirement. They are offered on a “no liability” basis.

Please complete all sections (1-17) of the template for both new and existing buildings;

- **For new buildings** only the 2nd column is required to be completed
- **For existing buildings** please complete the 2nd, 3rd and 4th columns, plus the declaration that follows section 17.

Reporting results:

The following is an example of a suitable method of reporting the results of your review along with the proposed upgrading work (existing buildings). Where the Building Code or the building physical location or configuration does not require a particular feature in the building, the section may be crossed as not applicable provided a reason is specified.

Required Feature	Reference where found on drawings / specification, e.g sheet 3, detail 2	Current Situation*	Upgrade Action Proposed under Sections 112 or 115 of the Building Act.
Handrails are provide on both sides of the stair	<i>Detail 2, Sheet 3 and Page 24 specifications</i>	<i>On one side only</i>	<i>Install handrail on other side</i>
Nosings are rounded and colour-contrasted with rest of tread	<i>Sheet 3</i>	<i>They are</i>	<i>None required</i>
Stair treads 310mm min; Risers 180mm max. (of uniform height over each flight)	<i>Detail 2, Sheet 12</i>	<i>Tread depth 305mm Riser 175mm</i>	<i>None proposed, as not considered reasonably practicable to increase existing concrete stair tread depth by 5mm.</i>
1. CAR PARKS (NZBC D1.3.5 & D1/AS1/10 (AS 2890.1), NZS 4121 SECTIONS 5 & F3)			
<input type="checkbox"/> NOT APPLICABLE (specify reason why):	<i>No parking provided, therefore no accessible car parks required</i>		



Existing buildings:

- **Multi-tenanted and/or multi-storied buildings:** In the case of multi-tenanted or multi-storied buildings when only one tenancy or floor of a building is being altered, the upgrading can be limited to that tenancy or floor plus all common areas. The common areas include the lifts, the accessible stair, the accessible toilet/shower, the accessible entrance(s) to the building, the accessible car parking space(s), etc.
- **Reasonably Practicable:** Your proposal is required to fully comply with the building code. Where upgrading to fully comply with the building code is not proposed you are required to supply supporting documentation making the case as to why it is not reasonably practicable to do so. For Further guidance on 'Nearly as Reasonably Practicable' can be obtained from the Ministry of Business Innovation and Employment's website (<http://www.building.govt.nz/codewords-19-article-6>). Refer also to sections 112 and 115 of the Building Act 2004. Please note that previous alteration work will have been assessed in the same manner, and the building may not fully comply even if it has been upgraded. In certain situations, it may be acceptable if a written undertaking is provided (from the building owner) that specific portions of any required upgrading will be carried out at certain dates in the near future, in which case such work would require a separate building consent. We need to be satisfied that any such undertaking is realistic and can be relied upon with reasonable certainty.
- **Photographs:** We strongly recommended that photographs are supplied with your report as confirmation of each features current situation. This is particularly helpful when the building is a historic building and in determining what may be considered as reasonably practicable to upgrade. It may also mean that our Officers may not have to visit the site should clarification be required.

Further guidance information:

Further guidance information on Accessible Car Parking Spaces, the International Symbol of Access, and Accessible Reception and Service Counters can be obtained from the Ministry of Business Innovation and Employment's website (<http://www.building.govt.nz/>).