



Annual BWOFF Processing Checklist

BWOFF-01
Ver: 1
Issued 16 December 2009
RDC-89988

P 18/6/60

FILE in - Building - BWOFF Compliance

Annual BWOFF Checklist

BWOFF number 349

Expiry Date: 30/6/20

All form 12a certificates applicable to BWOFF supplied YES NO

All form 12a certificates issued by appropriately registered IQP's YES NO

BWOFF annual match C/S in OZONE YES NO

Please list any faults / comments in "general notes" in "premise screen" (including dates and reason for fail)

OZONE been updated for Warrant of Fitness acceptance YES NO

Signed _____ Name N.Mullen Date 16/7/19

Notes

12 Months Compliance

RDC-934422

16 July 2019

THE PROPERTY TEAM
ROTORUA DISTRICT COUNCIL
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA 3046

**ROTORUA
LAKES COUNCIL**
Te kaunihera o ngā roto o Rotorua

Civic Centre
1061 Haupapa Street
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
New Zealand

Dear Sir / Madam

BUILDING WARRANT OF FITNESS RENEWAL ACCEPTED – Pfile no: P18960

BUILDING WARRANT OF FITNESS COMPLIANCE SCHEDULE No	349
PREMISE NAME	MAMAKU COMMUNITY HALL
BUILDING ADDRESS	63 MAMAKU STREET

I would like to advise that your latest Building Warrant of Fitness (BWF) annual return for the above named premises has been accepted.

Council is committed to ensuring a safe and caring community by ensuring that life safety systems within buildings operate correctly, ensuring the building is safe for people to enter, occupy or work in.

In accordance with the Council Long Term Plan a percentage of premises with a building warrant of fitness will be audited annually.

Information relating to the building warrant of fitness site audit procedure and associated charges are available on the Council website www.rotorualakescouncil.nz under Building Services.

I look forward to receiving your next BWF annual return.

Should you have any questions in regard to your Building Warrant of Fitness, please contact me on (07) 351 8077.

Yours faithfully



Neil Mullen
Building Compliance Officer – Building Warrant of Fitness
Building Services




BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

Expiry Date: 30 June 2020		BUILDING		Site ID:	
Street Address of Building: 63 Mamaku Street Rotorua			Compliance Schedule No: 349		
Legal Description: Lot 79 6 DPS 17200			Highest fire hazard category for building use: 3	Building Name: Mamaku Community Hall	
Level/ Unit Number:	Year Constructed: N/A		Intended life (if 50 years or less): N/A		
Location of Building within Site Block No: N/A			Lawful Use: Community Hall		
The Maximum Number of Occupants that can safely use this building is: Over 100					
Name of Owner: Rotorua District Council			Contact Person:		
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046			Facsimile No:		
Telephone No. (Daytime/ After-hours): 07-348-4199			Email:	Website:	
WARRANT					
✓	SS1	Automatic Systems for fire suppression		SS11	Laboratory Fume Cupboards
✓	SS2	Automatic or Manual Emergency Warning systems		SS12/1	Audio Loops
	SS3/1	Automatic Doors		SS12/2	FM Radio Frequency systems and Infrared Beam Transmission systems
	SS3/2	Access Controlled Doors		SS13/1	Mechanical Smoke Control
	SS3/3	Interfaced Fire or Smoke Doors or Windows		SS13/2	Natural Smoke Control
✓	SS4	Emergency Lighting systems		SS13/3	Smoke Curtains
	SS5	Escape Route Pressurisation systems		SS14/1	Emergency Power systems for a specified system in any of systems 1-13
	SS6	Riser Mains	✓	SS14/2	Signs for a specified system in any of systems 1-13
	SS7	Automatic Back-flow Preventers		SS15/1	Systems for communicating spoken information intended to facilitate evacuation
	SS8/1	Passenger-carrying Lifts	✓	SS15/2	Final Exits
	SS8/2	Service Lifts		SS15/3	Fire Separations
	SS8/3	Escalators and Moving Walks	✓	SS15/4	Signs for communicating information intended to facilitate evacuation
	SS9	Mechanical Ventilation or Air Conditioning systems		SS15/5	Smoke Separations
	SS10	Building Maintenance Units		SS16	Cable Cars

The Compliance Schedule issued by **ROTORUA DISTRICT COUNCIL** is kept at: on the premises
 The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.

Owners Authorised Signature: 	Name: Allan Dennis 110/2000/134	Date: 28-6-19
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CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE AND REPORTING PROCEDURES

Form 12A, Section 108, Building Act 2004

THE BUILDING

Street address of building:	63 Mamaku Street Rotorua
Legal description of land where building is located	Lot 6 DPS 17200
Building name:	Mamaku Community Hall (CS 349)
Location of building within site/ block number:	N/A
Level/ Unit number:	N/A

THE OWNER

Name of Owner:	Rotorua District Council
Contact person:	
Mailing Address:	Private Bag 3029, Rotorua Mail Centre


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 systems/s:

Feature	Service Provider
SS2 Automatic/Manual Emergency Warning Systems	<i>Fire Security Services</i>
SS4 Emergency Lighting Systems	<i>Fire Security Services</i>
SS14/2 Signs relating to Systems 1-13	<i>Fire Security Services</i>
SS15/2 Final Exits	<i>Fire Security Services</i>
SS15/4 Signs for communicating information intended to facilitate evacuation	<i>Fire Security Services</i>

Name:
 IQP Registration Number:
 110/2000/134
 IQP Signature:
 Date: **28-6-19**

Allan Dennis

	<h2>Annual BWOFF Processing Checklist</h2>	BWOFF-01
		Ver: 1
		Issued 16 December 2009
		RDC-89988

P18960

FILE in - Building - BWOFF Compliance

Annual BWOFF Checklist

BWOFF number **349**

WOF EXPIRES 30 JUN 2020

- | | | |
|--|-----|----|
| All form 12a certificates applicable to BWOFF supplied | YES | NO |
| All form 12a certificates issued by appropriately registered IQP's | YES | NO |
| BWOFF annual match C/S in OZONE | YES | NO |

Please list any faults / comments in "general notes" in "premise screen" (including dates and reason for fail)

OZONE been updated for Warrant of Fitness acceptance YES NO

Signed  Name Tayla Macdougall Date **2 September 2019**

Notes

12 months compliance

24 June 2020

ROTORUA DISTRICT COUNCIL
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA 3046

Civic Centre
1061 Haupapa Street
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
New Zealand

Dear Sir / Madam

RDC-1023222

BUILDING WARRANT OF FITNESS RENEWAL ACCEPTED – Pfile no: P18960

BUILDING WARRANT OF FITNESS COMPLIANCE SCHEDULE No	349
PREMISE NAME	MAMAKU COMMUNITY HALL
BUILDING ADDRESS	63 MAMAKU STREET

I would like to advise that your latest Building Warrant of Fitness (BWOFF) annual return for the above named premises has been accepted.

Council is committed to ensuring a safe and caring community by ensuring that life safety systems within buildings operate correctly, ensuring the building is safe for people to enter, occupy or work in.

In accordance with the Council Long Term Plan a percentage of premises with a building warrant of fitness will be audited annually.

Information relating to the building warrant of fitness site audit procedure and associated charges are available on the Council website www.rotorualakescouncil.nz under Building Services.

I look forward to receiving your next BWOFF annual return.

Should you have any questions in regard to your Building Warrant of Fitness, please contact me on (07) 351 8077.

Yours faithfully



Neil Mullen
Building Compliance Officer – Building Warrant of Fitness
Building Services




BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

Expiry Date: 30 June 2021		BUILDING		Site ID:	
Street Address of Building: 63 Mamaku Street, Mamaku, Rotorua			Compliance Schedule No: 349		
Legal Description: LOT 6 DPS: 17200			Building Name: Mamaku Community Hall		
Level/ Unit Number: N/A		Year Constructed: 1965		Highest fire hazard category for building use: 1	
Location of Building within Site Block No: N/A			Lawful Use: Community Hall		
The Maximum Number of Occupants that can safely use this building is: >100			Purpose Group: CL		
Name of Owner: Rotorua District Council			Contact Person:		
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046			Website:		
Telephone No. (Daytime/ After-hours): 07 348 4199			Email:		
WARRANT					
	SS1	Automatic Systems for fire suppression		SS11	Laboratory Fume Cupboards
✓	SS2	Automatic or Manual Emergency Warning systems		SS12/1	Audio Loops
	SS3/1	Automatic Doors		SS12/2	FM Radio Frequency systems and Infrared Beam Transmission systems
	SS3/2	Access Controlled Doors		SS13/1	Mechanical Smoke Control
	SS3/3	Interfaced Fire or Smoke Doors or Windows		SS13/2	Natural Smoke Control
✓	SS4	Emergency Lighting systems		SS13/3	Smoke Curtains
	SS5	Escape Route Pressurisation systems		SS14/1	Emergency Power systems for a specified system in any of systems 1-13
	SS6	Riser Mains	✓	SS14/2	Signs for a specified system in any of systems 1-13
	SS7	Automatic Back-flow Preventers		SS15/1	Systems for communicating spoken information intended to facilitate evacuation
	SS8/1	Passenger-carrying Lifts	✓	SS15/2	Final Exits
	SS8/2	Service Lifts		SS15/3	Fire Separations
	SS8/3	Escalators and Moving Walks	✓	SS15/4	Signs for communicating information intended to facilitate evacuation
	SS9	Mechanical Ventilation or Air Conditioning systems		SS15/5	Smoke Separations
	SS10	Building Maintenance Units		SS16	Cable Cars

The Compliance Schedule issued by **ROTORUA DISTRICT COUNCIL** is kept at: on the premises

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

Owners Authorised Signature: 	Name: Graham Body Fire Security Services 110/2003/5018	Date: 22nd June 2020
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FIRE SECURITY SERVICES

CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE AND REPORTING PROCEDURES

Form 12A, Section 108, Building Act 2004

THE BUILDING

Street address of building: 63 Mamaku Street, Mamaku, Rotorua
 Legal description of land where building is located: LOT 6 DPS: 17200
 Building name: **Mamaku Community Hall**
 Location of building within site/ block number: N/A
 Level/ Unit number: N/A
 Compliance Schedule: 349

THE OWNER

Name of Owner: Rotorua District Council
 Contact person:
 Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

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:

Feature	Service Provider
SS2 Automatic or manual emergency warning systems	Fire Security Services
SS4 Emergency lighting systems	Fire Security Services
SS14/2 Signs relating to specified systems	Fire Security Services
SS15/2 Final exits	Fire Security Services
SS15/4 Signs for communicating information intended to facilitate evacuation	Fire Security Services

Name: Graham Body
 IQP Registration Number: 110/2003/5018
 Date: 22nd June 2020
 IQP Signature:

23 March 2021

ROTORUA DISTRICT COUNCIL
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA 3046

RDC-1114020

Tēnā Koe

BUILDING WARRANT OF FITNESS SITE AUDIT - Pfile No: P18960

BUILDING WARRANT OF FITNESS COMPLIANCE SCHEDULE No	349
PREMISE NAME	MAMAKU COMMUNITY HALL
BUILDING ADDRESS	63 MAMAKU STREET

I would like to advise that Council has conducted an audit under Sec 111 of the Building Act on 16/03/2021 in regard to the Building Warrant of Fitness (BWF) process at this address.

It revealed that the inspection records and associated documentation was generally satisfactory, in that it complied with the requirements of the issued Compliance Schedule and Act.

Information relating to the building warrant of fitness site audit procedure and associated charges are available on the Council website www.rotorualakescouncil.nz under Building Services.

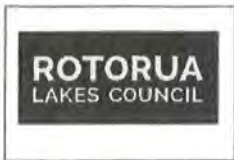
Council would like to compliment the staff on the premises for their co-operation and professional approach to these procedures.

Should you have any questions in regards to this audit, please contact me on (07) 351 8077.

Nāku noa na



Neil Mullen
Building Compliance Officer – Building Warrant of Fitness
Building Services



On Site BWOFF Audit Checklist

BWOFF 02
V 05
Issued 12/06/2019
RDC-90250
1 of 1

RDC.....

DATE 22.3.21

Ensure for health and Safety purposes that you have recorded the building details of this BWOFF audit in your outlook calendar

Building Officer: Simon Ross Date of Inspection: 16.03.2021 Time: 1339 To: 1400

Street Address of Building: 63 Maramaku Street CS Number 349 P:File P18960

Spoke to: FSS-Rep Position:.....

BWOFF on Display Yes / No BWOFF Expiry Date 30.06.2021 12 Months Compliance Yes / No Months

BWOFF Purpose Group: CS CL CO CM SC SD SA SR SH WL WM WH WF IA ID Issued By: FSS

Location of Records / Log Book:..... 2YRS Y / N... Annual Report:

Specified Systems:

Records Data:

Comments:

Specified Systems	Records Data	Comments
✓ SS1 Auto Fire Suppression		
✓ SS2 Emergency Warning	<u>All monthly inspections recorded by TRP</u>	
SS3/1 Automatic Doors		
SS3/2 Access Control Doors		
SS3/3 Fire / Smoke Doors		
✓ SS4 Emergency Lighting	<u>1</u>	<u>1</u>
SS5 Escape Route Pressurisation		
SS6 Riser Mains		
SS7 Backflow Preventer		
SS8 Lifts 1 2 3		
SS9/1 Mechanical Ventilation		
SS9/2 Air Conditioning		
SS10 Building Maintenance Unit		
SS11 Fume Cupboard		
SS12 Audio Loops		
SS13 Smoke Control 1 2 3		
SS14/1 Emergency Power		
✓ SS14/2 Signs for SS1-13	<u>1</u>	<u>1</u>
SS15/1 Spoken Communication		
✓ SS15/2 Final Exits	<u>1</u>	<u>1</u>
SS15/3 Fire Separations		
✓ SS15/4 Signs	<u>1</u>	<u>1</u>
SS15/5 Smoke Separations		
SS16 Cable Cars		

Comments:

Audit Pass / Fail

Instruction Sheet Issued: Yes / No

Notice To Fix (Sec 164-165 NZBA 2004) Yes / No

Comments:

Instruction / NTF number

Ozone Updated:

Spreadsheet Updated:

Administration:

Letter:

Invoice:

Fee:

	Annual BWOFF Processing Checklist	BWOFF-01
		Ver: 1
		Issued 16 December 2009
		RDC-89988

P18960

FILE in - Building - BWOFF Compliance

Annual BWOFF Checklist

BWOFF number **349**

Expiry Date: **WOF EXPIRES 30 JUN 2022**

All form 12a certificates applicable to BWOFF supplied YES

All form 12a certificates issued by appropriately registered IQP's YES

BWOFF annual match C/S in OZONE YES

Please list any faults / comments in "general notes" in "premise screen" (including dates and reason for fail)

OZONE been updated for Warrant of Fitness acceptance YES

Signed:



Name: Neil Mullen

Date: 11 June 2021

Notes

12 months compliance.

11 June 2021

ROTORUA DISTRICT COUNCIL
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA 3046

Civic Centre
1061 Haupapa Street
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
New Zealand

RDC-1142392

Dear Sir / Madam

BUILDING WARRANT OF FITNESS RENEWAL ACCEPTED – Pfile No: P18960

BUILDING WARRANT OF FITNESS COMPLIANCE SCHEDULE No	349
PREMISE NAME	MAMAKU COMMUNITY HALL
BUILDING ADDRESS	63 MAMAKU STREET

I would like to advise that your latest Building Warrant of Fitness (BWOFF) annual return for the above named premises has been accepted.

Council is committed to ensuring a safe and caring community by ensuring that life safety systems within buildings operate correctly, ensuring the building is safe for people to enter, occupy or work in.

In accordance with the Council Long Term Plan a percentage of premises with a building warrant of fitness will be audited annually.

Information relating to the building warrant of fitness site audit procedure and associated charges are available on the Council website www.rotorualakescouncil.nz under Building Services.

I look forward to receiving your next BWOFF annual return.

Should you have any questions in regard to your Building Warrant of Fitness, please contact me on (07) 351 8077.

Yours faithfully



Neil Mullen
Building Compliance Officer – Building Warrant of Fitness
Building Services



BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

Expiry Date: 30th June 2022		BUILDING		Site ID:	
Street Address of Building: 63 Mamaku Street, Mamaku, Rotorua			Compliance Schedule No: 349		
Legal Description: LOT 6 DPS: 17200			Building Name: Mamaku Community Hall		
Level/ Unit Number: N/A		Year Constructed: 1975		Highest fire hazard category for building use: 1	
The Maximum Number of Occupants that can safely use this building is: Greater than 100			Lawful Use: Community Hall		
			Purpose Group: CL		
Name of Owner: Rotorua District Council			Contact Person:		
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046			Email:		
Phone Number: 07 348 4199			Website:		
WARRANT					
	SS1	Automatic Systems for fire suppression		SS11	Laboratory Fume Cupboards
✓	SS2	Automatic or Manual Emergency Warning systems		SS12/1	Audio Loops
	SS3/1	Automatic Doors		SS12/2	FM Radio Frequency systems and Infrared Beam Transmission systems
	SS3/2	Access Controlled Doors		SS13/1	Mechanical Smoke Control
	SS3/3	Interfaced Fire or Smoke Doors or Windows		SS13/2	Natural Smoke Control
✓	SS4	Emergency Lighting systems		SS13/3	Smoke Curtains
	SS5	Escape Route Pressurisation systems		SS14/1	Emergency Power systems for a specified system in any of systems 1-13
	SS6	Riser Mains	✓	SS14/2	Signs for a specified system in any of systems 1-13
	SS7	Automatic Back-flow Preventers		SS15/1	Systems for communicating spoken information intended to facilitate evacuation
	SS8/1	Passenger-carrying Lifts	✓	SS15/2	Final Exits
	SS8/2	Service Lifts		SS15/3	Fire Separations
	SS8/3	Escalators and Moving Walks	✓	SS15/4	Signs for communicating information intended to facilitate evacuation
	SS9	Mechanical Ventilation or Air Conditioning systems		SS15/5	Smoke Separations
	SS10	Building Maintenance Units		SS16	Cable Cars

The Compliance Schedule issued by **ROTORUA DISTRICT COUNCIL** is kept at: on the premises
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.

Agent/Owners Authorised Signature: 	Name: Graham Body Fire Security Services 110/2003/5018	Date: 11th June 2021
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FIRE SECURITY SERVICES

CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE AND REPORTING PROCEDURES

Form 12A, Section 108, Building Act 2004

THE BUILDING

Street address of building: 63 Mamaku Street, Mamaku, Rotorua
 Legal description of land where building is located: LOT 6 DPS: 17200
 Building name: **Mamaku Community Hall**
 Location of building within site/ block number: N/A
 Level/ Unit number: N/A
 Compliance Schedule: **349**

THE OWNER

Name of Owner: Rotorua District Council
 Contact person:
 Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

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:

Feature	Service Provider
SS2 Automatic or Manual Emergency Warning Systems	Fire Security Services
SS4 Emergency Lighting Systems	Fire Security Services
SS14/2 Signs Relating to Specified Systems	Fire Security Services
SS15/2 Final Exits	Fire Security Services
SS15/4 Signs for communicating information intended to facilitate evacuation	Fire Security Services

Name: Graham Body
 IQP Registration Number: 110/2003/5018
 Date: 11th June 2021
 IQP Signature:

	Annual BWOFF Processing Checklist	BWOFF-01
		Ver: 1
		Issued 16 December 2009
		RDC-89988

P18960

FILE in - Building - BWOFF Compliance

Annual BWOFF Checklist

BWOFF number **349**

Expiry Date: **WOF EXPIRES 30 JUN 2023**

All form 12a certificates applicable to BWOFF supplied	YES
All form 12a certificates issued by appropriately registered IQP's	YES
BWOFF annual match C/S in OZONE	YES

Please list any faults / comments in "general notes" in "premise screen" (including dates and reason for fail)

OZONE been updated for Warrant of Fitness acceptance	YES
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Signed:



Name: Bruce Ross

Date: 19 July 2022

Notes

2 months compliance due to new service agreement commencing April 2022

19 July 2022

ROTORUA DISTRICT COUNCIL
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA 3046

Civic Centre
1061 Haupapa Street
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
New Zealand

RDC-1288703

Dear Sir / Madam

BUILDING WARRANT OF FITNESS RENEWAL ACCEPTED – Pfile No: P18960

BUILDING WARRANT OF FITNESS COMPLIANCE SCHEDULE No	349
PREMISE NAME	MAMAKU COMMUNITY HALL
BUILDING ADDRESS	63 MAMAKU STREET

I would like to advise that your latest Building Warrant of Fitness (BWOFF) annual return for the above named premises has been accepted.

It is noted that 11 months of compliance is shown when 12 is the level expected in order to fully comply with the BWOFF inspection, maintenance and reporting (IMR) process. As advised by your provider, this was due to a new service agreement commencing April 2022 with ARGUS.

Council is committed to ensuring a safe and caring community by ensuring that life safety systems within buildings operate correctly, ensuring the building is safe for people to enter, occupy or work in.

In accordance with the Council Long Term Plan a percentage of premises with a building warrant of fitness will be audited annually.

Information relating to the building warrant of fitness site audit procedure and associated charges are available on the Council website www.rotorualakescouncil.nz under Building Services.

I look forward to receiving your next BWOFF annual return.

Should you have any questions in regard to your Building Warrant of Fitness, please contact me on (07) 351 8077.

Yours faithfully



Bruce Ross
Building Compliance Officer – Building Warrant of Fitness
Building Services



BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

Street Address of building: 63 Mamaku Street	Compliance Schedule No. 349
Legal Description: lot 6 dps: 17200	Building Name Mamaku Community Hall
Maximum Storage Height	Expiry Date 30/06/2023
Year Constructed 0	Highest fire hazard category for building use:
Location of building within Site Block No.: N/A	Lawful Use: Communal Non-residential
The Maximum Number of Occupants that can safely use this building is:	Purpose Group: CL
Name of Owner: Rotorua Lakes Council	Contact Person Samantha Rowley
Mailing Address: 1061 Haupapa Street, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046	Email Address Samantha.Rowley@rotorualc.nz
Telephone No.: 07 351 8188	Website

WARRANT

	SS1	Automatic Systems for fire suppression		SS11	Laboratory Fume Cupboards
√	SS2	Auto Manual EM warning system		SS12/1	Audio Loops
	SS3/1	Auto doors		SS12/2	FM Radio Frequency systems and Infrared Beam Transmission systems
	SS3/2	Access control door		SS13/1	Mechanical Smoke Control
	SS3/3	Interfaced fire or smoke doors/windows		SS13/2	Natural Smoke Control
√	SS4	Emergency Lighting system		SS13/3	Smoke Curtains
	SS5	Escape route pressurisation system		SS14/1	Emergency Power systems for a specified system in any of systems 1-13
	SS6	Riser mains	√	SS14/2	Signs for a specified system in any of systems 1-13
	SS7	Back-flow preventers		SS15/1	Systems for communicating spoken information intended to facilitate evacuation
	SS8/1	Passenger lifts	√	SS15/2	Final Exits
	SS8/2	Service lift		SS15/3	Fire Separations
	SS8/3	Escalators and Moving Walks	√	SS15/4	Signs for communicating information intended to facilitate evacuation
	SS9	Mechanical Ventilation or Air		SS15/5	Smoke Separations
	SS10	Roof safety anchors		SS16	Cable Cars

The Compliance Schedule issued by ROTORUA LAKES COUNCIL is kept on the premises

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

Owners Authorised Signature: 	Name: Samantha Rowley	Date: 18/07/2022
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ARGUS FIRE SYSTEMS SERVICE LIMITED
101 Riri Street, ROTORUA
Ph: (07) 349 3900 Email: rotorua@argusfire.co.nz

**CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE, AND REPORTING PROCEDURES
SECTION 108 (3) (c) – BUILDING ACT 2004 – FORM 12A**

THE BUILDING:

Street Address of the building: 63 Mamaku Street, Mamaku, Rotorua
Legal description of land where building is located: Lot 6 DPS17200
Building Name: Mamaku Community Hall
Location of building within site / block number:
Level / Unit number:

THE OWNER:

Name of Owner: Rotorua District Council
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua

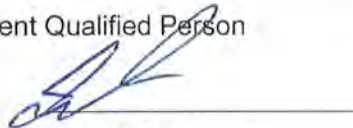
COMPLIANCE:

The inspection, maintenance, and reporting procedures of the compliance schedule (No: 349) have been fully complied with during the **2 months** prior to the date stated below in relation to the following specified system/s: **Due to new service agreement commencing April 2022**

2	EMERGENCY WARNING	COMPLIANT
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Signed by the Independent Qualified Person

SIGNATURE:



NAME:

Jarred De Farias

POSITION:

BOP Alarms Service
ManagerIQP REGISTRATION
NO:

110/2018/5720

DATE:

8 June 2022



FIRE SECURITY SERVICES

CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE AND REPORTING PROCEDURES

Form 12A, Section 108, Building Act 2004

THE BUILDING

Street address of building: 63 Mamaku Street, Mamaku, Rotorua
Legal description of land where building is located: LOT 6 DPS: 17200
Building name: **Mamaku Community Hall**
Location of building within site/ block number: N/A
Level/ Unit number: N/A
Compliance Schedule: **349**

THE OWNER

Name of Owner: Rotorua District Council
Contact person:
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046

COMPLIANCE

The inspection, maintenance and reporting procedures of the compliance schedule have been fully complied with during the 9 months prior to the date stated below in relation to the following specified system/s:

Feature	Service Provider
SS2 Automatic or Manual Emergency Warning Systems	Fire Security Services

Name: Graham Body
IQP Registration Number: 110/2003/5018
Date: 11th July 2022
IQP Signature:



**BOP ELECTRICAL &
COMMUNICATIONS LTD**

Form 12A:

**Certificate of compliance with inspection, maintenance,
and reporting procedures.**

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

THE BUILDING

Street address of building: 63 Mamaku Street, Mamaku

Legal description of land where building is located:

Building name: Mamaku Community Hall

Location of building within site/block number: n/a

Level/unit number: n/a

THE OWNER

Name of owner: **Rotorua Lakes Council**

Contact person:

Mailing address: **Private Bag 3029, Rotorua Mail Centre, Rotorua**

Street address: **1061 Haupapa Street, Rotorua**

†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, or where systems have inadequate records I have performed an independent test, verified and updated records: **SS4 Exit & Emergency Lighting**

Full name of licensed building practitioner [IQP]: **Scott Jessop 110/2020/5824**

Employed By: **BOP Electrical & Communications Ltd**

Signature of licensed building practitioner:

[i.e. Independent Qualified Person]

DATE:3/05/22

BOP Electrical & Communications Ltd

info@bopelectricom.co.nz

73 Jackson Road Rotorua

07 348 3906

FORM 12A

Certificate of Compliance with Inspections, Maintenance and Reporting Procedures

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

The Building

Building name Mamaku Community Hall
Building Warrant of Fitness No. 349
Street address of building 63 Mamaku Street, Mamaku, Rotorua
Legal description of land
Where building is located Lot 6 DPS 17200

The Owner

Name of owner Rotorua District Council
Contact person¹
Mailing address Private Bag 3029, Rotorua Main Centre, Rotorua
Street address
Registered office²

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):

SS14/2 Signs Relating to, a System or Feature specified in any of Clauses 1 to 13
SS15/2 Final Exits
SS15/4 Signs for Communicating Information intended to Facilitate Evacuation

Name of Licensed Building Practitioner/Independent Qualified Person: Mike Newbury

Signature of Licensed Building Practitioner/Independent Qualified Person:

Registration No. 2009/5247

Date signed 13 June 2022



ROTORUA LAKES COUNCIL

BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

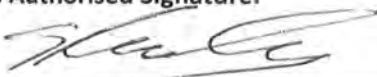
Street Address of building:	63 Mamaku Street	Compliance Schedule No.	349
Legal Description:	Lot 6 dps:17200	Building Name	Mamaku Community Hall
Maximum Storage Height	Year Constructed	Expiry Date	30/06/24
Location of building within Site Block No.:	N/A	Highest fire hazard category for b	
The Maximum Number of Occupants that can safely use this building is:	100	Lawful Use:	Communal - Non residential
Name of Owner:	Rotorua Lakes Council	Purpose Group:	CL
Mailing Address:	1061 Haupapa Street, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046	Contact Person	Deborah Paget Deborah.Paget@roto
Telephone No. :	07 351 8188	Email Address	rualc.nz
		Website	

WARRANT

	SS1	Automatic Systems for fire		SS11	Laboratory Fume Cupboards
√	SS2	Auto Manual EM warning system		SS12/1	Audio Loops
	SS3/1	Auto doors		SS12/2	FM Radio Frequency systems and Infrared Beam Transmission
	SS3/2	Access control door		SS13/1	Mechanical Smoke Control
	SS3/3	Interfaced fire or smoke		SS13/2	Natural Smoke Control
√	SS4	Emergency Lighting system		SS13/3	Smoke Curtains
	SS5	Escape route pressurisation system		SS14/1	Emergency Power systems foe a specified system in any of
	SS6	Riser mains	√	SS14/2	Signs for a specified system in any of systems 1-13
	SS7	Back-flow preventers		SS15/1	Systems for communicating spoken information intended to
	SS8/1	Passenger lifts	√	SS15/2	Final Exits
	SS8/2	Service lift		SS15/3	Fire Separations
	SS8/3	Escalators and Moving Walks	√	SS15/4	Signs for communicating information intended to facilitate
	SS9	Mechanical Ventilation or Air		SS15/5	Smoke Separations
	SS10			SS16	Cable Cars

The Compliance Schedule issued by **ROTORUA LAKES COUNCIL** is kept on the premises

The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the **1** months prior to the date stated below.

Owners Authorised Signature: 	Name: Samantha Rowley	Date: 30/5/23
--	---------------------------------	-------------------------

ARGUS FIRE SYSTEMS SERVICE LIMITED
101 Riri Street, ROTORUA
Ph: (07) 349 3900 Email: rotorua@argusfire.co.nz

CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE, AND REPORTING PROCEDURES
SECTION 108 (3) (c) – BUILDING ACT 2004 – FORM 12A

THE BUILDING:

Street Address of the building: 63 Mamaku Street, Mamaku, Rotorua
Legal description of land where building is located: Lot 6 DPS17200
Building Name: Mamaku Community Hall
Location of building within site / block number:
Level / Unit number:

THE OWNER:

Name of Owner: Rotorua District Council
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua

COMPLIANCE:

The inspection, maintenance, and reporting procedures of the compliance schedule (No: 349) have been fully complied with during the **12 months** prior to the date stated below in relation to the following specified system/s:

2	EMERGENCY WARNING	COMPLIANT
---	-------------------	-----------

Signed by the Independent Qualified Person

SIGNATURE:

NAME: Jarred De Farias
POSITION: BOP Alarms Service Manager
IQP REGISTRATION NO: 110/2018/5720
DATE: 30 May 2023



**BOP ELECTRICAL &
COMMUNICATIONS LTD**

Form 12A:

**Certificate of compliance with inspection, maintenance,
and reporting procedures.**

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

THE BUILDING

Street address of building: 63 Mamaku Street, Mamaku

Legal description of land where building is located:

Building name: Mamaku Community Hall

Location of building within site/block number: n/a

Level/unit number: n/a

THE OWNER

Name of owner: **Rotorua Lakes Council**

Contact person:

Mailing address: **Private Bag 3029, Rotorua Mail Centre, Rotorua**

Street address: **1061 Haupapa Street, Rotorua**

†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, or where systems have inadequate records I have performed an independent test, verified and updated records: **SS4 Exit & Emergency Lighting**

Full name of licensed building practitioner [IQP]: **Scott Jessop 110/2020/5824**

Employed By: **BOP Electrical & Communications Ltd**

Signature of licensed building practitioner:

[i.e. Independent Qualified Person]

DATE:1/05/23

BOP Electrical & Communications Ltd

info@bopelectricom.co.nz

73 Jackson Road Rotorua

07 348 3906

Certificate of compliance with inspection, maintenance & reporting procedures

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

The Building

Building Name: Mamaku Community Hall
Street Address: 63 Mamaku Street, Mamaku, Rotorua
Legal Description: Lot 6 DPS 17200
Location Within Site: NA
CS Number: 349

The Owner

Name: Rotorua District Council
Contact Person:
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046
Phone Number:
Email Address:

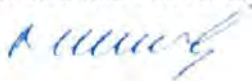
Compliance

The Inspection, maintenance and reporting procedures of the compliance schedule have been fully complied with during the 1 months prior to the date stated below in relation to the following specified system(s):

Specified Systems:

SS14.2 - Signs for specified systems 1-13
SS15.2 - Final Exits/Mean of Escape
SS15.4 - Signs for communicating information for evacuation

Signature of Independent Qualified Person (IQP)



Name: Mike Newbury
Registration Number: 2009/5247
Date: 6 June 2023

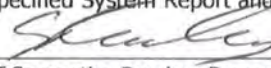
Colab Building Compliance
M: 021 460 122
E: admin@colabbc.co.nz

Building Warrant of Fitness Report and Declaration

Non-compliance with compliance schedule: 349

This report has been issued in lieu of a building warrant of fitness (BWof). Its purpose is to notify building occupants:

1. that one or more procedures required for a BWof to be supplied and displayed were not carried out
2. about the current performance status of each specified system.

THE BUILDING					
Building name: Mamaku Community Hall		Street address of building: 63 Mamaku Street, Mamaku			
Level/unit number: -		Location within site/block: Lot 6 DPS:17200			
OWNERS DECLARATION					
<p>A BWof was unable to be supplied and displayed because one or more scheduled inspection and/or maintenance procedures of the compliance schedule was not carried out.</p> <p>The following table details whether a specified system was affected by the missed procedures and the current performance of the specified system with its respective performance standard.</p>					
SPECIFIED SYSTEM SUMMARY REPORT					
Specified system	Procedure missed	Currently performing	Form 12A supplied	S-RaD supplied	
<i>SS1 Automatic Systems for Fire</i>					
SS2 EM warning system	N	Y	Y		
<i>SS3 Auto doors/Auto Access door</i>					
SS4 Emergency lighting system	N	Y	Y		
<i>SS6 Riser Mains</i>					
<i>SS7 Back-flows preventers</i>					
<i>SS8 Passenger/Service lifts</i>					
<i>SS9 Mechanical ventilation or Air</i>					
SS14/2 Signs for specified systems	Y	Y	N	Y	
SS15/2 Final Exits	Y	Y	N	Y	
<i>SS15/3 Fire separations</i>					
SS15/4 Signs for Communicating	Y	Y	N	Y	
For more information on inspection, maintenance and reporting procedures missed and/or current performance details, please see the individual Specified System Report and Declaration (S-RaD) for the specified system concerned.					
 Signature of Samantha Rowley, Property Manager, RLC		Date: 30/06/2023			
OWNER/AGENT					
Name: Deborah Paget- Company (if applicable): -		Mailing Address: RLCFM@rotorualc.nz Contact Number: -07 3484199			
BUILDING USE AND OCCUPANCY					
Current, lawfully established use		Activity (Change of Use Regulations)	Fire design category		Occupant Load (Fire Design)
Level	Classified Use(s) (from NZBC A1, plus basic description)		Risk Group (Acceptable solution (AS), post-2012)	Highest Fire Hazard Category (AS pre-2012)	
N/A	CL	Retail/Visitor Centre	N/A-	-	100
COMPLIANCE SCHEDULE					
Compliance Schedule Anniversary: 30/06/2024			Location where compliance schedule is kept: On site		

ARGUS FIRE SYSTEMS SERVICE LIMITED
101 Riri Street, ROTORUA
Ph: (07) 349 3900 Email: rotorua@argusfire.co.nz

CERTIFICATE OF COMPLIANCE WITH INSPECTION, MAINTENANCE, AND REPORTING PROCEDURES
SECTION 108 (3) (c) – BUILDING ACT 2004 – FORM 12A

THE BUILDING:

Street Address of the building: 63 Mamaku Street, Mamaku, Rotorua
Legal description of land where building is located: Lot 6 DPS17200
Building Name: Mamaku Community Hall
Location of building within site / block number:
Level / Unit number:

THE OWNER:

Name of Owner: Rotorua District Council
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua

COMPLIANCE:

The inspection, maintenance, and reporting procedures of the compliance schedule (No: 349) have been fully complied with during the **12 months** prior to the date stated below in relation to the following specified system/s:

2	EMERGENCY WARNING	COMPLIANT
---	-------------------	-----------

Signed by the Independent Qualified Person

SIGNATURE:



NAME: Jarred De Farias
POSITION: BOP Alarms Service Manager
IQP REGISTRATION NO: 110/2018/5720
DATE: 30 May 2023



**BOP ELECTRICAL &
COMMUNICATIONS LTD**

Form 12A:

**Certificate of compliance with inspection, maintenance,
and reporting procedures.**

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

THE BUILDING

Street address of building: 63 Mamaku Street, Mamaku

Legal description of land where building is located:

Building name: Mamaku Community Hall

Location of building within site/block number: n/a

Level/unit number: n/a

THE OWNER

Name of owner: **Rotorua Lakes Council**

Contact person:

Mailing address: **Private Bag 3029, Rotorua Mail Centre, Rotorua**

Street address: **1061 Haupapa Street, Rotorua**

†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, or where systems have inadequate records I have performed an independent test, verified and updated records: **SS4 Exit & Emergency Lighting**

Full name of licensed building practitioner [IQP]: **Scott Jessop 110/2020/5824**

Employed By: **BOP Electrical & Communications Ltd**

Signature of licensed building practitioner:
[i.e. Independent Qualified Person]

DATE:1/05/23

BOP Electrical & Communications Ltd
info@bopelectricom.co.nz
73 Jackson Road Rotorua
07 348 3906

Specified System Report and Declaration (S-RaD)

This report has been issued in lieu of a Form 12A. Its purpose is to:

1. enable a BWoF Report and Declaration (B-RaD) to be supplied and displayed in the building
2. inform the building owner and the territorial authority about the reasons procedures were missed and advise the current performance status of the specified systems.

The Building

Building Name: Mamaku Community Hall
Street Address: 63 Mamaku Street, Mamaku, Rotorua
Location Within Site: NA
Level/Unit No: NA
CS Number: 349

The Owner

Name: Rotorua District Council
Mailing Address: Private Bag 3029, Rotorua Mail Centre, Rotorua 3046
Phone Number:

IQP Declaration

Missed Procedures

A Form 12a for the system/s listed below was unable to be issued due to one or more of the scheduled inspections, maintenance and reporting (IMR) procedures of the compliance schedule not being carried out:

Specified Systems:	Reason
SS14.2 - Signs for specified systems 1-13	Hall users not completing inspections
SS15.2 - Final Exits/Mean of Escape	Hall users not completing inspections
SS15.4 - Signs for communicating information for evacuation	Hall users not completing inspections

Measures put in place to ensure the procedures are not missed in the future:

Council will now be completing the monthly owner inspections

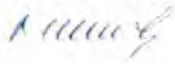
Performance of the system

The above specified systems are currently performing to the performance standard stated in the compliance schedule as at the date stated below.

The missed IMR procedures have not materially affected the ability of the specified system to perform to the performance standard for that system.

Signature of Independent Qualified Person (IQP)

Signature



Name: Mike Newbury
IQP Registration Number: 110/2009/5247
Date: 6 June 2023

Colab Building Compliance
M: 021 460 122
E: admin@colabbc.co.nz

Date; 31st AUGUST 2023

ROTORUA LAKES COUNCIL
 1061 HAUPAPA STREET
 PRIVATE BAG 3029
 ROTORUA MAIL CENTRE
 ROTORUA 3046

Civic Centre
 1061 Haupapa Street
 Private Bag 3029
 Rotorua Mail Centre
 Rotorua 3046
 New Zealand

Dear Sir / Madam

BUILDING WARRANT OF FITNESS RENEWAL NOT ACCEPTED – Pfile no: P18960

BUILDING WARRANT OF FITNESS COMPLIANCE SCHEDULE No	349
PREMISE NAME	MAMAKU COMMUNITY HALL
BUILDING ADDRESS	63 MAMAKU STREET, ROTORUA

We are regretful to advise that your latest Building Warrant of Fitness (BWOFF) annual return for the above named premises has NOT been accepted.

The reason your latest Building Warrant of Fitness is not being accepted by Council is due to the Warrant of Fitness not being issued for the entire previous 12 months, anything less than 12 months, cannot be lawfully accepted by Council as per Section 108 Building Act 2004.

Enclosed is a Notice to Fix and an invoice.

Failure to comply with this Notice to Fix will incur an infringement of \$1000 and a further Notice to Fix to be issued.

Council would suggest that you and/or your lessee contact your Independently Qualified Person and make sure you/they are well versed in the compliance schedule for your building which does describe who is to perform the inspection and maintenance of specified systems, and to what frequency and recording of the same.

Council expectation is to receive the required full 12 months of compliance for the Building Warrant of Fitness.

Council is committed to ensuring a safe and caring community by ensuring that life safety systems within buildings operate correctly, ensuring the building is safe for people to enter, occupy or work within. In accordance with Council Policy a percentage of premises with a Building Warrant of Fitness will be audited annually. Information relating to the Building Warrant of Fitness site audit procedure and associated charges are available on the Council website www.rotorualakescouncil.nz under Building Services.

We look forward to receiving your next Building Warrant of Fitness annual return.

Should you have any questions relating to your Building Warrant of Fitness, please contact the writer (07) 348 4199.

Yours faithfully



Bruce Ross
 Building Compliance Officer – Building Warrant of Fitness
 Building Services

ROTORUA LAKES COUNCIL
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA

Re; Mamaku Community Hall
Ref; CS 349

Dear Sir/Madam

Please find enclosed an Infringement for Failing to Supply a Territorial Authority a Building Warrant of Fitness on or before the Anniversary Date of the Building Warrant of Fitness.

Rotorua Lakes Council has received documentation , including a B Rad and S Rad, from your Independent Qualified Person (IQP).

However with the receiving of the B Rad and S Rad/s documentation, this demonstrates that not all of the inspection/s and maintenance procedure/s have been able to be achieved as per the requirements of the compliance schedule in full for the previous 12 months.

As a result of not being able to achieve the full previous 12 months of compliance your IQP was unable to issue you with a Building Warrant of Fitness.

It is Councils expectation that the full 12 months of compliance will be achieved by the next anniversary date of your Building Warrant of Fitness.

Should a full twelve months of compliance not be achieved for next year then a Notice to Fix will be issued with a further infringement.

If you have any questions or queries you could in the first instance contact your IQP, or you can contact myself on the on the below listed contact details.

Regards



Bruce Ross

Building Compliance Officer- BWOF

P: [+64 7 3484199](tel:+6473484199)

M: [+64 27 6460324](tel:+64276460324)

E: bruce.ross@rotorualc.nz

A: Civic Centre, 1061 Haupapa St, Private Bag 3029, Rotorua 3046, New Zealand

W: rotorualakescouncil.nz





Civic Centre, 1061 Haupapa Street, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046
P: +64 7 348 4199 | F: +64 7 346 3143 | E: info@rotorualc.nz | W: rotorualakescouncil.nz
Rotorua Lakes Council is the operating name of Rotorua District Council

Rotorua District Council
PRIVATE BAG 3029
ROTORUA MAIL CENTRE
ROTORUA 3046

Date Issued: 27 September 2023
Enforcement Authority: Rotorua Lakes Council
Enforcement Officer ID: B20
Infringement number: BM2200000017

To:

Full name: Rotorua District Council
Full address: PRIVATE BAG 3029 ROTORUA MAIL CENTRE ROTORUA 3046
Occupation:
Date of birth:

You are alleged to have committed an offence against the Building Act 2004, as follows:

Provision of Building Act 2004 contravened: Section 108(5)(aa)
Description of Offence: Failing to supply territorial authority with a building warrant of fitness
Date: 27 September 2023
Time: 2:00PM
Location:
Fee The infringement fee for the offence is **\$250.00.**

Time for payment of infringement fee:

The infringement fee is payable to the enforcement authority within 28 days after this notice is served.
Served **Mail** on **27 September 2023.**

The Infringement fee is payable to the enforcement authority at:

ROTORUA LAKES COUNCIL, Civic Centre, 1061 Haupapa Street, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046 Telephone: 07 348 4199, Facsimile: (07)3463145
Between the hours of 8.00am – 5.00pm Monday to Friday

Signature of Enforcement Officer : _____
Date Issued : 27 September 2023

PLEASE READ SUMMARY OF RIGHTS PRINTED OVERLEAF

Summary of Rights

Please read this summary. If you do not understand it, you should consult your lawyer immediately.

1. This notice sets out 1 or more infringement offences that you are alleged to have committed.

The ways you may deal with the offence are set out below. However, paragraphs 6(b) and (c), 7, and 8 do not apply to you if you enter, or have already entered, into a time-to-pay arrangement under section 21(3A) or (3C)(a) of the Summary Proceedings Act 1957.

You may act in the same way on all the offences or in different ways on different offences.

Payments:

2. If you pay the fee for the offence within 28 days after you get this notice, there will be no further enforcement action against you for the offence. You can pay to the territorial authority or regional authority at the place shown on the front page of this notice.

Defences:

3. You have a complete defence against proceedings for an offence if the fee for the offence has been paid to the territorial authority or regional authority at the place shown on the front page of this notice within 28 days after you get a reminder notice. Late payment is not a defence and neither is payment made at any other place.
4. This paragraph describes a defence additional to the one described in paragraph 3. You must prove either of the following to have the defence:
 - a. That---
 - (i) The action or event to which the offence relates was necessary for the purposes of saving or protecting life or health or preventing serious damage to property; and
 - (ii) Your conduct was reasonable in the circumstances; and
 - (iii) You adequately mitigated or remedied the effects of the action or event after it occurred; or
 - b. That---
 - (i) The action or event to which the offence relates was due to an event beyond your control, including natural disaster, mechanical failure, or sabotage; and
 - (ii) You could not reasonably have foreseen or provided against the action or event; and
 - (iii) You adequately mitigated or remedied the effects of the action or event after it occurred.
5. This paragraph describes a defence additional to those described in paragraphs 3 and 4. This defence is available if
 - a. You are---
 - (i) A principal; or
 - (ii) An employer; and
 - b. You may be liable for an offence alleged to have been committed by---
 - (i) Your agent; or

(ii) Your employee.
If you are a natural person, including a partner in a firm, you must prove either of the following to have the defence:

- a. That you---
 - (i) Did not know, and could not reasonably be expected to have known, that the offence was to be, or was being, committed; and
 - (ii) Took all reasonable steps to remedy any effects of the act or omission giving rise to the offence; or
- b. Took all reasonable steps to---
 - (i) Prevent the commission of the offence; and
 - (ii) Remedy any effects of the act or omission giving rise to the offence.

If you are a body corporate, you must prove either of the following to have the defence:

- a. That---
 - (i) Neither the directors nor any person involved in the management of the body corporate knew, or could reasonably be expected to have known, that the offence was to be, or was being, committed; and
 - (ii) You took all reasonable steps to remedy any effects of the act or omission giving rise to the offence; or
- b. That you took all reasonable steps to---
 - (i) Prevent the commission of the offence; and
 - (ii) Remedy any effects of the act or omission giving rise to the offence.

Further Action:

6. You may write a letter to the territorial authority or regional authority if you want to do 1 of the following:
 - a. Raise a matter about the circumstances of the offence for the authority to consider; or
 - b. Deny liability for the offence and ask for a court hearing (refer to paragraphs 7 and 11); or
 - c. Admit liability for the offence but have a court consider written submissions (refer to paragraphs 8 and 11).You must sign the letter yourself; direct it to the authority's address shown on the front page of this notice; and ensure it arrives within 28 days after you get this notice.
7. If you deny liability for the offence and ask for a court hearing, the territorial authority or regional authority will consider whether it will bring proceedings against you for the offence. If it decides to bring proceedings, it will serve you with a notice of hearing setting out the place and time at which you will have an oral hearing before the court.
8. If you admit liability for the offence but want to have a court consider written submissions, you must do the following in your letter to the territorial authority or regional authority:
 - a. Admit liability; and

- b. Ask for a hearing; and
- c. Set out the written submissions that you want the court to consider.

The authority will consider whether it will bring proceedings against you for the offence. If it decides to bring proceedings, it will file your letter with the court. You will not have an oral hearing before the court.

Non-Payment of Fee:

9. If you do not pay the fee and do not ask for a court hearing within 28 days after you get this notice, the territorial authority or regional authority will decide whether to serve you with a reminder notice.
10. If you do not pay the fee and do not ask for a court hearing within 28 days after you get the reminder notice, the territorial authority or regional authority will consider whether it will bring proceedings against you for the offence. If it does, you are liable to pay a fine and court costs.

Queries and Correspondence:

11. When you are writing to the territorial authority or regional authority or paying a fee, please state---
 - a. The date of the offence; and
 - b. The number of this infringement notice; and
 - c. If this notice sets out more than 1 offence, whether you are paying all the fees for all the offences; and
 - d. If paragraph (c) does not apply, how you are dealing with each offence; and
 - e. Your full address for replies.

If it is not clear which offence a payment is for, the payment may be treated as for the offences in the order in which they are set out on the front page of this notice.

All queries and correspondence about the offence(s) must be made to the territorial authority or regional authority at the address shown on the front page of this notice.