****

# **Permanent Delivery Site Approval Form for**

# **programmes delivered by EER Category 1 or 2 Tertiary Education Organisations (TEO)**

|  |
| --- |
| **Instructions**This permanent delivery site approval form is for the approval of **new** permanent delivery sites for TEOs with a Category 1 or 2 EER rating.EER Category 1 and 2 TEOs are not required to submit an application to NZQA but must complete and email this form to NZQA Client Services.A separate form should be completed and submitted for each new delivery site before delivery commences.  |

|  |  |
| --- | --- |
| TEO Legal Name: |  |
| MoE number: |  |

**New permanent delivery site details**

|  |  |
| --- | --- |
| Physical address |  |
| If multi-storey specify level(s) |  |
| Facility phone number |  |
| Brief description of intended use |  |
| List all programmes/training schemes to be delivered at the site [please include programme id numbers] |  |
| Specify the anticipated maximum number of students that will be attending at this site | Domestic (approx.) |  |
| International (approx.) |  |
| Specify how many staff will be on site | Tutors |  |
| Administrative |  |

|  |  |
| --- | --- |
| Is this site an additional delivery site, or does it replace the existing (main) site? | Additional [ ]  Existing (main) [ ]  |
| Comments |  |

|  |
| --- |
| **BUILDING INFORMATION** |
| **Does the building have a current Building Warrant of Fitness?**  | Yes |[ ]  No |[ ]
| Comments |
| A building owner needs to renew a building’s warrant of fitness (BWoF) every 12 months; signing, issuing and publicly displaying it to prove the building’s life safety systems (called specified systems – these ensure a building is safe and healthy for people to enter, occupy, or study/work in) are maintained, checked, and inspected within the past 12 months. You must comply with the BWoF, as it is a provision of the Building Act 2004. Building safety systems that require a Compliance Schedule are: fire alarms, sprinklers, automatic doors, backflow prevention device, emergency power generator, and emergency lighting. Also note Fire Safety and Evacuation of Buildings Regulations 2006, reprint 2017.The TEO must engage an Independent Qualified Person (IQP) to undertake the inspection, maintenance, and reporting procedures listed on the compliance schedule; issue Form 12As, and provide the BWoF annually to the local council using the Form 12A certificates from their IQPs. TEOs must publicly display a copy of this for the next 12 months. See:<https://www.building.govt.nz/assets/Uploads/managing-buildings/bwof-guidance/bwof-guidance.pdf> and<https://www.building.govt.nz/building-officials/guides-for-building-officials/building-warrants-of-fitness/> All buildings, other than single residential buildings, require a compliance schedule [CS] and annual warrant of fitness **if** they contain any of the following:1. automatic systems for fire suppression (for example, sprinkler systems)
2. automatic or manual emergency warning systems for fire or other dangers
3. electromagnetic or automatic doors or windows (for example, ones that close on fire alarm activation)
4. emergency lighting systems
5. escape route pressurisation systems
6. riser mains for use by fire services
7. automatic backflow preventers connected to a potable water supply
8. lifts, escalators, travellators or other systems for moving people or goods within buildings
9. mechanical ventilation or air-conditioning systems
10. building maintenance units providing access to exterior and interior walls of buildings
11. laboratory fume cupboards
12. audio loops or other assistive listening systems
13. smoke control systems
14. emergency power systems for, or signs relating to, a system or feature specified for any of the above systems
15. any or all these systems so long as they form part of a building’s means of escape from fire.
 |

|  |  |  |
| --- | --- | --- |
| **Does the building comply with the Building Act 2004 for education delivery?** | Yes |[ ]  No |[ ]
| Comments |
| The TEO must ensure they are familiar with, and can confirm that, all relevant Building Act 2004 requirements and any regulations and building code requirements are being met; and that the building the site is contained in meets with relevant earthquake strength requirements for its use.Specific sections of the Building Act 2004 to note:Section 133AG: Territorial authority must identify potentially earthquake-prone buildingsSchedule 2; access for people with disabilities.Building Regulations 1992, Schedule 1: Building Code*C/AS4 Acceptable Solution for Buildings with Public Access and Educational Facilities* [derived from s.22 of the Building Act 2004]; including:Protection from Fire, and Table 1.2; Occupant densities – classrooms space at least 2m2 per person.  |

|  |  |  |
| --- | --- | --- |
| **Are all buildings, classrooms and facilities fit for purpose?** | Yes |[ ]  No |[ ]
| Comments |
| The TEO must have the necessary equipment and layout at this site to enable learners to succeed (e.g. cookery equipment [ServiceIQ specifies such equipment], IT labs, hairdressing/beauty equipment, etc.). The TEO must ensure that the site has adequate, lighting, heating, ventilation, floor space, all toilet and other facilities, and other miscellaneous equipment for the maximum number of the students the TEO intends to enrol or have use of the site. Is there a separate designated staff area? Is there a restricted area for the safe and secure storage of student records? MBIE calculator for number of toilets: <https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene/calculator-for-toilet-pan/calculator-and-limitations/>  |

|  |  |  |
| --- | --- | --- |
| **Does the TEO have a legal right to occupy these premises?**  | Yes |[ ]  No |[ ]
| Comments |
| Does the TEO own the property, have a legitimate lease, or have a formal arrangement with the lessor/owner to occupy the premises for the foreseeable future before instruction commences. The lease must include details of the intended use for education. |

|  |  |  |
| --- | --- | --- |
| **Where applicable, does this site have local authority approval to provide education services?** | Yes |[ ]  No |[ ]
| Comments |
| Has the local authority designated or zoned the site for education services under the Building Code compliance classification A1? |
| **HEALTH AND SAFETY REQUIREMENTS** |
| **Have all the health and safety requirements specific to this site, and all requirements under the *Health and Safety at Work Act 2015* and *Building Amendment Act 2016*, been met?** | Yes | [ ]  | No |[ ]
| Comments |
| A TEO must ensure that all necessary health and safety equipment and procedures including hazard identification, emergency procedures, signage, fire wardens, first aid posts/first aid person and miscellaneous equipment as necessary for the site and the TEO’s use of the site are in place, are operative, and comply with any necessary legislative or regulatory requirements.Evacuation signage, emergency procedures and all building code and consents, and resource consent requirements. |
| **Do appropriate regulatory fire precautions and evacuation procedures exist and are on display in the building and maintained?** | Yes |[ ]  No | [ ]  |
| Comments |
| **Is the building compliant with the building consent and the Building Code?** | Yes |[ ]  No |[ ]
| Comments |
| **Have all relevant and applicable legal and regulatory requirements been met and will they continue to be met?** | Yes |[ ]  No |[ ]
| Comments |
| **If the site is shared with another education provider, please specify the sharing arrangements for all facilities:** |
| Comments |

# **Declaration**

|  |
| --- |
| We acknowledge and accept that we are obliged to ensure that all permanent delivery sites (including all off-site learning) remain safe and adequate for the programme of study or training provided, its staff, the number of students enrolled, and for meeting students’ specific needs. We will operate a safe and legally compliant environment, which includes the equipment we use.We confirm that all these criteria are met in full; and that we will discharge our statutory and regulatory requirements always to ensure the safety of all students and staff; and to enable our students to succeed. |

**Signature (CE or appropriately delegated person)**

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Position |  |
| TEO Legal Name |  |
| EER | Category 1 |[ ]  Category 2  |[ ]
| Date |  |