

Permanent Delivery Site Application Form for Level 1 - 6 Programmes and Level 7 Diploma programmes delivered by EER Category 3 or 4 Tertiary Education Organisations (TEO)

Instructions

This permanent delivery site attestation form is for the approval of new permanent delivery sites for TEOs with a Category 3 or 4 EER rating.

This form attests that an education organisation's proposed permanent delivery site meets all applicable legal, regulatory, and health and safety requirements.

Please note NZQA requires:

- notification to qaadmin@nzqa.govt.nz for temporary sites. This form is not for temporary sites.
- delivery site specific information for programme accreditation at NZQF Levels 7 and above.

For more information, please click [here](#).

How to complete this form

Please complete one form, electronically, for each delivery site.

The person signing this form on behalf of the Applicant is attesting that they are aware of all requirements of any relevant acts, regulations, and codes pertaining to the site, and noting any evidence that they hold, or have sighted (e.g. lease or licence to occupy arrangements, permits, consents etc).

This document should not be signed and presented to NZQA until the Applicant has familiarised themselves with all relevant requirements and can confirm that these requirements are being met.

An electronic signature is acceptable; or, the person signing the form on behalf of the Applicant can print and sign the completed form, and scan and [email the document to NZQA](#).

Please note: applications for delivery site approval must include:

- the location (street address, and floor(s) if multi-storey) details
- a description of the intended use including all programmes to be delivered; expected number of international students [approximate] expected on-site; and total student and staff numbers
- a sitemap or building plan, or a description, that indicates the classrooms, laboratories, workshops and other teaching spaces, offices and facilities available; and shows dimensions
- the Building Warrant of Fitness (BWof) where one is required. A BWof is documentation confirming all specified systems listed within the building's Compliance Schedule have been regularly inspected, maintained, and reported on over the past 12 months. Systems include: automatic fire sprinkler systems, emergency fire or danger warning systems, emergency lighting systems, lifts or escalators, air conditioning systems, and/or smoke control systems.

It is the responsibility of the building owner to renew a building's BWof every 12 months. A copy of the current BWof and supporting documentation must be supplied to the local council and displayed in a public place within the building.

- evidence that the TEO has, or will have, a right to occupy or use the premises or other teaching and administration sites before instruction commences i.e. a copy of the lease or tenure agreement OR a copy of the ownership papers
- confirmation that all applicable legal and regulatory requirements have been, and will continue to be, met. This includes site-specific health and safety requirements, i.e. evacuation signage, emergency procedures, all building code and consents, and resource consent requirements.

How to submit the form

Attach the electronic version of the signed form as a supporting document when applying for a new site online.

Applicant TEO Details

TEO Legal Name	Unitec New Zealand Limited
MoE Number	6004

New permanent delivery site details

New permanent delivery site physical address:	322 Hardy Street, Nelson, 7010
[if multi-storey please specify levels]:	
Facility phone number:	+64 3 539 5917
Site description: (Describe layout, including number of classrooms etc. Include outline plans with dimensions and photos if preferred)	NMIT main campus
List all programmes/diplomas/training schemes to be delivered at the site [please include programme id numbers]:	NZD Cybersecurity

Attestation: I confirm that:

1. The site is legally occupied (e.g. leased, owned).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p><u>Basis of Attestation:</u> The TEO confirms it owns the property; or has a legitimate lease; or has a formal arrangement with the lessor/owner to occupy the premises for its intended use, for the foreseeable future <u>before</u> instruction commences. The lease must include details of the intended educational use. Evidence included with the application.</p>				
<p>Comments: NMIT campus – provided as detailed in the MoU between Unitec and NMIT</p>				

2. All relevant and necessary building related regulatory requirements are being complied with, and will continue to be complied with, for the 12-month period following the date of this attestation	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p><u>Basis of Attestation:</u> The TEO must ensure that it is familiar with, and can confirm that:</p> <ul style="list-style-type: none"> all relevant <i>Building Act 2004</i> 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. 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) have been maintained, checked, and inspected within the past 12 months. Specific sections of the <i>Building Act 2004</i> to note: <ul style="list-style-type: none"> Section 133AG: Territorial authority must identify potentially earthquake-prone buildings Schedule 2; access for people with disabilities <i>Building Regulations 1992, Schedule 1: Building Code.</i> Comply with <i>Acceptable Solution for Buildings with Public Access and Educational Facilities - C/AS4</i> [derived from s.22 of the <i>Building Act 2004</i>]; including: <ul style="list-style-type: none"> Protection from fire, and Table 1.2; Occupant densities – classrooms space: at least 2m² per person Staff office space, and numbers of toilets. All other consents necessary including <u>all</u> requirements under <i>Regulation 36 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018</i> are being met. All buildings of which the site forms part meet all compliance requirements including up-to-date building warrants of fitness pursuant to the <i>Building Act 2004</i> where applicable Access, egress, and disabled access meet all building and fire safety requirements. 				
<p>Comments</p>				

3. All other applicable regulatory requirements have been met	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Basis of Attestation: The Applicant is confirming, and therefore must ensure, that all other requirements which the site, and the Applicant's use of the site may or should require other than those which are required to be noted under items 1 and 2 above, for example, any Resource Management Act 1991 consents and/or any Local Authority requirements for the site and the building the site is contained in.

The TEO must engage an Independent Qualified Person (IQP - a person or company with no financial interest in the building, approved by the local council to carry out the necessary inspections/maintenance for a specified system) to undertake the inspection, maintenance, and reporting procedures listed on the compliance schedule and issue Form 12As, & 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, travelators 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.

Comments

4. The site and its facilities are fit for the educational and training purpose the TEO intends to use the site for, and for the numbers of students that the applicant intends to enrol and have use the site.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Basis of Attestation: The TEO is confirming, and therefore must ensure, that the site shall always have adequate, lighting, heating, ventilation, floor space, all toilet and other facilities, and other miscellaneous equipment for the maximum number of the students the Applicant intends to enrol or have use 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/>

(See link for Building Code Compliance – Personal Hygiene: www.building.govt.nz/assets/Uploads/building-code-compliance/g-services-and-facilities/g1-personal-hygiene/asvm/G1-personal-hygiene-2nd-edition-amendment-6.pdf)

Comments

5. All site-specific Health and Safety requirements and procedures relevant to this site/premises are in place, and all requirements under the <i>Health and Safety at Work Act 2015 and Building Amendment Act 2016</i> have been met	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p><u>Basis of Attestation:</u> The TEO is confirming, and therefore must ensure, that all necessary health and safety equipment and procedures, including hazard identification, emergency procedures, signage, fire wardens, first aid posts, and miscellaneous equipment as are necessary for the site, and the applicants use of the site, are in place, are operative, and comply with any necessary legislative or regulatory requirements; including evacuation signage, emergency procedures, and all building code and consents, and resource consent requirements.</p>				
<p>Comments</p>				

I declare that I have authority to act on behalf of the TEO, and for the site identified above:

Signed			
Name	Simon Tries		
Position	Manager, Te Korowai Kahurangi		
TEO Legal Name	Unitec New Zealand Limited		
EER	Category 3 <input checked="" type="checkbox"/>	Category 4 <input type="checkbox"/>	
Date	01/10/2020		