

Change of use (SH to SR) - supporting information

Council use only

SR number:

Notes for the applicant

The information in this form will help us assess your change of use (SH to SR) notification.

Use this form if you are proposing to convert a detached dwelling where people live as a single household (*"sleeping single home"* - SH) to a multi-unit household (*"sleeping residential"* - SR).

Because of the level of technical detail required, we strongly recommend asking your architect or other advisor for guidance when filling in this form. The more details you provide, the smoother and faster the assessment will be. If you leave a box empty, we may need to ask for more information.

The change of use assessment is not intended to replace ones that cover protection from fire, access and facilities for people with disabilities, or structural performance. If these are necessary, they will need to be carried out separately.

If you're not sure if your project or upgrade will result in a change of use, check the information provided by the Ministry of Business, Innovation and Employment (MBIE): building.govt.nz

General information

Name of person filling in this form:

Relationship to building owner:

Building details

Owner's name:

Phone:

Email:

Building description (*for example, single-storey dwelling*):

Change of use assessment (*minimum information required for assessment*)

Plans (*must be clear and easy to read*)

Existing and proposed plan of each floor level showing rooms and room names, sanitary facilities (*for example, toilets, kitchen sinks*), entry/exit points and location of escape routes

Yes

No

Site plan showing distances to boundaries

Yes

No

Marked-up plan and section showing location and extent of proposed fire and noise separations between household units

Yes

No

Assessment of building features and upgrade requirements

Required provisions

Describe existing provisions

Proposed action

Structural performance

Foundation systems and wall bracing designed and built to provide bracing capacity that exceeds the bracing demand.

(*Note: We require a bracing schedule and bracing plans confirming the building is compliant to NZS3604 section 5, or B1/VM1, subject to specific engineering design.*)

Assessment of building features and upgrade requirements (continued)

Required provisions	Describe existing provisions	Proposed action
Protection from fire		
Note: This section is limited to multi-unit dwellings with no more than one unit above another and where each unit has an independent escape route. If this is not the case, further assessment and/or a report from a suitably competent professional (such as a fire engineer) will be required.		
Type 1 smoke alarms are required in every sleeping space, or within 3 metres of every sleeping space door.		
Each household unit and escape routes are fire separated from other household units of no less than 30 minutes. (Note: evidence must be provided confirming fire rating of walls.)		
For side-by-side units, external walls need a fire rating of 30 minutes when they are less than 1 metre from the boundary.		
Where there are units one above another, external walls need a fire rating of 30 minutes when they are less than 5 metres from the boundary (excludes windows).		
Access		
Access routes, including stairs and decks, are provided with slip protection.		
Handrails are provided on stairs.		
Moisture		
Overflow protection is required for rooms containing a sanitary fixture (eg toilet, kitchen sink).		
Services and facilities		
G1 - Sanitary facilities (eg toilet, basin) for personal hygiene are required.		
G2 - Space and facilities are required for laundering.		
G3 - Space and facilities are required for the hygienic storage, preparation and cooking of food.		
G4 - Habitable spaces and rooms containing sanitary facilities must be ventilated.		
G6 - Walls, floors and ceilings between habitable spaces of household units are required to achieve a Sound Transmission Class (STC) of 55.		

Assessment of building features and upgrade requirements (continued)

Required provisions	Describe existing provisions	Proposed action
Services and facilities (continued)		
G7 - Habitable spaces must have windows of adequate size, as defined by the Building Code.		
Energy efficiency		
H1 - Adequate insulation is provided to the external walls, floor and ceiling or thermal envelope, as defined by the Building Code.		