

# Access and facilities for people with disabilities – supporting information

Council use only

SR number:

BWoF number:

## Notes for the applicant

Because of the level of technical detail required, we expect this form to be filled in by someone with suitable knowledge of the building and Building Code regulations. 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.

Use this form if your building consent application involves any existing building to which Section 118 and Schedule 2 of the Building Act 2004 are applicable, and where full compliance with current Acceptable Solutions (*D1, D2, F8, G1, G2, G3, G5, G9, G13*) or NZS4121:2001 cannot be demonstrated.

This form is not intended as a substitute for an "Access and facilities for persons with disabilities" assessment, which must be submitted in support of a building consent application, but may be accepted in certain circumstances.

## General information

Name of person filling in this form:

Relationship to building owner:

## Building details

Name of building owner:

Building address:

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

Building uses and occupancy:

Site visit and review of previous assessments:

## Scope of building work

Scope of works:

Value of works:

**Assessment of building features and upgrade requirements**

	Existing provisions	Required provisions (see Appendix A)	Proposed action/upgrade
<b>Car parks</b>			
Number of accessible car parks			
Car park location, dimensions and surface			
Signage			
<b>Building entries</b>			
Thresholds			
Access width and manoeuvring			
Manifestation and colour contrasting			
Signage			
<b>Stairs</b>			
Landings			
Nosings			
Handrails			
Dimensions			
<b>Lifts</b>			
Dimensions			
Accessible provisions			
Signage			

## Assessment of building features and upgrade requirements (continued)

	Existing provisions	Required provisions (see Appendix A)	Proposed action/upgrade
<b>Toilet provisions</b>			
Number of accessible toilets			
Dimensions			
Manoeuvring, transfer and ease of use			
Facility fittings			
Signage			
<b>Shower provisions</b>			
Number of accessible showers			
Dimensions			
Manoeuvring, transfer and ease of use			
Facility fittings			
Signage			
<b>Ramps, footpaths and landings</b>			
Access widths and surface gradients			
Handrails and safety features			
<b>Other</b>			
Accessible counter			
Accessible seating			
Lighting systems			
Accessible accommodation facilities, dimensions, ease of use			
Accessible route signage			
Glazing manifestations			

**Identified non-compliant issues (from the analysis and site visit above)**

Car parks	Building entries	Stairs	Lifts	Toilet provisions
Shower provisions	Ramps, footpaths and landings		Other	

Details:

**Proposed upgrade/improvement works:**

- Upgrade and improvement are important parts of any ANARP assessment, especially upgrade work that is appropriate and proportionate to the extent and level of proposed building works
- Upgrade work that is limited to the area of alteration only, but improves the existing level of compliance
- Upgrade work that improves overall accessibility for the building

Details:

**Owner's plan to address/resolve any outstanding non-compliant issues:**

- Outline of options for owner to address non-compliant issues. How will non-complaint issues be addressed in future?
- Confirmation and commitment from the owner to resolve/address non-compliant issues.
- The plan will need to be tailored to suit the needs of the owner and the arrangement of ownership of the building, but also to meet the intent of the Act.

Details:

**Sacrifices/benefits analysis:**

(for guidance visit: [building.govt.nz](http://building.govt.nz))

- This must be submitted as part of the accessibility report for consent application. The Council will need it to make the ANARP assessment
- Sacrifices of not doing any more upgrades (*other than what has been proposed as part of new work*) vs the benefit of doing the upgrade

Details:

# Appendix A

Required provisions	
Car parks	<p>Not less than 1 accessible park is required for between 1 and 20 car parks</p> <p>Not less than 2 accessible parks are required for between 21 and 50 nominal car parks</p> <p>For every additional 50 car parks or part of car parks over 50 not less than 1</p>
	<p>Signage for the car parking spaces shall be readily visible from the vehicle at the entrance to the car park, or guide signs shall be provided to indicate the direction of the space. The space shall have ground markings of the international symbol of access and may have directional signage</p>
	<p>Car parks at 90 degrees to the footpath shall not be less than 3500mm wide</p> <p>Any angled car parks shall have an operational width of 3500mm</p> <p>Where the car park is parallel and adjacent to a marked footpath on the same level as the parking space, the width of the common footpath may form part of the parking</p> <p>The car parking space length shall be no less than 5000mm</p> <p>2500mm minimum height to be maintained from the entry of the car park to the accessible park</p>
	<p>Car parks to provide a stable, firm, slip resistant flat surface with a slope not exceeding 1:50</p>
	<p>People with disabilities shall not have to pass behind parked cars when moving to an accessible route, or when approaching an entrance</p> <p>Flat access shall be provided whenever possible between the car park space and adjoining footpath. If this is not possible, kerb ramps are to be provided</p>
Building entries	<p>The entry doors are preferably to include no thresholds, or are to be less than 20mm</p>
	<p>Auto doors are to remain open for greater than 5 seconds</p>
	<p>1200mm wide by 1200mm long manoeuvring areas are required both sides of the entry doors</p>
	<p>Door handles are to be located between 900mm and 1200mm above the floor level and be lever action with the end of the handle returned upward toward the door</p>
	<p>Door opening forces shall be no greater than 22N for interior hinged doors and 38N for exterior hinged doors</p>
	<p>A clear opening of not less than 760mm shall be provided when the door is opened</p> <p>Double doors shall provide at least one leaf of 760mm clear opening</p>
	<p>Glazing is to be marked in accordance with NZS 4223.3</p>
	<p>A minimum clear width of 1200mm to be provided within an accessible corridor</p>
	<p>Doors shall have a clear colour contrast with respect to their surroundings</p>
Stairs	<p>Landings shall be 1200mm long (<i>including mid landings</i>)</p>
	<p>The top and bottom of the stair flights shall have contrasting nosings and changes in surface treatments</p>
	<p>The space between handrails shall be a minimum width of 900mm</p>
	<p>Accessible stairs shall have a minimum width of 1200mm</p>
	<p>Handrails of complying profiles to both sides of the stair shall have a height of between 900mm and 1000mm above the pitch line</p>
	<p>Handrails shall extend 300mm into the top stair landing and 300mm plus the stair going at the bottom landing, unless they continuously wrap around the landing</p>
	<p>Handrails shall be continuous with no obstructions to the movement of hand along its length and have dome buttons installed 150mm from the edge of the handrail</p>

<b>Stairs (continued)</b>	The clear space of the handrail and the adjacent wall surface shall be 50-60mm at the sides and 100mm above
	Steps that have treads shall have a minimum length of 310mm and risers a maximum height of 180mm, with nosing projections no greater than 25mm
	There shall be at least 400mm of landing between the leading edge of the door and first step
	The total rise of any flight shall not exceed 2500mm between landing and or mid landings
<b>Lifts</b>	Shall be clearly signposted and on an accessible route
	Shall include unobstructed areas 1800mm deep in front of the lift entries
	Shall include an interior clear space of 1400mm by 1400mm
	Lift landing doors are to provide a clear opening not less than 900mm wide and have a clear colour that contrasts with their surroundings
	Doors are to be sliding and stay open for longer than 5 seconds with passenger protective devices installed on the doors
	Control buttons are to be between the heights of 900mm and 1350mm above the cab floor and include Braille designations to the left of the standard designation
	Lift arrival and direction indicators are to be audible. Two chimes for down and one for up
	There are to be support rails on three sides, 950mm to 1050mm above the cab floor and a minimum of 30mm off the cab walls
	The levelling accuracy of the lift car at each landing shall be within a tolerance of +/-20mm under all loading conditions
<b>Toilet provisions</b>	Within the building there is to be at least one all-gender accessible toilet facility. This must be located on the main entry level of the building on an accessible route
	It shall be of sufficient size for the manoeuvring of wheelchairs to and within the cubicle
	It shall include an interior clear space of 1600mm by 1900mm
	It must allow users to wash hands while seated on the pan
	It must allow users to reach sanitary disposal bins while seated on the pan
	It must allow wheelchair users to open the doors
	It must allow wheelchair users to remain balanced on the pan while transferring to and from the pan
	It must be provided with appropriate washbasins
<b>Shower provisions</b>	Where applicable within the building accessible showers are to be provided in accordance with the needs of the occupants, patients or treatment within institutions.
	Showers shall have a floor continuous with the shower area
	Showers shall have a fall of no less than 1:50 towards the waste situated towards the corner made by the walls
	Showers shall have floor surfaces impervious and slip resistant
	Showers shall have grab rails and appropriate fittings and holders
	Showers shall have a water supply where the maximum hot water temperature does not exceed 45°C for early childhood centres, schools, old people's homes, institutions for people with psychiatric or physical disabilities, hospitals, and 55°C for all other buildings
	Showers shall have a clothes hanging device positioned between 1200mm and 300mm above the finished floor level
	Showers shall have a handheld shower head attached to a flexible hose to be used in the sitting or standing position

<b>Shower provisions (continued)</b>	Showers shall have a fitting of the shower head between 1000mm and 1900mm above the finished floor level
	A self-draining slip-resistant seat 800mm x 450mm minimum shall be provided inside the cubicle shower at a height of 450mm and 550mm above the finished floor level. It shall be securely fixed to the wall and hinged so that it swings or folds out of the way
<b>Ramps, footpaths and landings</b>	Ramps, footpaths and landings shall be at least 1200mm in width
	To include a level surface 1200mm by 1200mm at the top and base of the ramp
	Have a gradient of between 1:12 and 1:20 with a maximum run of 9m between landings
	To include an upstand of at least 75mm at its edges
	To include complying profile handrails to both sides at a height of 840mm to 900mm above the ramp floor as well as safety rails between the handrail and the upstand
	Handrails shall extend 300mm into the top landing and 300mm at the bottom landing, unless they continuously wrap around the landing
<b>Interior environment</b>	<p>Within public facilities where the occupant load is 250 or less, no less than two accessible wheelchair spaces shall be provided</p> <p>For every 250 extra occupants, an additional one space is required</p> <p>The location of wheelchair spaces shall be adjacent to and included in the normal seating provisions, of adequate size to allow manoeuvrability, spread evenly throughout the area and on level ground and floor surfaces</p>
	<p>Reception counters provided for public use shall be accessible with a maximum height of 755mm and a knee-hole with a minimum height of 675mm and depth of 540mm</p> <p>Shall have a width of no less than 900mm</p> <p>Other forms of counters and desks such as public bars, shops, supermarket checkouts shall also meet these general requirements</p>
	Listening systems shall be provided in communal non-residential buildings occupied by more than 250 people and any cinema or public hall and assembly spaces in old people's homes occupied by more than 20 people
	The light switches and plug socket outlets have been made accessible and usable, and be positioned between 500mm and 1200mm above finished floor level
	The food preparation facilities in camping grounds and accessible accommodation units in communal residential buildings have been made accessible
	Signs are provided in sufficient locations to identify accessible routes and facilities provided for people with disabilities
	Where transparent glazing material may be mistaken for a doorway or an unimpeded path of travel, it must be marked in accordance with the manifestation, so the glass is visible
	The accessible route has enough space to enable a person in a wheelchair to negotiate the route while allowing a person who is walking to pass
	There are sufficient accessible accommodation units provided that meet the requirements for access and facilities for persons with disabilities
<b>Places of assembly</b>	<p>Where the occupant load is 250 or less, no less than two accessible wheelchair spaces shall be provided</p> <p>For every 250 extra occupants, an additional one space is required</p>
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