

APPENDIX 6

EXTRACT FROM BUILDING SAFETY EVALUATION INFORMATION RECORDING WORKBOOK AND DATABASE

Inspection Identifiers				Location				Building Description				Type	Overall	Ratings				Structure				Notes				Other				Further Action Recommended				CSR		Inspection Identifiers				Overall	Ratings				Further Action Recommended				Summary				Check	Check	Check																																					
Inspection ID	Previous ID	Previous ID	Short Name	Inspector Initials	Month	Day of Inspection	Inspection # on day	Assessment Type	Contact Name	Contact Phone	Street Address	Suburb	Post Code	Lot / DP	PRUPI	Bisca ID	GPS S ° (WGS84)	GPS E °	Satellite or Map	Building Name	Primary Occupancy	No. Residential Units	Gross Floor Area (m ²)	Floor(s) God & Above	Floor(s) Below Ground	Era	Type of Construction	Collapses	Building Leaking	Neighbour Buildings	Overhead Hazards	Settlement and Slips	Wall or other structural	Other	Building Damage	Usability Category	Cf	Corridors	Roof and Floor	Columns and Corbels	Diaphragms, Braces	Precast Connections	Beams and Girders	Parapets	Cladding	Ceilings	Interior Walls	Elevators	Stairs and Exits	Utilities	Fire Safety	Slope Failure	Ground Movement	Soil Building -	Other	General Comment	Photos	Forms & Sketches	Action 1	Action 2	Action 3	Action 4	Inspect Again?	Reinspection Priority	CSR 1	CSR 2	Inspection ID	Previous ID	Previous ID	Inspector Initials	Month	Day of Inspection	Inspection # on day	Assessment Type	Water On	Sewer Damage	Interior Silt	Building Secure	Other	Usability Category	Hazard Posted	Action	Other Recommendations	Inspect Again?	Priority for Reinspection	Comment Summary				Data Quality Check	Computer Number	Data Review

APPENDIX 7

CHRISTCHURCH EQ RAPID ASSESSMENT FORM – LEVEL 2

Christchurch Eq RAPID Assessment Form - LEVEL 2

ENG.CCC.0002F.84

Inspector Initials
Territorial Authority

Christchurch City

Date
Time

Final Posting
(e.g. UNSAFE)

Building Name

Short Name

Address

GPS Co-ordinates

S°

E°

Contact Name

Contact Phone

Storeys at and above
ground level

Below
ground
level

Total gross floor area
(m²)

Year
built

No of residential Units

Type of Construction

☐ Timber frame

☐ Steel frame

☐ Tilt-up concrete

☐ Concrete frame

☐ RC frame with masonry infill

☐ Concrete shear wall

☐ Unreinforced masonry

☐ Reinforced masonry

☐ Confined masonry

☐ Other:

Primary Occupancy

☐ Dwelling

☐ Other residential

☐ Public assembly

☐ School

☐ Religious

☐ Commercial/ Offices

☐ Industrial

☐ Government

☐ Heritage Listed

☐ Other

Photo Taken

Yes

No

Investigate the building for the conditions listed on page 1 and 2, and check the appropriate column. A sketch may be added on page 3

Overall Hazards / Damage

Minor/None

Moderate

Severe

Comments

Collapse, partial collapse, off foundation

☐

☐

☐

Building or storey leaning

☐

☐

☐

Wall or other structural damage

☐

☐

☐

Overhead falling hazard

☐

☐

☐

Ground movement, settlement, slips

☐

☐

☐

Neighbouring building hazard

☐

☐

☐

Electrical, gas, sewerage, water, hazmats

☐

☐

☐

Record any existing placard on this building:

Existing
Placard Type
(e.g. UNSAFE)

Choose a new posting based on the new evaluation and team judgement. Severe conditions affecting the whole building are grounds for an UNSAFE posting. Localised Severe and overall Moderate conditions may require a RESTRICTED USE. Place INSPECTED placard at main entrance. Post all other placards at every significant entrance. Transfer the chosen posting to the top of this page.

INSPECTED

GREEN

G1

G2

RESTRICTED USE

YELLOW

Y1

Y2

UNSAFE

RED

R1

R2

R3

Record any restriction on use or entry:

Further Action Recommended:

Tick the boxes below only if further actions are recommended

☐ Barricades are needed (state location):

☐ Detailed engineering evaluation recommended

☐ Structural

☐ Geotechnical

☐ Other:

☐ Other recommendations:

Estimated Overall Building Damage (Exclude Contents)

None

☐

0-1 %

☐

31-60 %

☐

2-10 %

☐

61-99 %

☐

11-30 %

☐

100 %

☐

Sign here on completion

Date & Time
ID

Inspection ID: (Office Use Only)

Structural Hazards/ Damage

Minor/None

Moderate

Severe

Comments
ENG.CCC.0002F.85

Foundations

☐☐☐

Roofs, floors (vertical load)

☐☐☐

Columns, pilasters, corbels

☐☐☐

Diaphragms, horizontal bracing

☐☐☐

Pre-cast connections

☐☐☐

Beam

☐☐☐**Non-structural Hazards / Damage**

Parapets, ornamentation

☐☐☐

Cladding, glazing

☐☐☐

Ceilings, light fixtures

☐☐☐

Interior walls, partitions

☐☐☐

Elevators

☐☐☐

Stairs/ Exits

☐☐☐

Utilities (eg. gas, electricity, water)

☐☐☐

Other

☐☐☐**Geotechnical Hazards / Damage**

Slope failure, debris

☐☐☐

Ground movement, fissures

☐☐☐

Soil bulging, liquefaction

☐☐☐

General Comment

Usability Category

Damage Intensity		Posting	Usability Category	Remarks
Light damage	Inspected (Green)	G1. Occupiable, no immediate further investigation required		
Low risk		G2. Occupiable, repairs required		
Medium damage	Restricted Use (Yellow)	Y1. Short term entry		
Medium risk		Y2. No entry to parts until repaired or demolished		
Heavy damage	Unsafe (Red)	R1. Significant damage: repairs, strengthening possible		
High risk		R2. Severe damage: demolition likely		
		R3. At risk from adjacent premises or from ground failure		

2 Inspection ID: _____ (Office Use Only)

ENG.GCC.0002F.86

[illegible]

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APPENDIX 8

CHRISTCHURCH CITY COUNCIL PAMPHLET – DEFINITIONS OF THE RED, YELLOW OR GREEN PLACARDS ON HOMES AND BUILDINGS

Christchurch City Council

Definitions of the Red, Yellow or Green Placards on Homes and Buildings



Please note the red, yellow and green placards that have been placed on damaged residential and commercial properties.

Red

- A red placard means people should not enter or occupy the home because it has been determined unsafe. **This is not a demolition order.**
- Homes with a red placard require a further detailed structural assessment by a building professional. It is the homeowner's responsibility to contact the building professional to set this up. That assessment must then be discussed with the Christchurch City Council's building evaluation and inspection team to determine options.

Yellow

- A yellow placard means the home has limited access and further structural assessment is needed by the owner's consultants.

Green

- A green placard means the home has received a brief inspection only.
- While no apparent structural or other safety hazards have been found, a more comprehensive inspection of the exterior and interior may reveal structural or safety hazards. **It is the home-owners responsibility to set up this further evaluation.**

APPENDIX 9

**CHRISTCHURCH CITY COUNCIL MEDIA RELEASE – 9.00PM 4TH SEPTEMBER
2010**

You are here: [Home](#) | [The Council](#) | [News & media](#) | [Media releases](#) | [2010](#) | Building inspection in the Central City may see cordon lifted (9pm, 4 September 2010)

Building inspection in the Central City may see cordon lifted (9pm, 4 September 2010)

4 September 2010

Tomorrow morning, Sunday 5 September, 20 to 25 teams from the Council's Building Evaluation Team will be inspecting all buildings within the area currently cordoned off.

The team will be placing red placards on buildings that are considered unsafe and cannot be entered, yellow placards on buildings with restricted use and green placards on buildings with no restriction on use.

The teams are aiming to reduce the area of the cordon currently in place, although the time of this will depend on the circumstances and the time it takes to check all the buildings.

The aim is to enable owners and tenants to learn the state of their building before the end of the day. Once the cordon is removed, owners will be able to look at their buildings. This will allow some of them to be able to clean up on Monday.

The public will not have access to the inner city area until at least Monday, unless they are residents.

Authorising Unit: Communications

Last reviewed: Saturday, September 04, 2010

Next review: Friday, March 04, 2011

Keywords: christchurch, christchurch city council, earthquake, earthquakes, media

Friday, July 15, 2011 3:37:33 PM New Zealand Local Time.



Christchurch
City Council 

APPENDIX 10

**CHRISTCHURCH CITY COUNCIL MEDIA RELEASE – 5.45PM 6TH SEPTEMBER
2010**

You are here: [Home](#) | [The Council](#) | [News & media](#) | [Media releases](#) | [2010](#) | Building access (5:45pm, 6 September 2010)

Building access (5:45pm, 6 September 2010)

6 September 2010

Messages for Employers and Building Owners about access to buildings:

Inside cordoned area – these buildings cannot be accessed currently by the general public, but building owners can uplift a permission to enter the cordon area for the purpose of inspecting their building. The permission can be uplifted from the Emergency Operations Centre located at that Christchurch Art Galley on Montreal Street.

[This link provides a flowchart to assist building owners to assess damage.](#)

In relation to all areas if a building has a Green, Yellow or Red placard:

- Green placard – the building has had an initial assessment and there is no restriction on use or occupancy. Follow the instructions on the placard. Please note that in some circumstances Council will conduct an additional more detailed evaluation to verify the green placard status.
- Yellow placard – building has been inspected. Follow the instructions on the placard. A second more detailed inspection may allow the placard to be upgraded to green status. These second evaluations will be carried out by Council on a priority basis, however, building owners should engage a structural engineer which may allow earlier occupation.
- Red placard – building has had initial assessment and is **not** OK to use. A second evaluation will be carried out by Council on a priority basis. To clear the building for use the building owner needs to engage a structural engineer *and* arrange for their engineer to provide a report declaring the building is safe for purpose to Council via the Emergency Operations Centre

Please be patient as there are many damaged buildings and high demand for inspection services.

If building does **not** have a Green, Yellow or Red placard:

- It is the building owners or occupiers responsibility to check the structural integrity of any building particularly those open to the public. Check the building by observation from the outside initially. If there is no visible damage then you may check the inside of the building at your own risk. If there is any visible damage or you have concerns then the building owner should engage a structural engineer *and* arrange for their engineer to provide a report declaring the building is safe for intended purpose to Council via the Emergency Operations Centre.

All structural engineer reports commissioned privately by building owners need to be forwarded to Council via the Emergency Operations Centre. These can be emailed to buildingconsentapplication@ccc.govt.nz.

Please take care moving around the city and visiting buildings. Stay clear of any buildings which are obviously damaged. Be aware of possible falling glass or other debris particularly if winds pick up.

For further information, please refer to the Christchurch City Council website www.ccc.govt.nz, email info@ccc.govt.nz or contact the Christchurch City Council call centre on (03) 941 8999 .

Media inquiries can be directed to (03) 941 7373 or 027 241 0244 .

APPENDIX 11

**CHRISTCHURCH CITY COUNCIL MEDIA RELEASE – 8.00PM 8TH SEPTEMBER
2010**

You are here: [Home](#) | [The Council](#) | [News & media](#) | [Media releases](#) | [2010](#) | Christchurch Earthquake – Advice for Building Owners (8.00pm, Wednesday 8 September 2010)

Christchurch Earthquake – Advice for Building Owners (8.00pm, Wednesday 8 September 2010)

8 September 2010

Owners of heritage buildings are advised not to demolish heritage listed buildings without the express written authorisation of the Christchurch City Council.

Demolition cannot be undertaken without the written approval of the Council.

There should be no pre-emptive demolition undertaken by building owners in advance of full structural assessment from a professional engaged by the building's owner with advice from Christchurch City Council.

Civil Defence Controller Michael Aitken says "The city and the Council value our heritage buildings and will take the most constructive path to recovering them. If there is a concern about building stability, the first response will be to stabilise them if at all possible." The city has time to take stock of the options regarding building stabilisation. "We advise commercial property owners and residents with significant buildings to use common sense and seek the advice of the Council before taking action," he says.

Despite the circumstances, the Building Act (2004) still applies. A building consent for urgent building work can be obtained at the Emergency Operations Centre based at the Christchurch Art Gallery. These consents will be subject to safe practice conditions such as disconnecting power and drains, along with appropriate health and safety practices. Heritage conditions will apply.

A red placard means that people should not enter or occupy the building because it has been determined as unsafe. It is not a demolition order. Nor does it mean the adjacent building is 'red'.

Buildings with a red placard require a further detailed structural assessment by a building professional engaged by the owner. That assessment must then be discussed with the Christchurch City Council's building evaluation and inspection team to determine options.

There have also been reports that some people have misinterpreted a red placard to mean that they have 10 minutes to collect their belongings. This is not the case. Buildings with red placards are unsafe and should not be entered.

A yellow placard means the building has limited access, as noted on the placard, and further structural assessment is needed by the owner's consultants.

The meaning of green placards, and buildings that have not yet received placards, has also been clarified. A green placard means there has been a brief inspection only. While no apparent structural or other safety hazards have been found, a more comprehensive inspection of the exterior and interior may reveal structural or safety hazards.

It is the building owner's or occupier's responsibility to get further independent advice regarding the safety of any building if necessary. This is also the case for buildings with no placards.

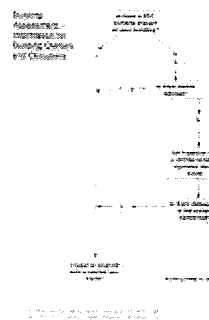
If there is no placard on a building, owners or occupiers should check for visible damage. It is recommended that where there is concern, a registered master builder or, in the case of building integrity a structural engineer, should check the building before declaring it safe to occupy. They should then liaise with the Council about options.

Business owners with enquiries should contact the Council's Building Evaluation Team via the Christchurch City Council call centre on (03) 941 8999 .

For more information, refer to this building assessment flow-chart: Use Full Screen view or click on the [larger view] icon in the image below

<http://resources.ccc.govt.nz/images/CheckingBuildingDecisionFlowchart.jpg>

For further information, please refer to the Christchurch City Council website www.ccc.govt.nz, email info@ccc.govt.nz or phone (03) 941 8999 .



Building Damage Assessment Flowchart

[[larger view](#)]

Authorising Unit: Communications

Last reviewed: Wednesday, September 08, 2010

Next review: Tuesday, March 08, 2011

Keywords: buildings, christchurch, christchurch city council, earthquake, earthquakes, media

Friday, July 15, 2011 3:43:44 PM New Zealand Local Time.



APPENDIX 12

**CHRISTCHURCH CITY COUNCIL MEDIA RELEASE – 12PM 16TH SEPTEMBER
2010**

You are here: [Home](#) | [The Council](#) | [News & media](#) | [Media releases](#) | [2010](#) | State of Emergency status (12pm, 16 September 2010)

State of Emergency status (12pm, 16 September 2010)

16 September 2010

The state of emergency has been lifted from the Christchurch City Council Area.

"We are now moving from a state of emergency to a state of urgency," says Christchurch Mayor Bob Parker. "We will be operating under the new powers brought in under the Canterbury Earthquake Response and Recovery Bill, but transferring from a civil defence situation and back closer to business as usual."

"This doesn't change the fact that many people are still facing great difficulties, and resolving these issues will continue to be a focus as we rebuild our region. As mayors we have jointly dedicated ourselves to finding as many lasting solutions as possible."

The functions of the EOC (Emergency Operation Centre) at the Civic Offices are being transferred over the next two days to the Council's normal operations. People who have inquiries relating to the Civil Defence emergency should continue to contact the Council's call centre on (03) 941 8999 or Free phone: 0800 800 169 .

Can I remove the placard now that the state of emergency has been lifted?

Buildings that have been assessed for earthquake damage have placards on them that follow a colour-coded 'traffic light' system, based on international engineering best practice and adapted for New Zealand conditions.

The placards should not be removed when the states of emergency are lifted, because they indicate that a building has had an initial assessment.

Definition of what the placards mean is available here

<http://www.ccc.govt.nz/homeliving/civildefence/chcheearthquake/housesbuildings.aspx>

These building safety evaluation placards were developed by the New Zealand Society for Earthquake Engineering with support from the Department of Building and Housing and the Ministry of Civil Defence and Emergency Management.

The placards are temporary notices that will be replaced by notices issued by the Council under Sections 124 and 125 of the Building Act 2004.

For further information, please refer to the Christchurch City Council website www.ccc.govt.nz, email info@ccc.govt.nz or contact the Christchurch City Council call centre on (03) 941 8999 or Free phone: 0800 800 169 .

Media inquiries can be directed to (03) 941 7373 or 027 241 0244 .

Authorising Unit: Civil Defence and Emergency Management

Last reviewed: Thursday, September 16, 2010

Next review: Wednesday, March 16, 2011

Keywords: earthquake, media, states of emergency

Monday, July 11, 2011 8:53:29 AM New Zealand Local Time.



Christchurch
City Council 

APPENDIX 13

STRONGER CHRISTCHURCH eNEWSLETTER 6TH OCTOBER 2010



Wednesday, 6 October 2010

Hello

You have received this newsletter because you have signed up for [Stronger Christchurch – Recovery eNewsletter](#). If you are not interested anymore, you can [unsubscribe instantly](#).

Having trouble reading this email? [View it on your browser](#).

Council awaits Government announcement

The Christchurch City Council is eagerly awaiting the Earthquake Commission's geotechnical report. A wide range of technical experts has had input to the report, which is expected to form the basis of decisions about building options in parts of the city most affected by the earthquake. There are many decisions on hold until that report is finalised – for the Government, insurance companies, residents, businesses, the Council and others.

"From a Council perspective we need this information so we can make decisions about what sort of repairs we need to make," says Recovery Manager Alan Bywater. "We need to continue with our efforts to get water and waste services back to households as quickly as possible. However we don't want to start permanent repairs in areas where land remediation work is likely to occur because this would undo our good work."

Sewer repairs

There are seven closed circuit television cameras checking sewer pipelines in the city and two more are expected next week. Several contractors are doing repair work on sewer lines and pump stations in an effort to reduce the overflow of sewage into streams and rivers in several suburbs where the sewer system has been damaged. Some of these repairs will only be temporary until final solutions can be implemented. Steady daily improvements are being made to the level of sewage overflows into the Avon River (east of Fitzgerald Avenue) and the Lower Styx River.

Cleaning up silt and sand

The Council can help residents remove sand and silt that has appeared on properties since the earthquake. Residents are asked to pile this on the roadside (rather than on grass berms) and to call the Council's call centre on weekdays (ph 941 8999) to let us know where it is so that we can arrange to collect it. Alternatively, discounted rates apply at Council refuse stations, and payments can be claimed back on insurance. Residents needing help to remove silt or sand are asked to call the Council so that we can arrange

for a volunteer or helper to shift it to the roadside for collection. Breaks in sewer lines can lead to contamination of silt or sand – creating a risk to human health. Residents are asked to treat silt or sand near broken sewer pipes as potentially contaminated. This means avoiding unnecessary contact; thorough hand and clothing washing after contact with sand or silt; keeping pets, children or those in frail health away from the material; and reporting any health symptoms such as an upset tummy to a doctor. Once the silt or sand dries in sun or air, bacteria present will die off. It is advisable to wear a mask when working in a dusty environment. Free face masks are available at Christchurch City Council Service Centres for people requiring them to clean up silt and sand.

Cemetery headstones

Residents are asked to check the condition of their family headstones in Christchurch City Council cemeteries. If repairs are required they are the responsibility of the family and need to be done by one of the following Council approved monumental masons:

- Decra Art ph 366-3932
- Fraser Lawrence Memorials ph 366-0627
- L Robertson Memorials ph 366-5630

Where possible repair work should be started before 30 November 2010. Families outside the Christchurch can email: cemeteries@ccc.govt.nz for information about the condition of their headstone.

Road closures

Robson Avenue, Avonside, at its intersection with Acland Avenue has been closed until further notice due to an unstable road surface. Manchester Street between Tuam St and Lichfield St is closed today (Wednesday) at 6am, due to building work, and is expected to re-open on Thursday at 6pm. Due to additional rock blasting and removal, Sumner Road is likely to be closed for a further 10 days. Sumner Road runs from Lyttelton to the Summit Road, where it becomes Evans Pass Road.

Does your business have a red or yellow placard on it?

Please remember if you have a commercial building that has either a red or yellow sticker on it - these placards are still in effect. This means that the buildings are not suitable in their current earthquake damaged state for their intended use.

- Red placards mean that the building is unsafe for any occupation, so do not enter.
- Yellow placards mean that there is limited access to the building and building owners and occupiers should follow the restrictions on the use as detailed on the placard.

Owners of buildings with red or yellow placards should be obtaining a structural engineering assessment of their building and should contact the Council's Building Recovery Office before doing any work on the building.

The Council is continuing to review the status of commercial buildings where we learn of further damage that may put public safety at risk. If you have any questions about your placard please contact the Council on 941 8999.

Red Cross Grants Available

Please visit the [Red Cross website](#) to see if you are eligible for any emergency grants and assistance from the The Red Cross Canterbury Earthquake Commission.

Please forward this email to your family and friends

Help us stay in touch with the community by forwarding this to your friends and family.

To sign up to receive the newsletter [click here](#).

For more information about the recovery programme [visit our website](#) daily.

[People](#) [Homes](#) [Heritage](#) [Business](#) [Environment](#) [Council facilities](#) [Media](#)

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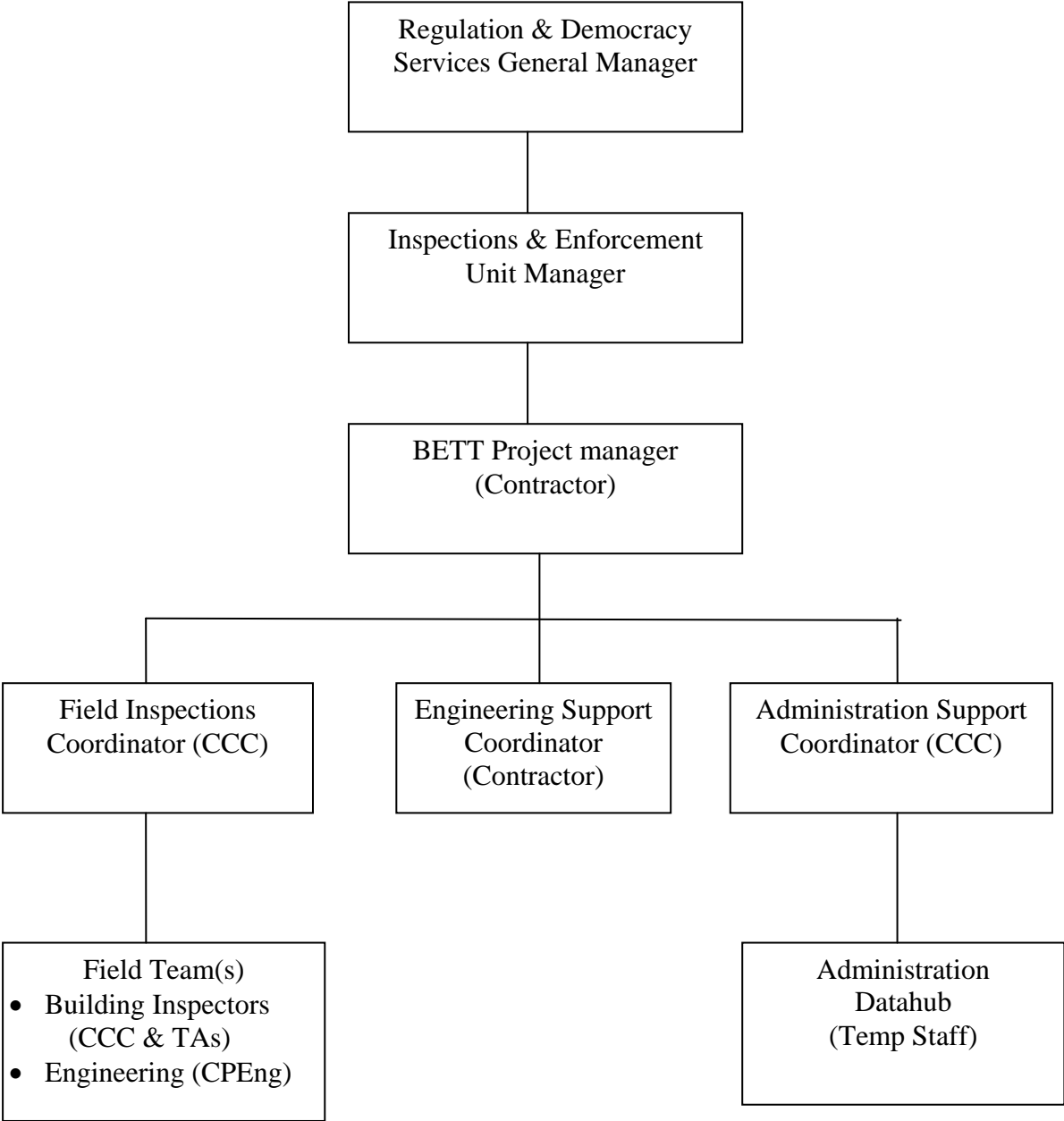
Email address used for subscription: [email address suppressed]

Christchurch
City Council 

APPENDIX 14

BETT STRUCTURE CHART

BETT STRUCTURE



APPENDIX 15

CHRISTCHURCH COVERSHEET	CITY	COUNCIL	ENFORCEMENT	TEAM	NOTICES
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CHRISTCHURCH CITY COUNCILENFORCEMENT TEAM
NOTICES COVERSHEET**Christchurch**
City Council**Address :****Date :****Time:****Building Evaluation Transition Team - Actions**

Level 1 / 2 Assessment Sheet completed (attached)

Yes / No

Photos taken and attached:

Yes / No

Previous Existing Placard – RED YELLOW GREEN UNKNOWN

New Status (please circle – RED YELLOW GREEN

Further Action required:
(Instruction for Administration)

Yes / No

No further Action required – Information entered by Data Hub - File

Notice Required to be completed by Operation NOTICE staff

Yes / No

Txt: Fully outline what the danger is and / or work required:**Completed by**
(print name):

APPENDIX 16

BUILDING EVALUATION TRANSITION (B.E.T.) TEAM SITE VISIT PROCESS

Building Evaluation Transition (B.E.T.) Team Site Visit Process

1. **Complaint received or risk identified in field.**
2. **Visit site.**
3. **Complete: Level 1 and/or Level 2 Assessment Form.**
4. **Evaluation:**
 - a. **Question:** Is the building dangerous as per s121, Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010)?
 - b. **Section 121 Building Act 2004 as inserted by the Canterbury Earthquake (Building Act) Order 2010** states:
 - (1) a building is dangerous for the purposes of this Act, if
 - (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –
 - (a) (i) injury or death to any persons in it or to persons on the property, or
 - (a) (ii) damage to other property
 - (b) in the event of fire, injury or death to any persons on other property is likely because of fire hazard or the occupancy of the building or
 - (c) there is a risk that the building could collapse or otherwise cause injury or death to any person in the building as a result of an earthquake that generates shaking that is less than a moderate earthquake; or
 - (d) there is a risk that other property could collapse or otherwise cause injury or death to any person in the building; or
 - (e) a territorial authority has not been able to undertake an inspection to determine whether—
 - (i) the building is dangerous under paragraph (a); and
 - (ii) the territorial authority or the chief executive, as the case may be, is required to exercise powers under section 124 or 129 as modified by this order.

ACTION

5. **If Dangerous**
 - a. Issue and attach **RED Notice** – Section 124(1)(b) Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) to the building.
 - b. Return to base and complete Level 1/2 Rapid Assessment with sufficient information so Repair Notices can be prepared.
 - c. Complete Notices Coversheets
 - d. ***Submit to Secretarial Support Officer for preparation of Repair Notice and Letter.***

- e. *Enlist Enforcement Team to Issue and attach Repair Notice – s124(1) (c)) Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) to the building.*
- f. *BET Team to ensure copies sent via mail to property owner.*
- g. *Data uploaded to computer.*

6. If Not dangerous but requires Work to make safe

- a. Advise property owner that they will receive a Repair Notice that will be affixed to the building.
- b. Return to base and complete Level ½ Rapid Assessment with sufficient information so Repair Notices can be prepared.
- c. Complete Notices Coversheet.
- d. *Submit to Secretarial Support Officer for preparation of Repair Notice and Letter.*
- e. *Enlist Enforcement Team to Issue and attach Repair Notice – s124(1) (c)) Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) to the building.*
- f. *BET Team to ensure copies sent via mail to property owner.*
- g. *Data uploaded to computer.*

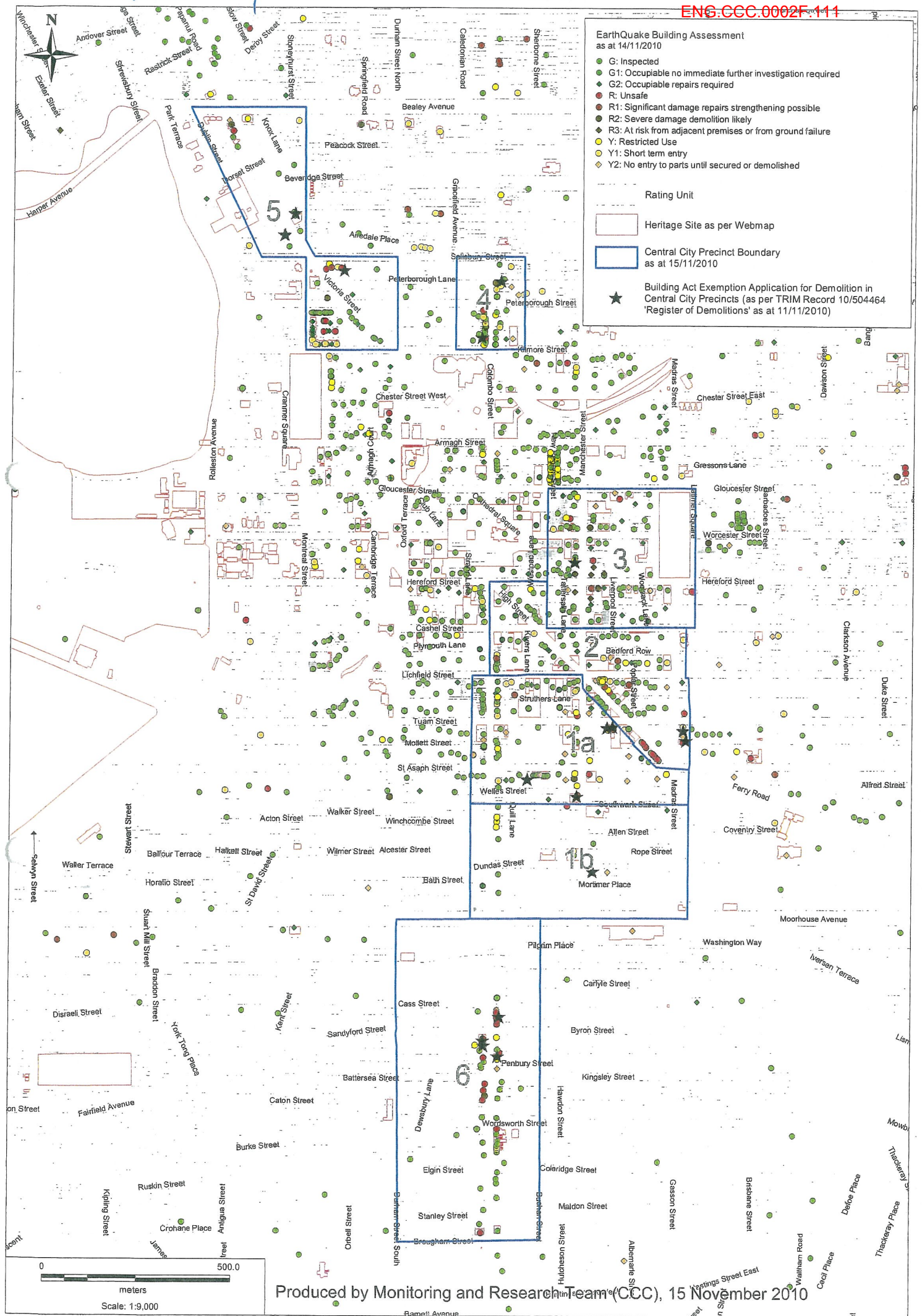
7. If Not dangerous nor requires Work to make safe

- a. Advise property owner that building is not dangerous (provide BRO details if some repairs are required on the building).
- b. No further action - required.
- c. Return to base and complete Level ½ Rapid Assessment with sufficient information of evaluation..
- d. *Data uploaded to computer.*

APPENDIX 17

CENTRAL CITY PRECINCT ASSESSMENT MAP

ENG.CCC.0002F.111

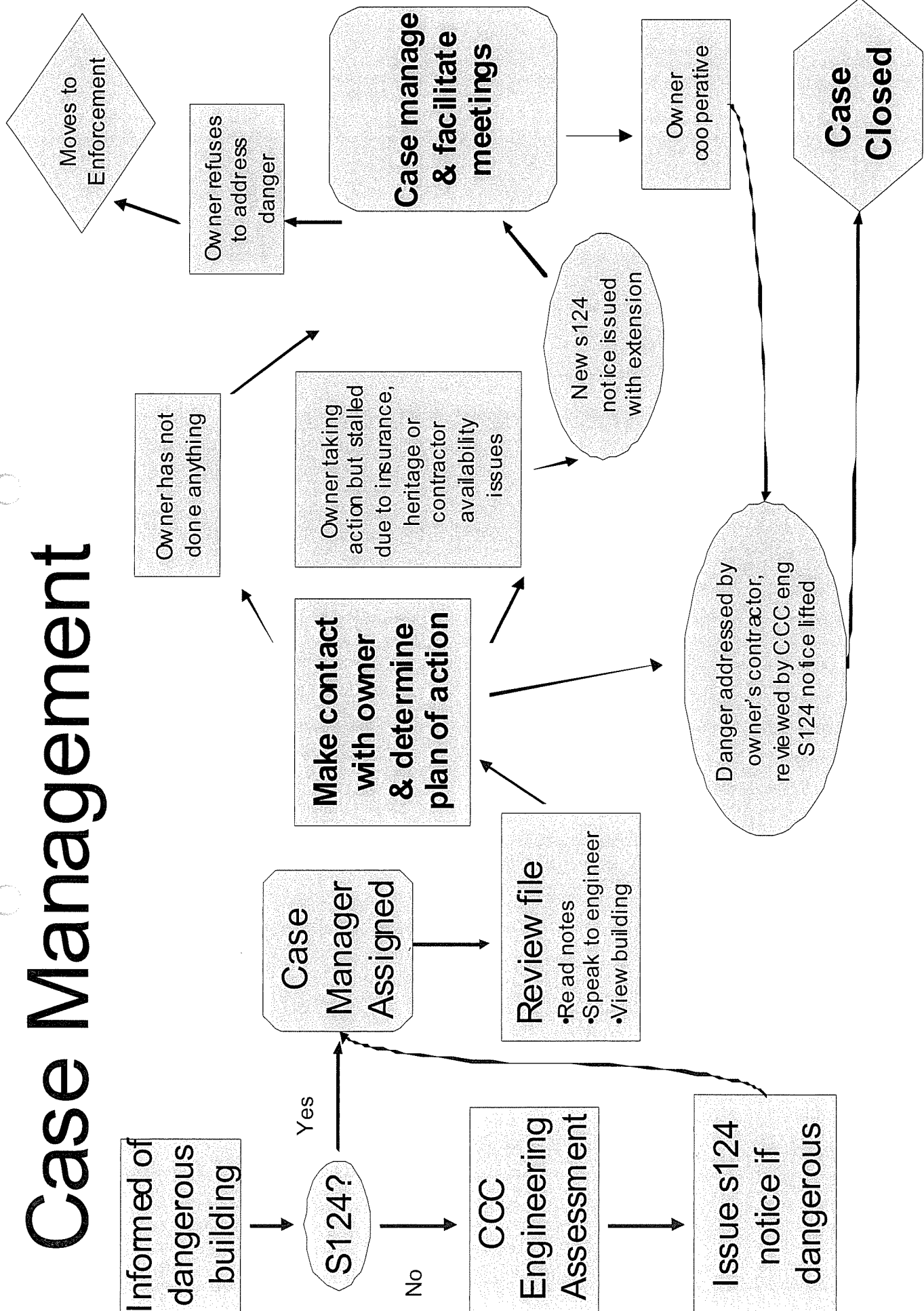


APPENDIX 18

BRO CASE MANAGEMENT PROCESS

Case Management

ENG.CCC.0002F.113



Case Management Guide to Resolving s124 Notices

1. What is the status of the building with s124 notice?
 - What makes it dangerous?
 - What needs to happen to make it safe?
2. Who is it affecting?
 - Neighbours – businesses or other buildings
 - Traffic (pedestrian & vehicle)
3. What cordons are there & what potential is there to move / reduce / remove them?
4. What is the owner doing?
 - Insured?
 - Engineer engaged?
 - Contractors?
 - Consent process needed?
5. What does the owner want to do?
 - Repair or demolish?
6. What needs to happen to get their outcome?
 - Consents (Building or Resource)
 - Traffic & Waste management
 - Engineers assessments
 - Insurance company agreement
7. What does case management need to do?
 - Ensure building owner knows the process
 - Organise meetings with CCC internal staff and building owner external parties (contractors, engineers, insurance)
 - Monitor progress of works as they happen
 - Get building owner to send in paperwork when completed
 - Get CCC engineer to sign off
 - Ensure traffic get CSR to remove cordons (if any)
 - Communication with all parties throughout process
8. Close the file and lift s124 notice
 - All information scanned and into TRIM under property file
 - All notes updated
 - Worksmart entries all updated under CDB file
 - Correspondence included
 - Client/building owner notified

What building owners must provide to resolve s124 notices:

- Engineer's assessment of building indicating what damage has occurred causing the dangerous status and what actions will be taken to address it
- Any proposed traffic & waste management plans (CCC Traffic & Waste teams must approve)
- Any consent or exemption applications (resource or building)
- Timeline of proposed work programme
- When completed, the engineer's report showing what work has been done to reduce / remove the danger with the engineer's declaration that building is not dangerous and photos to support (CCC engineer reviews and counter-signs)

Heritage Buildings

- Protected by RMA
- Listed in City Plan
- 4 Categories (L1-L4)
- Resource consents needed for:
 - Any alterations or work
 - L4 can be “controlled activity” alterations that CCC cannot refuse, but can put conditions on
 - Demolitions
 - 3 stages
 - Planners prepare report to hearings panel or commissioner
 - Decision on notified or non-notified consent (can take up to 70 days if notified and costs \$10K)
 - Decision made on whether consent to demolish is granted

Difficult or uncooperative clients

1. Establish why issue not being addressed
 - Insurance? – offer to contact insurer and advocate on behalf if necessary
 - CCC EQP? – explain policy and get EQP engineering services team to respond
 - No contractor – suggest a range to consider
2. If refusing (passively or aggressively), notify in writing:
 - What is on s124 notice (deadline)
 - What action is needed to address dangerous building
 - Engineers report
 - Timeline of works to be undertaken
 - What legal requirements / obligations under BA04 and consequences for failing to reply
 - Infringements (instant fines of \$1000)
 - Prosecution (up to \$200,000)
3. Hold meeting with building owner and team leader, legal advisor, engineers
4. If necessary, escalate
 - Refer to management to make contact
 - Refer to enforcement
5. Follow through until case resolved
 - Case manage as per BAU

Note in rare instances, there may be a prosecution needed which will be handled by legal department and not case managers

4 categories of owners in two types of buildings

1. Unsafe building
 - a. Owner does nothing
 - Reissue s124 (if owner didn't know what to do); OR
 - Refer to enforcement (if owner uncooperative after case managing)
 - b. Owner doing something but held up due to extenuating circumstances (insurance, EQP, heritage etc.)
 - Reissue s124 with new deadline
 - c. Work underway but will take considerable time
 - Reissue s124 with new deadline
2. Safe building
 - a. Owner addressed danger, work done
 - Case closed, s124 lifted

APPENDIX 19

BRO PROPERTY DAMAGE EXPIRED NOTICES – RE INSPECTION PROCESS

BUILDING RECOVERY OFFICE (BRO)
PROPERTY DAMAGE EXPIRED NOTICES - RE INSPECTION PROCESS
Engineers / Admin / Case Managers/ Enforcement

