



Unreinforced Masonry Buildings Securing Fund application form

Introduction

Following the Hurunui/Kaikōura earthquakes in November 2016, GNS Science advised there is a heightened earthquake risk in areas that include Wellington, Lower Hutt, Marlborough and Hurunui. The Government made an Order in Council, amending the Building Act 2004, to address the risk to public safety from unreinforced masonry (URM) buildings in these areas.

Owners of URM buildings, who received a notice issued under section 124 of the Building Act 2004, are required to secure the street-facing parapet and/or facade on their building within 12 months. In March 2018 the Order in Council was amended in response to practical constraints and the continued heightened seismic risk. The amendments provide building owners with a defence against prosecution where they complete securing work within 18 months of the date the notice was issued.

To be eligible for the additional six months the building owner must have taken reasonable steps, which are defined as:

- › the design of the building work required under the notice has been, or is being, carried out or reviewed by a chartered professional engineer; and
- › a programme of work¹ is available to the territorial authority for inspection, within the original 12 month period, showing how the building work required under the section 124 notice will be completed within 18 months of the date on which the notice was issued.

1 The programme of work could be a document that provides an indication of when they intend to contract a builder to do the work, and when they expect the work to be done.

Assistance is provided to owners of buildings issued a section 124 notice by their local council. Building owners can seek reimbursement towards engineering assessment costs (to a maximum in certain scenarios) as soon as the assessment has been completed. Building owners can apply for funding towards costs associated with remediation works when the building is proven secure and the section 124 notice is lifted.

To access funding, securing work must have been completed within the stated time period:

- › Building owners who meet the requirements for the 'reasonable steps' extension must complete securing work within 18 months of the date on which the section 124 notice was issued.
- › Building owners who do not meet the requirements for the 'reasonable steps' extension must complete securing work within 12 months of the date on which the section 124 notice was issued.

Note: Applications for costs associated with securing work completed past the specified 12 or 18 month timeframe will be ineligible to receive support.

Please read and understand the following information before completing this form.



Information collection and privacy statement

The Ministry of Business, Innovation & Employment (MBIE) is collecting this information in order to assess and process your Unreinforced Masonry (URM) Buildings Securing Fund application and to make funding payments. We will share this information with the Ministry for Culture and Heritage where applicants have buildings with a heritage listing and may contact you or your territorial authority about your application, including the requirements specified in the section 124 notice. We may also use the information we gather in an anonymised form, for statistical purposes.

Please complete all applicable fields on this application form and ensure the form is signed on page 9. Applications that do not provide adequate contact details or are incomplete may experience delays in processing and payment. You will be requested to provide the outstanding required information in order to continue processing your application.

All information held by MBIE is subject to the provisions of the Official Information Act 1982. This means that the information provided on this form, or information related to it, may be released on request, unless there are grounds to withhold it. All requests under the Official Information Act 1982 are considered on a case by case basis. MBIE recommends that you do not provide any details beyond those requested in this form, or send documents other than those requested. If any extra details or documents are provided, they will become part of your file and may be provided to future parties or to the public if requested under the Official Information Act 1982.

If you wish to check personal information MBIE holds, or request its correction, please write to:

Privacy Officer
Ministry of Business, Innovation & Employment
PO Box 5488, Wellington 6011.

Note: The Ministry of Business, Innovation & Employment reserves the right to audit any application for URM Buildings Securing funding at any time during processing (including once payment has been made to the building owner).

INSTRUCTIONS FOR COMPLETING THIS FORM

Reimbursement under the URM fund

All building owners who have been issued with a section 124 notice by their local council and have had an engineering assessment completed can apply to the Ministry of Business, Innovation & Employment to seek reimbursement towards those costs.

The total amount of funding available towards remedial work under the URM Buildings Securing Fund varies for different building types:

- Category A) Buildings of any height that have been proven secure with an engineering assessment (ie. no remedial work is required). Reimbursement to a maximum of \$1,500 can be sought per s124 notice issued.
- Category B) Buildings with 1 or 2 storeys requiring remedial work can seek reimbursement to a maximum of \$25,000 per s124 notice issued.
- Category C) Buildings with 3 or more storeys requiring remedial work can seek reimbursement to a maximum of \$65,000 per s124 notice issued.
- Category D) Where one building is on the corner of two streets listed in the Schedule of the Hurunui/Kaikōura Earthquake Recovery (Unreinforced Masonry Buildings) Order 2017, the fund will contribute half the costs for each facade:
 - Buildings with 2 storeys and 2 streets listed² can seek reimbursement of up to \$25,000 per street listed, to a maximum of \$50,000
 - Buildings with 3 storeys and over with 2 streets listed² can seek reimbursement of up to \$65,000 per street listed, to a maximum of \$130,000

QUALIFYING WORK

The building owner is responsible for at least 50% of costs associated with qualifying work. Please note the building owner is responsible for paying all invoices relating to completion of URM securing work. URM Buildings Securing Fund payments will be deposited into the building owner's nominated bank account.

The scope of securing work *eligible for funding support* includes the costs of:

- Designing and specifying the securing solution, including consideration of heritage values
- Monitoring, to ensure the securing solution is constructed correctly
- Tendering and any additional contract supervision
- Physical work, including:
 - labour and material costs
 - costs associated with the need to access the parapets and/or facades (such as scaffolding, crane use)
 - costs associated with safety measures needed to protect those that are doing the securing work, working in or passing by the building, from hazards arising from falling from height, falling building materials and equipment and obstacles in pathways
 - costs associated with rubbish removal and site clean up
 - minor cosmetic "making good" work.
- Note: In February 2018, the definition of work that qualifies under the Unreinforced Masonry Buildings Securing Fund was updated to include the removal of URM elements from non-heritage buildings. Funding would only be provided to remove URM elements from non-heritage buildings, and does not include the demolition of the entire building.

NON-QUALIFYING WORK

The following costs, not directly associated with the securing work, are excluded from funding eligibility:

- Costs associated with demolition (whether partial or full)
- Business interruption costs
- Costs associated with identification of and removal of asbestos or other hazardous substances
- Labour or services to secure provided by the owner or a direct relative of an owner
- Incidental improvements
- Legal costs
- Permits and fees charged by the Council for working vehicle parking, easements, etc.

Note: Costs associated with work completed prior to the 2016 Hurunui/Kaikōura earthquake are not eligible.

² Where one building is on the corner of two streets listed in the Schedule of the Hurunui/Kaikōura Earthquake Recovery (Unreinforced Masonry Buildings) Order 2017, the fund will contribute up to half the costs for each street listed.

EVIDENCE OF COSTS ASSOCIATED WITH SECURING WORK

Copies of all invoices showing costs associated with securing work **must be attached** to the application form. The invoices must:

- Include the section 124 number and building address the invoice relates to
- Explicitly state the separate costs associated with engineering assessment and design solution, and remedial work
- Be itemised and clearly show all costs for qualifying work
- Include labour hourly rates and number of labour hours claimed.

If costs are fixed, evidence is to be provided that the amount was agreed in advance, as well as agreed escalation payments (if applicable).

Where building work is completed in addition to the section 124 requirements, invoices should show a clear separation of costs associated with qualifying and non-qualifying work.

MBIE will make an assessment of the costs associated with qualifying work on which the URM Buildings Securing Fund contribution will be based.

BUILDING OWNERSHIP INFORMATION REQUIRED

Print the full name of the current owner(s) of the building, exactly as shown on the Certificate of Title:

- Include all first/given names and surname/family name(s)
- If the building is jointly owned, include all owners' names³
- If a company owns the building, print the name of the company in full
- If the building is held on trust, print the names of the trustees as listed on the Certificate of Title
- A request for funding by a company or trust must be appropriately authorised.

CALCULATING YOUR REIMBURSEMENT

The following tables provide examples of summarised costs, to assist with calculations. There are examples for each of the categories showing if 50% of your costs are above or below the funding available.

CATEGORY A) Buildings of any height that are proven secure by engineering assessment, with no further work required.

Funding available to a maximum of \$1,500	Total assessment cost incurred	URM Fund claimed	Cost to building owner
s124 notice # 12345 Street address 123 Sample Street Work undertaken: Engineering assessment	\$3,500	\$1,500	\$2,000
s124 notice # 34567 Street address 59 Example Road Work undertaken: Engineering assessment	\$1,000	\$500	\$500

³ The applicant must be the building owner or an authorised representative of the building owner. Where there is more than one building owner, the applicant must provide written evidence that they have the appropriate authority of all building owners. If you are not the building owner, you need to provide written evidence that you are authorised to submit the application on behalf of the owner(s) which must be signed by the building owner(s).

CATEGORY B) Buildings with 1 or 2 storeys requiring engineering assessment, design solution and remedial work to secure parapets and/or facades to satisfy requirements of section 124 notice.

Funding available to a maximum of \$25,000	Total cost incurred	URM Fund claimed	Cost to building owner
s124 notice # <i>45785</i> Street address <i>123 Yellow Terrace</i> Work undertaken: Engineering assessment and design solution Remedial work TOTAL:	 \$10,000 <u>\$50,000</u> \$60,000	 \$5,000 <u>\$20,000</u> \$25,000	 \$35,000
s124 notice # <i>85747</i> Street address <i>135 Green Place</i> Work undertaken: Engineering assessment and design solution Remedial work TOTAL:	 \$3,000 <u>\$7,000</u> \$10,000	 \$1,500 <u>\$3,500</u> \$5,000	 \$5,000

CATEGORY C) Buildings with 3 or more storeys requiring engineering assessment, design solution and remedial work to secure parapets and/or facades to satisfy requirements of section 124 notice.

Funding available to a maximum of \$65,000	Total cost incurred	URM Fund claimed	Cost to building owner
s124 notice # <i>65587</i> Street address <i>246 Gravel Road</i> Work undertaken: Engineering assessment and design solution Remedial work TOTAL:	 \$40,000 <u>\$110,000</u> \$150,000	 \$20,000 <u>\$45,000</u> \$65,000	 \$85,000
s124 notice # <i>87896</i> Street address <i>680 Concrete Crescent</i> Work undertaken: Engineering assessment and design solution Remedial work TOTAL:	 \$10,000 <u>\$30,000</u> \$40,000	 \$5,000 <u>\$15,000</u> \$20,000	 \$20,000

CATEGORY D) Buildings on the corner of two streets listed in the Schedule requiring engineering assessment, design solution and remedial work to satisfy requirements of section 124 notice, can seek reimbursement for half the costs for each street listed.

a) Buildings with 2 storeys and 2 streets listed⁴ can seek reimbursement of up to \$25,000 per street listed, to a maximum of \$50,000	Total cost incurred	URM Fund claimed	Cost to building owner
s124 notice # 65287 Street address <i>Corner of 56 Grey Road & 48 Black Road 2 storeys and 2 facades</i> Work undertaken: Engineering assessment and design solution Remedial work TOTAL:	 \$30,000 <u>\$90,000</u> \$120,000	 \$15,000 <u>\$35,000</u> \$50,000	 \$70,000
b) Buildings with 3 storeys and over with 2 streets listed² can seek reimbursement of up to \$65,000 per street listed, to a maximum of \$130,000	Total cost incurred	URM Fund claimed	Cost to building owner
s124 notice # 96896 Street address <i>Corner of 80 Blue Street & 1 Teal Street 3 storeys and 2 facades</i> Work undertaken: Engineering assessment and design solution Remedial work TOTAL:	 \$80,000 <u>\$200,000</u> \$280,000	 \$40,000 <u>\$90,000</u> \$130,000	 \$150,000

APPLICATION INFORMATION REQUIRED

Please complete the following tables, detailing the costs you have incurred in completing the securing work. Copies of all invoices showing costs for securing work **must be attached** to your application.

SECTION A: DETAILS OF BUILDING

Please complete relevant details below.

Section 124 notice number(s):	
Building address details:	
Name of building (if applicable):	
Local council (tick one):	<input type="checkbox"/> Hurunui <input type="checkbox"/> Hutt City <input type="checkbox"/> Marlborough <input type="checkbox"/> Wellington Note: Areas in scope of the Hurunui/Kaikoura Earthquakes Recovery Act 2016.

⁴ Where one building is on the corner of two streets listed in the Schedule of the Hurunui/Kaikōura Earthquake Recovery (Unreinforced Masonry Buildings) Order 2017, the fund will contribute up to half the costs for each street listed.

SECTION B: DETAILS OF BUILDING OWNERSHIP	
If owned by individuals	
Name(s) of individual owner(s):	
If held on behalf of a trust	
Name of trust:	
Name(s) of trustees as listed on the certificate of title:	
If held on behalf of a company	
Name of company:	
Name(s) of authorised signatories:	
Primary contact person in relation to this application	
Name:	
Mailing address:	
Town:	Postcode:
Contact telephone number:	
Email address: Note: by providing an email address, you agree that the Ministry of Business, Innovation & Employment may contact the primary contact person via email.	
Please state your preferred method of contact (tick one): <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter	

Please provide a brief description of work completed:

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SECTION C: REIMBURSEMENT SOUGHT

This form can be used to request reimbursement of engineering assessment costs against Categories A, B, C and D.

Please note, costs for engineering assessments that are reimbursed against Categories B, C and D, will be deducted from the maximum funding available under that category of the URM Buildings Securing Fund. This will be taken into consideration when processing any future claims for remediation work completed.

Please indicate the item(s) for which you are seeking reimbursement:

- Category A: Buildings of any height that have been proven secure with an engineering assessment – no further work required: maximum of \$1,500.
- Category B: Buildings with 1 or 2 storeys requiring engineering assessment, design solution and remedial work to secure facade and/or parapet to satisfy requirements of section 124 notice: maximum of \$25,000.
- Category C: Buildings with 3 or more storeys requiring engineering assessment, design solution and remedial work to secure facade and/or parapet to satisfy requirements of section 124 notice: maximum of \$65,000.
- Category D: Buildings on the corner of two streets listed in the Schedule requiring engineering assessment, design solution and remedial work to satisfy requirements of section 124 notice, can seek reimbursement for half the costs for each street listed:
- Buildings with 2 storeys and 2 streets listed⁵ can seek reimbursement of up to \$25,000 per street listed, to a maximum of \$50,000
 - Buildings with 3 storeys and over with 2 streets listed⁵ can seek reimbursement of up to \$65,000 per street listed, to a maximum of \$130,000.

	Total cost incurred	URM Fund claimed	Cost to building owner
s124 notice # Street address Work undertaken: Engineering assessment Remedial work			
s124 notice # Street address Work undertaken: Engineering assessment Remedial work TOTAL:			
s124 notice # Street address Work undertaken: Engineering assessment Remedial work TOTAL:			

⁵ Where one building is on the corner of two streets listed in the Schedule of the Hurunui/Kaikōura Earthquake Recovery (Unreinforced Masonry Buildings) Order 2017, the fund will contribute up to half the costs for each street listed.

SUPPORTING DOCUMENTS REQUIRED**Please include copies of the following information with your completed application form.**

Note: This information **must be provided** in order to process your application. Missing information will result in delays processing your application.

- Council's written confirmation that the notice issued under section 124 of the Building Act 2004 has been removed. Note: not required if applying for costs associated with engineering assessments.
- Invoices, detailing costs associated with completing URM remediation work that is eligible for funding.
Note: Invoice(s) must explicitly separate costs associated with engineering assessment and design solution, and remedial work completed. Invoice(s) must show itemised costs for work completed on parapets and/or facades and must separate costs that are not eligible under the URM Buildings Securing Fund.
- Bank statement or bank deposit slip showing the bank account details into which the URM Buildings Securing Fund payment is to be deposited.

STATUTORY DECLARATION

Building owners receiving Heritage EQUIP funding through the Ministry for Culture & Heritage cannot receive funding from the URM Buildings Securing Fund for the same type of work. The choice of funding option is at the discretion of the building owner(s).

I/we, the person(s) authorised to submit this URM Buildings fund application to the Ministry of Business, Innovation & Employment, declare that I/we:

- Am/are not currently receiving funding from the Ministry for Culture & Heritage, via Heritage EQUIP, for the same work against which URM Buildings funding is claimed.
- Do not have an application currently lodged with the Ministry for Culture & Heritage, for Heritage EQUIP funding for the same work against which URM Buildings Securing funding is claimed.
- Do not intend to lodge an application with the Ministry for Culture & Heritage, for Heritage EQUIP funding for the same work against which URM Buildings Securing funding is claimed.

I/we further state that the costs claimed relate only to securing work of qualifying parapets and/or facades in accordance with the s124 notice issued to the building owner and do not include any work outside the scope of the requirements specified in the s124 notice.

By signing this form you certify that the information you have provided is true and correct.

Signed by: _____

Date: _____

AUTHORISATION FOR THE MINISTRY TO SHARE INFORMATION

I _____ (full name) confirm that the owner(s) authorise the Ministry of Business, Innovation & Employment to share relevant information about this claim with the appropriate territorial authority and/or the Ministry for Culture and Heritage as required.

SEND YOUR COMPLETED FORM

There are two ways to send your completed application form and all required documentation.

1. By email to: **urm.admin@mbie.govt.nz**

Note: If emailing attachments separately, please clearly note the section 124 notice number on each attachment.

2. By post to:

URM Buildings Securing Fund Applications
Ministry of Business, Innovation & Employment
PO Box 1473
Wellington 6140

Note: If posting your application and required documents, please keep a copy for your records.

Applications must be submitted to the Ministry of Business, Innovation & Employment no later than 31 December 2018 in order to be considered for URM Buildings Securing Fund support.

MORE INFORMATION

Further information about the URM Buildings Securing Fund is available by phoning 0800 24 22 43, emailing **info@building.govt.nz** or visiting the Building Performance website: **www.building.govt.nz/urm**