



# saveBOARD Product Substitution Guide NZ 2022

## Quick step guide to saveBOARD internal lining BCA substitution approval on site:

### **The following is Six simple steps to substituting your wall lining product with saveBOARD:**

1. Confirm that your chosen saveBOARD product is suitable for your project.
2. Fill in the appropriate Minor Variation form\* with the specific details of your project.
3. From the saveBOARD website download the necessary supporting technical data for the saveBOARD product you have confirmed is suitable for your project.
4. Create an application pack\*\* to include the completed Minor Variation form and all the necessary support documentation (must include other relevant parties approval/signatures).
5. Inform the BCA of your intent to substitute lining product and provide the completed substitution package at the next BCA inspection. (We also recommend you submit this information online to the BCA portal)
6. Ensure the substitution is approved by the BCA inspector and recorded before work starts on site.

NOTE: We recommend you read and understand the guidance provided in this document before committing to material substitution.

\*The Appendix of this document includes a worked example of a minor variation for saveBOARD substitution form.

\*\*The saveBOARD minor variation form includes a checklist for information and steps required for a complete application.



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## 1. Intro

There are several reasons you might want to substitute your building lining product for saveBOARD; these may include price, lack of availability, or more importantly a desire by you, your designer or contractor to use an environmental superior alternative.

At saveBOARD we know how important it is for you to minimise the impact on the environment, but we also want to provide you with the best performing product for your building. With saveBOARD it easy for you to make that right choice for product today, that influence all our futures tomorrow.

### **Why can you trust saveBOARD for Building Compliance?**

At saveBOARD we have invested extensively in evidence and testing to demonstrate compliance for building in NZ. saveBOARD is a US proven product with > 13 years in-service history. The product has been successfully tested (in the US) to meet all appropriate International Building Code requirements and now NZ third party experts have completed evaluation and testing to confirm saveBOARD demonstrates equivalence and compatibility to other NZ accepted products and all necessary NZ Building Code requirements.

## 2. Purpose

Changing a building product in NZ building regulatory context is referred to as product substitution. The purpose of this simple guidance is to provide building owners, designers, contractors, and Building Consent Authorities (BCA's) with key information and easy to understand steps on how to make a substitution to saveBOARD as a suitable equivalent building lining product.

This guide follows the government guidelines for product substitution issued by the NZ Ministry of Business, Innovation and Employment (MBIE) in 2021. A link to this document can be found in this document and key examples are taken from the MBIE guidance to endorse the substitution process for saveBOARD.

### **Important Key Questions**

**Before you make a substitution to saveBOARD there are five key questions to consider:**

1. Is saveBOARD the right product for your building application?
2. Do you need approval before substituting to saveBOARD?
3. Who needs to be informed when you make a saveBOARD substitution?
4. What is the process required for saveBOARD substitution?
5. What information must be provided?

This document provides easy to understand explanation and guidance on how to ensure you understand the importance of these questions and can then with confidence make a substitution to saveBOARD ensuring minimal hassles.



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## KEY QUESTION 1 - Is saveBOARD the right product for your building application?

Regardless of whether you need a building consent or not, all building work must comply with the NZ building code. Therefore, it is recommended that you always take professional advice before undertaking building work to ensure the ongoing safety of your building and that it is fit for purpose. Not all building products are the same and it is important that you confirm that saveBOARD is the right product for your building application before committing to substitution.

The saveBOARD technical guidance provides all the necessary information on suitable saveBOARD applications you need.

saveBOARD provides up to date comprehensive Product Technical Statements (PTS) to support product use and we have provided BCA applications form worked examples within this document to make the process simple.

The saveBOARD technical support team are available should you have any questions, but your Designer, Builder or BCA should be equally involved in this decision.

## KEY QUESTION 2 - Do you need approval before substituting to saveBOARD?

The answer to this question can be 'YES and NO'.

### 2.1 Work that requires a building consent

If your building work requires a building consent, then YES, you will need approval from the Building Consent Authority (BCA) to substitute any previously approved building material.

*Don't panic. Providing you provide the correct information the process is easy; free of charge and can be completed as part of the next BCA onsite inspection.*

*In the next section we have provided simple guidance and information on how to achieve this effectively with your local BCA.*

### 2.2 Work that does not require a building consent

If your building work does not require a building consent, then 'NO' you will not need BCA approval to substitute building material.

*Notwithstanding that BCA approval is not be required, it is still important to confirm that saveBOARD is the correct product for your application.*

*We recommend that you inform all other parties involved in your project about the substitution as it is important to ensure collective agreement. This is explained in the next section.*



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## KEY QUESTION 3 - Who needs to be informed when you make a saveBOARD substitution?

### 3.1 Discuss with all parties

The building owner will usually be responsible for making final product decisions unless they have delegated this responsibility to another person, but saveBOARD substitution should be discussed between all parties – the designer, contractors, project manager, building owner and any other involved parties – as all have roles and responsibilities under NZ Building Law.

#### 3.1.1 If the work subject to a contract?

If you have decided to use saveBOARD as a product that is different from a lining material specified in the plans and specification that forms part of a formal contract agreement, we recommend you:

- Obtain the contract parties agreement (building owner, contractors, designers, etc)
- Record any substitution agreed in the contract.

## KEY QUESTION 4 - What is the process required for saveBOARD substitution?

### 4.1 Process for saveBOARD product substitution – Minor variation to a Building Consent

If you want to substitute the lining board approved in a building consent you must obtain a Minor Variation to the building consent from the BCA.

The good news is substituting your current approved internal lining for the equivalent saveBOARD product is a simple and a very minor process. In fact, substituting a comparable product (such as internal lining boards) has been defined by Government Regulation as a 'minor variation'. (See extract from the MBIE Guidance on next page)



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## 7. Examples of product substitution

The following examples describe common situations where product substitution could be considered and some of the decisions involved.

### **Plasterboard wall lining**

John is a builder and is in the process of carrying out alterations at Marea's house. John visits his supplier to purchase the interior plasterboard wall lining needed for the building work, noting that the designer has specified a certain brand of plasterboard to be used. The suppliers advise that they are out of stock of the specified plasterboard but have a similar product of a different brand available.

John requires the plasterboard urgently and considers substituting the product. As he is not familiar with this brand or manufacturer, he asks the supplier for detailed information about the product and its compliance with the Building Code.

The supplier is able to provide a copy of the manufacturer's product technical statement (PTS), which John reviews and finds it clear and comprehensive. In particular, John checks that the product is suitable for use in wet areas as the house alteration involves the addition of a new bathroom.

Because John's contract does not authorise him to make any decisions about which product to use, he contacts Marea to seek approval to use the alternative brand of plasterboard. Marea agrees and they both note the changes in their contract. John then contacts the BCA which issued the building consent for the alterations regarding the proposed change.

The BCA official is familiar with this type of wall lining and does not require any further product information from the builder. The BCA considers that using a different brand of wall lining is a minor variation to the building consent, processes the change and notes this on the consent file.

John is now able to go ahead with purchasing and using the plasterboard.

Extract from the MBIE guide for building product substitution- 2021.

### **LINK TO MBIE GUIDANCE:**

<https://www.building.govt.nz/assets/Uploads/building-code-compliance/certifications-programmes/product-assurance/product-substitution.pdf>

What this example shows is that if you provide the necessary application technical saveBOARD information to the BCA they can approve a minor variation on site without delay. The process is also free of charge.

We recommend that you let the BCA know that you wish to apply for Minor Variation approval on site before the next inspection to ensure that the inspector has time to review the information.

Once the inspector approves the minor variation information, she or he will make a specific note on the site inspection record and submit the minor variation information into the BCA file for the project.

We have provided a generic Minor Variation application sheet in this document, but you will find that most BCA's have their own form specifically for this process.

They are normally easy to find on their website. A suggested web search is:

### **Name of Local Authority - BCA - Building Consent - Minor Variation Form**

Many BCA's stamp or sign the approved plans on – site as a record of substitution .

We recommend that it is good practice for all parties (The builder, BCA, Designer and Owner) to receive a record of the stamped and approved substitution documentation.

### **4.2 Process for saveBOARD product substitution – Minor variation (No Building Consent)**

Follow the guidance provided in section 2.2 and 3.1 above.



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## KEY QUESTION 5 - What information must be provided?

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**\*\*The saveBOARD minor variation form includes a checklist for information and steps required for a complete application.**

**Note: Many BCA's have their own Minor Variation form and may specifically require application using their form. Our example details all the information required and you can use it as a guide**

## On Site application to substitute saveBOARD internal lining product. (Minor Variation to Approved Building Consent)

This application is to advise [INSERT LOCAL AUTHORITY BCA NAME] that the following minor variation to use saveBOARD internal lining is proposed to be undertaken on the building situated at the address listed below. This is a minor variation as defined by NZ Building (Minor Variations) Regulations 2009 and supported by the process prescribed in Section 45A Building Act 2004. (Please refer to the MBIE website for guidance on a minor variation: <http://www.building.govt.nz/building-index>)

**IMPORTANT NOTE:** It is the owners (or authorized agents) responsibility to notify BCA of any changes to the approved building consent plans under Section 40 of the Building Act 2004; **any variation must be discussed and agreed on site with the Building Inspector, and this application must be approved before work can proceed.**

If the variation involves restricted building work (NOTE: for saveBOARD internal linings this would be use as a part of a structural bracing system), the designer must provide an amended certificate of works for the changes to the design work.

Minor variation for building consent number:	BC:
Site address:	
Owner mailing address:	Postcode:
Applicants role in project:	
Contact phone no:	

### Minor Variation supporting information checklist:

- A completed minor variation form (saveBOARD generic/BCA specific)
- A copy of the saveBOARD internal lining product technical information.
- Updated design information - i.e. Any amended plan, or site instruction, and a certificate of design work issued by the designer. (If applicable). Note: Variation involving restricted building work (See Note above) must include updated design information.
- Confirmation of agreement from the building owner (Form signed below)
- Confirmation of agreement from the designer (If applicable – Form signed below)
- Confirmation of agreement from the contractor (Form signed below)

**Detailed description of variation to be agreed on site with Building Inspector:**

- Proposed substitution of (Gypsum Plasterboard - Product X internal lining Board – Assumed) to saveBOARD (10mm/12mm internal lining board/ 10mm/12mm internal Exposed lining board – (\*Delete as applicable).  
Wet areas substrates (bathroom, Excluded)
  - Compliance evidence provided on site:  
-saveBOARD Product Technical Statements demonstrating building code performance equivalence for Building Code Clauses -B1 Structure – B2 Durability – C3 Fire (Spread of Flame) E3 Internal Moisture – F2 Hazardous Material- H1 Energy Efficiency. Refer to saveBOARD installation guide.
- NOTE: If applicable bracing calculation is to be updated to reflect the bracing performance on saveBOARD sheets.
- Provide additional comment overleaf if necessary:

Owners  
name:

Agents  
name:

Owners  
signature:

Agents  
signature:

Date:

Date:

(If a role is not applicable enter NA)

Contractors  
name:

Designers  
name:

Contractors  
signature:

Designers  
signature:

Date:

Designer has written  
authority to act as  
Agent for owner

YES

NO

**BCA Inspector to complete:**

Updated plans/information provided  YES  NO

The variation affects restricted building work  
(If yes, updated certificate of design work must  
be provided)  YES  NO

The variation is minor and does not materially  
affect compliance  YES  NO

Work may proceed  YES  NO

Minor variation  APPROVED  DECLINED  Minor variation entered into  
BCA System

If declined reason given  

Inspectors name:  

Date:  

**Note: If the scope of work has been reduced, please advise BCA Admin to update the description of work.**

**The applicant must submit this completed and signed form onsite to the BCA inspector. It is also recommended that the updated plans and information should be submitted via the BCA online portal (where available).**



## Glossary

### **Building Consent Authority (BCA)**

**Building Act 2004** The Building Consent Authority (normally the Local Authority in the NZ region)

**MBIE** Ministry of Business Innovation and Employment (The govt body responsible for administration and guidance on building in NZ)

**Minor Variation** A minor variation is a minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications under the building consent approved.

A minor variation under the Building Act 2004 is defined by the Building (Minor Variations) Regulations 2009

**Product Technical Statements (PTS)** summarises the key details about your building product or system to make it easier for everyone in the building process.