# technical question form

**CONTACT INFORMATION:**

|  |  |
| --- | --- |
| QUESTION SUBMITTED BY: | NAME & ROLE |
| OF: | COMPANY/ ORGANISATION |
| CONTACT: | EMAIL AND/OR PHONE NUMBER |
| ON: | DATE |

**TOOL (Please select which tool(s) the technical question is relevant to):**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMMUNITIES  | [ ]  |  |  |  |
| DESIGN & AS-BUILT | [ ]  |  | STANDALONE | [ ]  |
| INTERIORS | [ ]  |  | TERRACED | [ ]  |
| PERFORMANCE | [ ]  |  | APARTMENTS | [ ]  |
| LEGACY: v3/ 2009 Base Building | [ ]  |  |  |  |
| LEGACY: Office Interiors | [ ]  |  |  |  |

**PROJECT INFORMATION:**

|  |  |
| --- | --- |
| This question is not related to a specific project | [ ]  |
| This question is in relation to a specific, registered\* project: | [ ]  |
| PROJECT NAME: | project name |
| PROJECT NUMBER: | project number |

**TECHNICAL QUESTION:**

|  |  |  |  |
| --- | --- | --- | --- |
| The question relates to a specific credit or credits within Green Star/ Homestar | Yes | [ ]  | Credit number and name |
| No | [ ]  |  |
| *Select which of the following most accurately describes the type of question:* |
| **Alternative Compliance:** I would like to propose an alternative, yet equivalent means of compliance for one of the credits within Green Star/ Homestar. | [ ]  |
| **Scope of Assessment/ Area Definition:** I have a question or proposal relating to how criteria is applied to different areas within my project/ precinct, or how shared services can be addressed. | [ ]  |
| **Technical Guidance:** I have a question relating to the compliance requirements or guidance that is not explicitly explained in the Submission Guidelines/ Technical Manual. | [ ]  |
| **Calculators:** I require assistance with the calculators and/or calculator guides. | [ ]  |
| **Documentation:** I have a question relating to what documentation to submit, and/or whether alternative documentation is acceptable etc | [ ]  |
| **Products/ Materials:** I have a question related to product inclusions/ exclusions, how to quantify volumes, recognised eco-labels, credit compliance requirements or similar |  | [ ]  |
| **Certification Process:** Guidance on submission and assessment timelines, assessment process, fees, clarification of assessment comments etc | [ ]  |
| **Other** |  | [ ]  |

**DESCRIPTION OF QUESTION OR PROPOSED ALTERNATIVE COMPLIANCE:**

*Please provide a description of the question or proposed alternative compliance pathway (if applicable).*

**DOCUMENTATION:**

Your submission must contain all of the evidence required for the NZGBC to understand the question, or situation and what is being proposed. Please append relevant documentation to this form.

|  |  |
| --- | --- |
| **Supporting Documentation** (Name / title / description of document) | **Reference**(Page no. or section) |
| #### | #### |
| #### | #### |

# outcome of the TECHNICAL QUESTION

Technical Question Reference Number: NZGBC to complete

The Technical Question described above has been considered and the outcome is as follows:

*NZGBC will insert the formal response here once finalised.*

# review

**NZGBC TO COMPLETE:**

|  |  |  |  |
| --- | --- | --- | --- |
| SENT FOR REVIEW ON: | Date | DUE DATE: | Date |
| REVIEWER: | Name/ Initials | NZGBC Tech Coord: | Initials |
| PROJECT SPECIFIC (CIR) | [ ]  | GENERIC (TC) | [ ]  |

**PROPOSED WORDING OF RESPONSE**

*NZGBC will prepare a draft response and insert it here, or it may be as worded by the project team/ GSAP.*

Reviewers are asked to support (or otherwise) the above statement taking into consideration the considerations below:

|  |  |
| --- | --- |
| Relevant section of Technical Manual(s) |  |
| TOOL | credit/ page number |
| TOOL | credit/ page number |

**Precedent rulings and/or NZGBC commentary:**

**GBCA stance (if known):**

**ASSESSOR/ AUDITOR TO COMPLETE:**

|  |  |
| --- | --- |
| **RECOMMENDED OUTCOME:** |  |
|  | Support | [ ]  |
|  | Support Conditionally | [ ]  |
|  | Do Not Support | [ ]  |
| **ASSESSMENT:** | **YES** | **NO** |
| I have the professional expertise to make a recommendation on this subject | [ ]  | [ ]  |
| This document and associated supporting documentation provides all the information I need to make a recommendation | [ ]  | [ ]  |
| Does this recommendation conflict with any other credits/ clarifications/ precedent rulings? | [ ]  | [ ]  |
| Does the recommendation pose potential loopholes for misuse? | [ ]  | [ ]  |

**DISCUSSION**

*Please describe here any potential loopholes, additional requirements and general commentary.*

**REVISED WORDING OF RESPONSE**

If you recommend a revision to the wording of the response to the project team, please propose here:

# approval

**NZGBC TO COMPLETE:**

|  |  |
| --- | --- |
| The response is free of grammatical errors  | [ ]  |
| The response does not conflict with any other technical guidance or rulings | [ ]  |
| The response is supported by the Director of Market Transformation | [ ]  *Signed:*  |
|  |  *Date:* |

Commentary: