

ENABLE NEW ZEALAND HOUSING MODIFICATION TOOLKIT FOR ACC AND ASSESSORS (ALSO UPLOADED TO WEBSITE)

Minor Modification Service

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What is the purpose of the minor modification service?

The minor modification service is for modification solutions that do not require building consent. These may include but are not limited to:

1. Ramps less than 1 metre in height
2. Decks and/or landings less than 1 m in height
3. Installation of low rise platform lifts
4. Installation of stair lifts
5. Custom-made one off internal and external handrails that require fabrication
6. Door widening
7. Easy steps less than 1 metre in height
8. Fencing / gates (where building consent is not required)

9. Hand held (slide) showers

What information will I need to book an appointment with a builder?

It is important to us that we provide the right building expertise so the helpdesk will use the information the Assessor provides to ensure that the builder with the most relevant building experience and expertise comes to the site meeting.

The Assessor will need to provide the following:

1. Date of the appointment (**minimum of 36 hours notice is preferred**)
2. Client's name and claim number
3. Address of the property
4. Flag any risks or hazards associated with the site visit
5. A summary of the injury related need and the solution(s) the Assessor is considering i.e Access and a ramp for a client who uses a wheelchair.

How do I contact a builder?

The minor modification service provides access to builders who will come to the client's property with the Assessor to discuss the anticipated solution.

Please call 0800 226 700 to book a site meeting appointment with the builder.

What information do I need to provide to the builder for the quote and sketch?

The builder will provide the sketch and the quote based on the information the Assessor supplies on site. The Assessor will confirm the goal for the modification i.e what will be achieved for the client. The Assessor will provide the client's specific requirements. We have listed a few examples below; these are in no way exhaustive:

1. Ramp gradient and width
2. Easy step tread depth (usually 400mm deep)
3. Slide shower and mixer requirements
4. Path width
5. Door, clear opening measurement, position and height of light switches

The builder will consider the need and discuss the solution on site including the feasibility of achieving the solution, any factors impacting on the proposed solution and whether there are any code or compliance requirements. If the solution the Assessor is proposing requires building consent then this cannot proceed under the Minor Modification Service and the quote and sketch will not be required. If any factors preclude the solution from progressing the builder will advise the Assessor on site.

Are there any constraints when considering Minor work?

For the more common minor solutions, Enable New Zealand has developed construction specifications and a brief for the builders to work from. When the solution requires construction work that is not in the specification, the builder will quote and sketch this work as usual. It is important to note that this will require ACC approval.

How will the Assessor obtain the sketch and quote?

The Builder will provide a sketch and quote relevant to what has been confirmed as required on site. The builder has 5 working days to provide the sketch and the quote to the Assessor. The Assessor will then submit the completed assessment (ACC263), the sketch and quote from the Builder and their ACC081 referral to Enable New Zealand.

Who obtains Property Owner Consent?

The property owner details are provided by the Assessor. It is preferable that the assessor obtains the property owner consent however Enable New Zealand will complete this if required. The Property Owner Consent form is ACC1563.

What are the service timeframes

The service timeframes are individual to each situation. There are several phases of activity required. The table below indicates the main timeframes.

Service activity	Responsible	Timeframe (working days)	Interdependencies
Referral Acceptance	Enable New Zealand	Within 2 days	Receipt of complete referral
ACC approval	ACC	Within 2 days	Referral acceptance
Notice to proceed to commence work	Enable New Zealand	Within 2 days	ACC approval
Construction lead in (number of days required to order materials and schedule work)	Builder	As specified in the quote	Notice to proceed
Notification to client of start date	Builder	Up to 2 days prior to the start date of work	Notice to proceed
Construction duration	Builder	As specified in the quote	Confirmation of access to property
Completion and sign off	Builder	Up to 2 days after practical completion	Construction completion

The anticipated completion date is calculated from the lead in and duration timeframes from the day that the notice to commence is issued to the builder.

What form do I need to use to progress minor modifications?

The **ACC263** is the assessment report required to be completed as part of the referral process. For those solutions that require building consent, the Standard or Complex Modification is required (**ACC257** assessment report).

Housing modification responsibilities is **ACC 1564**.

How do I manage an equipment solution using the minor modification service?

Equipment solutions are common. There are two equipment classifications that Enable New Zealand manages as part of the housing modification service:

- Permanent housing equipment and

- Removable housing equipment (linked to the MRES Service)

Assessors must advise the Enable New Zealand build service on 0800 226 700 that an equipment solution is required. The Assessor will request quotes and coordinate the site visit with the Equipment Supplier and the Build Service. The solution may or may not include other construction work however the Enable New Zealand build service is responsible for providing independent project management and completing final sign off so need to be kept in the loop. The Assessor will receive two quotes from the Equipment Supplier (one for supply / delivery of the equipment item and the other for the installation of the item), the quotes are to be submitted to SRL.

SRL will then provide a quote package back to the Assessor (the build service quote and the two Equipment Supplier quotes).

The Assessor will then submit all three quotes, the ACC263 and the ACC081 and property owner consent to Enable New Zealand. At the same time the Assessor will complete any relevant ACC096 MRES processes for any removable equipment.

Is there any other information about the housing modification service?

ACC Operational Guidelines 2016 provide guidance on Operational Policy.

Enable New Zealand offers the following information about common solutions for consideration.

Handrails

- Custom made galvanised or timber rails
- The minimum data required is detail of the location, position, height of the rail from floor level, left or right hand side e.g ascending steps
- Will there be any deterioration of the client's injury related need?
- Where can a handrail be installed?
 - Handrails can be installed in any location a client requires assistance with mobility. Examples are access, entrances, hallways, toilets, bathrooms or kitchens
- Rails can be installed internally or externally

Ramps

- Will a modular ramp be a cost effective solution? Primarily used in short term or temporary situations
- Will a low rise platform lift be a better option? A ramp with a gradient of 1:12 is approximately 83mm per metre (for every metre horizontally it goes up 83mm) so in order to provide a ramp 600mm high it will require a 7 metre ramp. Depending on the physical capabilities of the client a lift could be a better option
- Will handrails be required? Barriers are required by the building code on ramps over 1000mm (1 metre) in height. Below the 1 metre height the requirement for handrails is client dependant. If no handrails are required then there is still a requirement to have a minimum 75mm high kerb (upstand) for safety (NZS4121:2001)
- What ramp width is required for the client? A ramp width of 1200mm is generally the acceptable width, however this is client specific so a reduction on this measurement could

be considered to cater for a wheelchair or someone walking but requiring support from a handrail

- Will the ramp require specific design or be constructed from concrete? If a client and their equipment, eg. Powerchair, exceed 300kg then this will require specific design if it is to remain timber. A concrete ramp will withstand these forces
- There must be flat level areas outside doorways to allow safe operation of doors and at directional changes on ramps. The minimum recommended turning space must be specified
- Are steps required or requested from the top of the ramp for other occupants of the home? Placement of these steps is crucial to ensure the safety of the disabled person due to steps requiring the omission of the kerb (upstand)

Slide Showers

- Enable New Zealand uses standard Methven or Greens fixtures. If a different product is required the Assessor must provide the specifications required
- The final heights and location of the slide rail of the hand shower must be determined by the Assessor
- If the installation is required over an existing bath please consider the accessibility of the existing controls for the client
- Flexi hose lengths vary. Generally 1200mm is the length, any other length of hose must be specified

Door widening

- Clear opening widths of doorways must be specified
- When the walls are close to the architrave or frame of the door and the door cannot be widened much. What can we do here to improve access?
 - In most situations there is an opportunity to gain a few millimeters by removing framing and cutting down architraves. All these situation need to be looked at on a case by case basis
- What size door can be installed?
 - Standard doors will come in 50 mm increments. They range from 310mm but the normal widths are 660, 710, 760, 810, 860 and 910 mm. These doors are considered standard widths
 - When the door widths go over 960mm these can be sourced through special orders
 - Where space is limited a standard door can be reduced in width. This is a custom size
- Does the door have to open the same direction when changed?
 - No. It can open from the other side of the frame or it can open out of the room rather than into it
 - This could affect light switches which will need to be relocated
 - Opening a door out or in will also affect the flow of a home i.e. opening into a hallway. Consider all options before opening into certain spaces
- What about a sliding door?
 - These can provide a good solution where the area within a space is limited
 - A surface slider is preferred from a cost effective solution
 - A cavity slider is less intrusive on a space due to it sliding inside the wall. Hardware

specified on a cavity slider can restrict the clear opening due to the narrow slot the door slides into

- A cavity slider can impact on other fixtures e.g rails
- What happens to the carpet when the door is widened?
 - A stainless steel clashing strip is an option
 - Traditionally floor covering is removed from an inconspicuous space like the inside of a closet to repair the area when the door is widened
 - The client needs to be aware that this will not be a seamless look. The existing carpet could be faded whereas the fill-in piece could be brighter. This will, in time, adjust to be similar