

		Doc Ref	TS-03-Check Sheet Marquee & Temp Buildings Check Sheet-3
		Date	12/09/2007

MARQUEE AND TEMPORARY BUILDING (less than one month)

This checksheet shows you the information that has to be supplied with your building consent application. Please attach 2 copies of the following information (unless otherwise specified) with your completed Building Consent Application form.

Please tick each relevant box in the Customer Use column as you attach the information. Complete only the sections that are applicable to your project.

A guidance document is available to help complete the section in the application form on 'means of compliance' for each building code clause.

Once you have attached all the required information, please check for completeness as an incomplete application cannot be accepted for processing.

Office Check	Date:	
<input type="checkbox"/> Information received and complete	yes/no	checked by: _____
<input type="checkbox"/> Information incomplete – please provide information identified at number:		_____

1. GENERAL

Complete for all applications

Customer Use			For Office Use Only
<input type="checkbox"/>	a	Application form (1 copy) Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b	Proof of ownership (1 copy) One recent copy of current certificate/s of title (i.e. not older than 3 months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease.	<input type="checkbox"/>
<input type="checkbox"/>	c	Locality plan (1:100) showing: Physical location of the site in relation to streets or landmarks, north point and Lot and DP Number.	<input type="checkbox"/>
<input type="checkbox"/>	d	Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>

NOTES

The issue of a building consent does not relieve the owner of any duty or responsibility under any other act.

Please check with your local territorial authority for other approvals required which may include the need for road opening notices.

2. FIRE SAFETY CONSIDERATIONS FOR MARQUEES

Complete for all Temporary Buildings and Marquees

Customer Use			For Office Use Only
<input type="checkbox"/>	a	SITING <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • If the marquee is situated adjacent to a building make sure the existing exits to the building are maintained. If the existing building's or the marquee's means of escape is compromised a fire design prepared by a fire engineer will be required. • If the marquee is situated in close proximity (ie within 10m) of a commercial building, check that this building is not a sprinklered building. If it is a sprinklered building, then the marquee must be separated by 3m if it is for Social use (lower fire load) or 10m horizontally and 15m vertically if it is for display use (ie higher fire loads). • If the marquee is situated within 10m of a sprinklered building the buildings insurers must be aware that the building is out of compliance for the duration of the marquee being there. • All marquees should be more than 1m from Lot boundaries. 	<input type="checkbox"/>
<input type="checkbox"/>	b	LPG APPLIANCES <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • LPG inside the marquee must be limited to 10kg in total. If more than this amount is required a Hazardous Substance Enforcement Officer must provide prior approval. • Only appliances approved for internal use can be used inside the marquee. Generally patio heaters can't be used inside. 	<input type="checkbox"/>
<input type="checkbox"/>	c	PORTABLE DIESEL HEATERS <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Only to be used to preheat the marquee. • Must be removed before the marquee is occupied. 	<input type="checkbox"/>
<input type="checkbox"/>	d	COMBINED WITH BUILDINGS <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • If the marquee is to be used as an extension to an existing building or another marquee a fire design prepared by a fire engineer will be required. 	<input type="checkbox"/>
<input type="checkbox"/>	e	TWO STORY MARQUEES <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Marquees with a second floor are to have a fire design prepared by a fire engineer. 	<input type="checkbox"/>
<input type="checkbox"/>	f	ESCAPE ROUTE LENGTHS <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Where only one exit is provided the escape route length must be less than 18m • Where two or more exits are provided the escape route length via any exit must be less than 45m. 	<input type="checkbox"/>
<input type="checkbox"/>	g	EXIT POSITIONS <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Where more than one exit is provided they shall be placed at approximately equal intervals around the perimeter of the marquee. 	<input type="checkbox"/>
<input type="checkbox"/>	h	EXIT WIDTHS <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • The total width of exits must be equal to the total number of occupants multiplied by 7mm • Each exit should have a minimum width of 1m • Where more than one exit is provided the widest exit is not to be considered as part of the exit width calculations • Furniture layout shall be arranged so that adequate access to the exits is available. The widths to suite the exits. 	<input type="checkbox"/>
<input type="checkbox"/>	i	FIRE ALARM <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Fire alarm call points must be located adjacent to each exit • All sounders must be interconnected so that if any call point is activated all sounders operate • If the marquee has internal partitions a fire alarm may be required with less than 100 occupants 	<input type="checkbox"/>
<input type="checkbox"/>	j	EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Emergency lighting and illuminated exit signage only needs to be installed when the marquee is used during the hours of darkness. 	<input type="checkbox"/>
<input type="checkbox"/>	k	TELEPHONE <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Telephone to be available to enable 111 calls to be made. 	<input type="checkbox"/>
<input type="checkbox"/>	l	EVACUATION PROCEDURE <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Evacuation procedure must satisfy the NZ Fire Service requirements prior to occupation • Where the marquee is attached to another building the existing evacuation scheme for the building must be amended to incorporate the marquee. 	<input type="checkbox"/>
<input type="checkbox"/>	m	FIRE EXTINGUISHERS <input type="checkbox"/> Applies <input type="checkbox"/> Not applicable <ul style="list-style-type: none"> • Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment. 	<input type="checkbox"/>

Table 1 – Fire Safety Precautions – Required

Number of occupants	Means of escape (exits)	Exit signage	Illuminated exit signage	Fire Alarm	Telephone	Evacuation procedure	Fire extinguishers	Emergency lighting throughout
Up to 50	One	Yes	No	No	No	Yes	No	No
51 to 100	Two	Yes	No	Yes	Yes	Yes	No	No
101 to 250	Two	Yes	No	Yes	Yes	Yes*	No	No
251 to 500	Two	Yes	Yes	Yes	Yes	Yes*	Yes	No
501 to 1000	Three	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
1001 to 2000	Four	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
Over 2000	Specific Design by a Fire Engineer							

* To be approved by the New Zealand Fire Service

Table 2 – Occupant Densities

Area	Users/m ²
Bar standing area	2.0
Loose seating	1.3
Bar sitting area	1.0 (or number of seats)
Restaurants, dining rooms, loose seating with tables	0.9 (or number of seats)
Dining, beverage & cafeteria spaces	0.8
Exhibition areas, trade fairs	0.7
Showrooms	0.2
Furniture, floor covering, large appliance, building supply & manchester retail spaces	0.1
Kitchens	0.1
Fixed seating areas	Number of seats

Table 3 – Personal Hygiene Facilities

Occupant Numbers (Standard Facilities)	Number of Fixtures
1 – 5	1
6 – 40	2
41 – 80	3
> 80	Add 1 per 50
Occupant Numbers (Accessible Facilities)	
1 – 300	1
> 300	2

Calculate Occupant Numbers :

marquee area m² x occupant density = Occupants
(table 2)

Calculate Exit Width :

[occupants x 7mm] / [no. exits - 1 (widest)] = mm (Min. 1000)
(table 1)

Calculate Sanitary Facilities (over 80 occ.) :

[occupants - 80] / 50 = + 3 = Fixtures
(must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300 occupants)

Customer Use

Producer Statement (Inspections)

I _____ (*name*) of _____ (*company*) issue this statement to the Waimate District Council, in respect to the temporary structure specified on this application. I will accept the conditions set by the Council relating to the building consent, and as a suitably qualified expert, I or persons under my control will supervise the erection of the structure mentioned above. The structure will be erected in accordance with the requirements of the Building Regulations, and will be completed and maintained to the extent required by the building consent before the structure is occupied. I also confirm that any safety feature and system as detailed on the building consent will be installed and maintained in accordance with the Building Code.

Signed: **Telephone:**

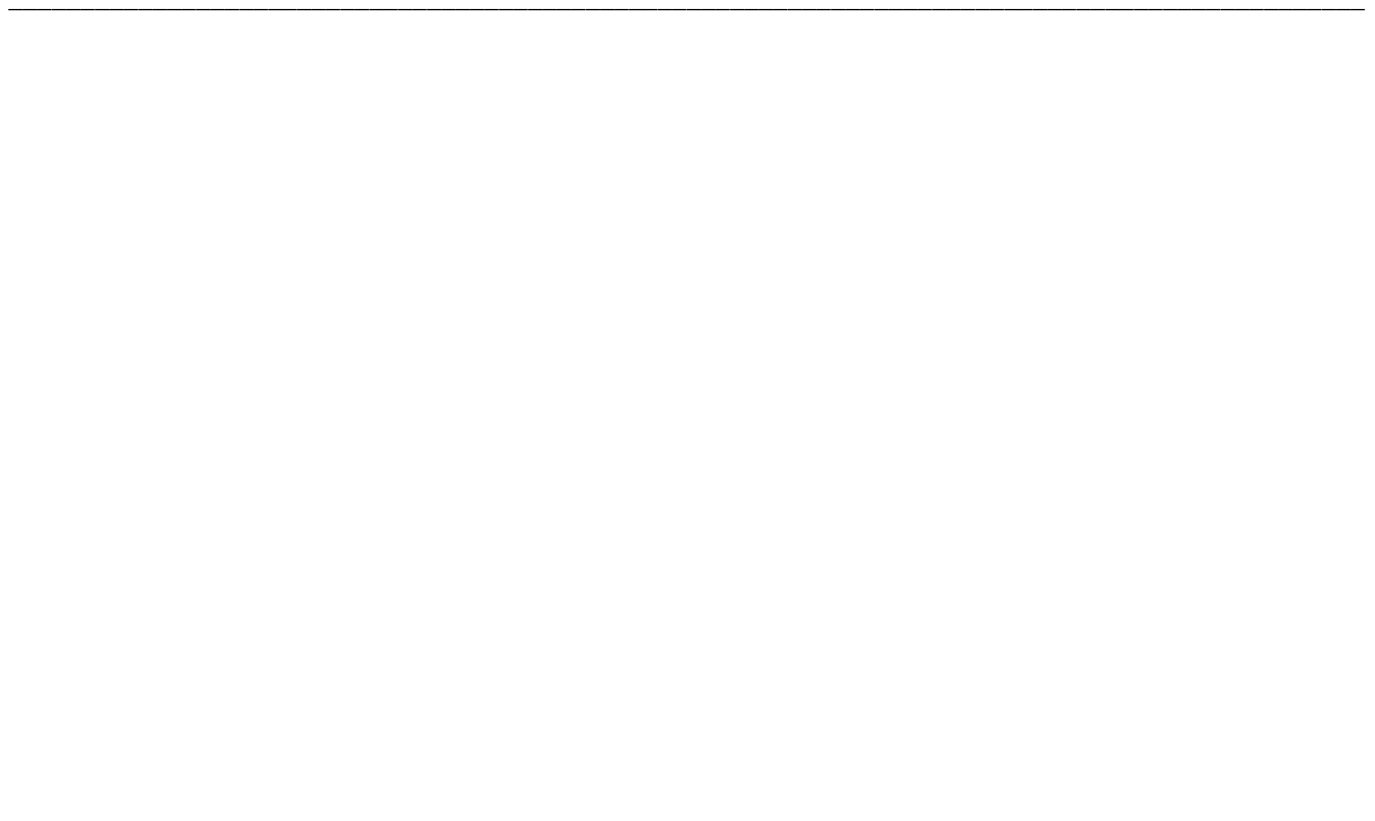
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Fax: **Date:**

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Draw a site and floor plan showing:

- Location of the building on the site
- Size of the building
- What activities are taking place in the building
- Location of sanitary facilities
- Location and size of exits



Plan of proposed temporary structure at:
(*address*) _____

Date: _____

Project Number: _____

Approving Officer: _____