



APPLICATION FOR BUILDING CONSENT FOR A TEMPORARY BUILDING (LESS THAN ONE MONTH)

THE BUILDING

Street Address: _____

 Valuation Number: _____

Building Consent Number: _____

THE OWNER (as defined by the Building Act)

Full Name(s): _____
 Contact Person: _____
 Street Address / Registered office: _____
 Mailing Address: _____
 Phone: Landline _____ Mobile: _____
 Fax: _____
 Email: _____

AGENT – FIRST POINT OF CONTACT (Must be authorised by the owner to make this application)

Name: _____
 Company: _____
 Mailing Address: _____
 Phone: Landline _____ Mobile _____
 Fax: _____
 Email: _____
 Relationship to owner: _____

I request that you issue a Project Information Memorandum and Building Consent for the building work described in this application

Signed: _____

Dated: _____

Signature of : _____
 (print name)

Owner / Agent (on behalf of and with the consent of the owner)
 (delete one)

THE PROJECT – ERECT A TEMPORARY STRUCTURE

DESCRIPTION OF WORK (please tick and give details)

- ☐ Marquee Private exceeding 100m²
- ☐ Marquee Public exceeding 50m²
- ☐ Stage over 1 metre high
- ☐ Scaffold structure
- ☐ Grandstand
- ☐ Portable building
- ☐ Temporary artwork
- ☐ Other

Detailed description: _____

Date of erection: _____

Date of removal: _____

Have you provided the following? (where relevant)

- ☐ Site plan
- ☐ Cross sections
- ☐ Full Floor plan
- ☐ Elevations
- ☐ Structural details
- ☐ 2 copies of plans
- ☐ Producer Statement

☐ **Application Fee** of \$ _____ (GST inclusive).
 Additional fees are payable if complex processing or additional inspections are required.



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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

This building consent also does not permit the construction, alteration, demolition or removal of the building (or proposed building) if that construction, alteration, demolition or removal would be in breach of any other act.

All the relevant information on this form is required to be provided under the Building Act and Resource Management Act for the Environmental Policy & Approvals Unit to process your application. Under these Acts this information has to be made available to members of the public including business organisations. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you

FIRE SAFETY CONSIDERATIONS FOR MARQUEES

SITING

☐ Applies

☐ Not applicable

- 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.



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LPG APPLIANCES

☐ Applies ☐ Not applicable

- 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.

PORTABLE DIESEL HEATERS

☐ Applies ☐ Not applicable

- Only to be used to preheat the marquee.
- Must be removed before the marquee is occupied.

COMBINED WITH BUILDINGS

☐ Applies ☐ Not applicable

- 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.

TWO STORY MARQUEES

☐ Applies ☐ Not applicable

- Marquees with a second floor are to have a fire design prepared by a fire engineer.

ESCAPE ROUTE LENGTHS

☐ Applies ☐ Not applicable

- 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

EXIT POSITIONS

☐ Applies ☐ Not applicable

- Where more than one exit is provided they shall be placed at approximately equal intervals around the perimeter of the marquee

EXIT WIDTHS

☐ Applies ☐ Not applicable

- 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 suit the exits.

FIRE ALARM

☐ Applies ☐ Not applicable

- 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

EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE

☐ Applies ☐ Not applicable

- Emergency lighting and illuminated exit signage only needs to be installed when the marquee is used during the hours of darkness

TELEPHONE

☐ Applies ☐ Not applicable

- Telephone to be available to enable 111 calls to be made

EVACUATION PROCEDURE

☐ Applies ☐ Not applicable

- 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

FIRE EXTINGUISHERS

☐ Applies ☐ Not applicable

- Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment



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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)	Number of Fixtures
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)