



**BUILDING CONSENT APPLICATION AND /
OR PROJECT INFORMATION
MEMORANDUM FOR A TEMPORARY
BUILDING (FORM 2-T)
(LESS THAN ONE MONTH)**

PROJECT NO:

APPLICATION

I request that you issue a: Building Consent (including Project Information Memorandum)

THE BUILDING

| | | |
|--|---|--------------------------|
| Street Address: (or Rapid Number if applicable): | Number of levels: | Level/Unit No: |
| Legal Description : | Total Floor Area (all floors included): | |
| | Existing _____ m ² | Add _____ m ² |
| Valuation Roll Number: | Building Name if applicable: | |

THE PROJECT – ERECT A TEMPORARY STRUCTURE

| | |
|---|---|
| DESCRIPTION OF WORK (please tick and give details) <input type="checkbox"/> Marquee / tent over 50 square metres (public use) <input type="checkbox"/> Marquee / tent over 100 square metres (private use) <input type="checkbox"/> Stage over 1 metre high <input type="checkbox"/> Scaffold structure <input type="checkbox"/> Grandstand <input type="checkbox"/> Portable building <input type="checkbox"/> Temporary artwork <input type="checkbox"/> Other | Detailed description: _____ _____ _____ |
| | Date of erection: _____ Date of removal: _____ Estimated Value (inc GST) \$ _____ (ie, the estimated aggregate of the values of all goods and services) |

THE OWNER

AGENT – APPLICANT

| | |
|---|---|
| Owner's Name: | Agent's Name: |
| Contact Person: <small>(if owner is not an individual)</small> | Contact Person: |
| Mailing Address: | Mailing/Billing Address: |
| Postcode: | Postcode: |
| Street Address/Registered Office: | Street Address/Registered Office: |
| Mobile Phone: | Mobile Phone: |
| Phone: | Phone: |
| Fax Number: | Fax Number: |
| E-mail Address: | E-mail Address: |
| Evidence of ownership attached to this application: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Sale and Purchase Agreement (only if new purchase) | Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application / Building Work and will receive all correspondence including all invoices. |

REQUIRED ATTACHMENTS

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 (Deposit)

Application Fee of \$ _____ (refer to cover sheet for appropriate fees)

SIGNATURE

Signed by or for and on behalf of the Owner: _____

Owner Agent Date: _____

Note: If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Owner".

We require our plans and/or specifications to remain confidential to protect copyright

PRODUCER STATEMENT (INSPECTIONS)

I _____ (*name*) of _____ (*company*) issue this statement to the Building Consent Authority, 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 & 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 & maintained in accordance with the Building Code.

Signed: Telephone:

Fax: Date:

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

| FIRE SAFETY CONSIDERATIONS FOR MARQUEES | Applicable | Not Applicable |
|--|--------------------------|--------------------------|
| SITING <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"/> |
| LPG APPLIANCES <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"/> |
| PORTABLE DIESEL HEATERS <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"/> |
| COMBINED WITH BUILDINGS <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"/> |
| TWO STORY MARQUEES <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"/> |
| ESCAPE ROUTE LENGTHS <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"/> |
| EXIT POSITIONS <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"/> |
| EXIT WIDTHS <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"/> |
| FIRE ALARM <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"/> |
| EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE <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"/> |
| TELEPHONE <ul style="list-style-type: none"> ▪ Telephone to be available to enable 111 calls to be made | <input type="checkbox"/> | <input type="checkbox"/> |
| EVACUATION PROCEDURE <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"/> |
| FIRE EXTINGUISHERS <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"/> | <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) | Number of Fixtures |
| 1 – 300 | 1 |
| > 300 | 2 |

Calculate Occupant Numbers:

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

Calculate Exit Width:

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

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)