



**WBCA 002-T**

**Building Consent Application and/or  
Project Information Memorandum  
for a Temporary Building**

(Less than one month)

(Only complete items that are applicable to your project)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

**APPLICATION**

I request that you issue a: <i>(please tick one)</i>	<input type="checkbox"/>	Project Information Memorandum only (PIM)
	<input type="checkbox"/>	Building Consent only
	<input type="checkbox"/>	Building Consent only for existing PIM No: _____ (attach copy)
	<input type="checkbox"/>	Building Consent AND Project Information Memorandum

**THE BUILDING**

Street Address (or Rapid No if applicable):		Building Name (if applicable):	
Legal Description: Lot:	DP:	Valuation Roll Number:	
Number of Levels:	Level/Unit No:	Total Floor Area: (all floors included)	
		Existing: _____ m <sup>2</sup>	Add: _____ m <sup>2</sup>
Current lawfully established use:		Approx year building first constructed:	

**THE PROJECT**

<b>Description of Work</b> (please tick and give details)		<b>Detailed Description:</b>	
<input type="checkbox"/>	Marquee/tent over 100m <sup>2</sup> for PUBLIC ASSEMBLY		
<input type="checkbox"/>	Marquee/tent complex over 100m <sup>2</sup> for PRIVATE USE		
<input type="checkbox"/>	Stage over 1.5 metre high		
<input type="checkbox"/>	Scaffold structure		
<input type="checkbox"/>	Grandstand		
<input type="checkbox"/>	Portable building		
<input type="checkbox"/>	Temporary artwork	Date of Erection: _____	
<input type="checkbox"/>	Other	Date of Removal: _____	

**Estimated Value** (inc GST) (ie the estimated aggregate of the values of all goods and services): \$ \_\_\_\_\_

**THE OWNER**

Owner's Name:	Contact Person: <i>(if owner is not an individual)</i>
Mailing/Billing Address:	
Street Address/Registered Office:	
E-mail Address:	Phone Day:
Phone A'Hours:	Fax:
	Cellphone:

**THE AGENT** *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.*

Agent's Name:	Contact Person: <i>(if Agent is not an individual)</i>
Mailing/Billing Address:	
Street Address/Registered	
E-mail Address:	Phone Day:
Phone A'Hours:	Fax:
	Cellphone:

**REQUIRED ATTACHMENTS**

Evidence of Authority to this application:

Current Certificate of Title                       Sale and Purchase Agreement

**Have you provided the following?** (where relevant)

<input type="checkbox"/> Site plan	<input type="checkbox"/> Cross section
<input type="checkbox"/> Full floor plan	<input type="checkbox"/> Elevations
<input type="checkbox"/> Structural details	<input type="checkbox"/> Three copies of plans
<input type="checkbox"/> Producer statement	

**Application Fee (Deposit)**

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

**NOTES BY APPLICANT (Other notes or comments which you as the applicant may wish to add)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

**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 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: _____
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

- If the marquee is situated adjacent to a building make sure the existing exits to the building are maintained. If the existing buildings or the marquees means of escape is compromised a fire design prepared by a fire engineer will be required.
- If the marquee is situated in a close proximity (ie. within 10m) of a commercial building, check that this building is not a psrinklered 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.



### LPG APPLICATIONS

- 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

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



### COMBINED WITH BUILDINGS

- 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

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



### ESCAPE ROUTE LENGTHS

- 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

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



### EXIT WIDTHS

- 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.



### FIRE ALARM

- 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

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



### TELEPHONE

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



### EVACUATION PROCEDURE

- 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

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

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	<b>Specific Design by a Fire Engineer</b>							

\* To be approved by the New Zealand Fire Service

TABLE 2 – OCCUPANT DENSITIES	
Area	Users/m <sup>2</sup>
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 and cafeteria spaces	0.8
Exhibition areas, trade fairs	0.7
Showrooms	0.2
Furniture, floor covering, large appliance, building supply and 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  m<sup>2</sup> 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)