



ASHBURTON DISTRICT COUNCIL

5 Baring Square West, Ashburton, New Zealand
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

Application for Building Consent MARQUEE/TEMPORARY STRUCTURES

BC _____

The Building	Property ID
Street Address: _____ _____ _____	Legal Description: Lot _____ DP: _____ Other: _____

The Owner (as defined by Building Act)	Agent – First Point of Contact
Person ID [_____]	(Must be authorized by the Owner to make this application)
Full Name(s): _____ _____	Name: _____
Contact Person: _____	Company: _____
Street Address/Registered Office: _____ _____	Mailing Address: _____
Phone: Landline _____ Mobile: _____	Street Address/Registered Office: _____ _____
Fax: _____	Phone: Landline _____ Mobile _____
	Fax: _____

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

Signed: _____ Date: _____
Signature of: _____ Owner/Agent (on behalf of & with the consent of the
(write name) owner) (delete one)

The Project	
Description of Work (please tick and give details) <input type="checkbox"/> Marquee over 50 square metres (Public Use) <input type="checkbox"/> Marquee over 100 square metres (Private Use) <input type="checkbox"/> Marquee complex <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"/> Other Detailed Description (use): _____ _____ _____	Have you provided the following? (where relevant) <input type="checkbox"/> Site Plan <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Cross sections <input type="checkbox"/> Full Floor Plan <input type="checkbox"/> Elevations <input type="checkbox"/> Structural details <input type="checkbox"/> 3 copies of plans <input type="checkbox"/> Producer Statement(s) <input type="checkbox"/> Application Fee of \$ _____ (GST Inclusive) <small>Additional fees are payable if complex processing or additional inspections are required</small>
Date of erection: _____ Date of removal: _____	Estimated Value of proposed work (Inclusive of GST) \$ _____

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 (i.e. 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 (i.e. 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.

MATERIALS Applies Not Applicable

- The marquee is clearly labelled to fire resistance or
- Flamability Statement showing compliance with AS1530

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 suite 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

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	1	Yes	No	No	No	Yes	No	No
51 to 100	2	Yes	No	Yes	Yes	Yes	No	No
101 to 250	2	Yes	No	Yes	Yes	Yes*	No	No
251 to 500	2	Yes	Yes	Yes	Yes	Yes*	Yes	No
501 to 1000	3	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
1001 to 2000	4	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	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 Area	Number of Seats

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 occupants):

[occupants - 80] / 50 = + 3 = Fixtures

(must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300 occupants)

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

Contacts

Marquee supplied/erected by	Fire Designer
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
Registration/qualification	Registration/qualification

Plumber	Other
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
Registration/qualification	Registration/qualification

Privacy Information

The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information.

Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.