

BUILDING AND FIRE SAFETY NOTES FOR LICENSEES AND BAR MANAGERS

Licensees need to be aware of their responsibilities regarding building checks and maintenance, and fire evacuation. These requirements are covered by the Building Act 2004 and the Fire Service Act 1975, and are described here briefly.

A. Compliance Schedule/Building WOF

Buildings containing certain features require a Compliance Schedule. These features are required to ensure a building is safe and healthy, and **include such systems as:**

- Sprinkler systems
- Fire alarms
- Emergency lighting
- Air conditioning systems
- Back flows
- Lifts.

Most licensed premises have safety features that require them to have a Compliance Schedule and an **annual Warrant Of Fitness**.

Warrant of Fitness

A **Building Warrant Of Fitness** is signed by the building owner, or manager, stating that the requirements of the Compliance Schedule have been fully met in the previous 12 months. The Council maintains records of this and a copy must be displayed on the premises. The **Warrant Of Fitness** must be updated every 12 months. The owner must also provide documentation that the inspection, maintenance, and reporting procedures stated have been complied with over the past 12 months. A building maintenance register **must** be kept on the premises and the manager must record the daily, monthly or quarterly checks.

You must employ a registered independently qualified person to carry out these annual checks.

The South Island Register Alpha can be viewed from the following link;

[**South Island IQP Register Alpha**](#)

B. Building Occupancy

The maximum number of persons that may be in a premises, or part of a premises, must not be exceeded. You need to know how many persons (total patrons and staff) are allowed in your premises. This number is determined by looking at the use of the premises, the floor area, means of escape, and toilet facilities. Council can assist with determining this number, and is establishing a register of building occupancies.

You must know how many persons may be on your premises at any one time.

C. Fire Evacuation Scheme

The owner of a building must have in place evacuation procedures for the safe, prompt, and efficient evacuation of the building's occupants in the event of a fire emergency.

One of the fire evacuation requirements is that if your premises can hold 100 or more persons, then a **Fire Evacuation Scheme** must be in place and kept up-to-date. An application to renew an ON, OFF, or CLUB licence must be accompanied by advice that the **Fire Evacuation Scheme** is up to date. It is recommended that all licensees, and prospective licensees consult with the **Fire Safety Officer** to ensure they are aware of their responsibilities. Bar managers are deemed "Fire Wardens" so must be familiar with fire evacuation procedures.

D. Special Licences

The following notes apply to all licensed premises, however are provided for Special Licence applicants, as it is recognized that these events are often run by community groups without trained bar staff.

1. Ensure that exits are not compromised by stands, stalls, displays etc. There is the temptation to utilize all available space when having one-off events. Emergency exits must be kept clear.
2. Management of people entering the building is critical, so as to assess the numbers. Security staff should have counters to keep track of the number of people in the building. Know your maximum occupancy numbers.
3. Unless there is an events manager appointed and present at the time, the bar manager is usually deemed the **Building's Fire Warden**. If this responsibility is delegated, e.g. to security staff, it should be with clear instructions of duties, evacuation procedures etc.
4. All buildings which have life safety features such as alarm systems, fire exits and alike require a building **Warrant Of Fitness**.

NON COMPLIANCE WITH YOUR RESPONSIBILITIES MAY RESULT IN OPPOSITION TO YOUR LICENCE, OR LEGAL ACTION THROUGH THE DISTRICT COURT.

If you require further advice regarding any building or fire safety issues, contact

- **General Inspector,
Ashburton District Council
Tel: 307-7700,**
- **Or
Fire Safety Officer (Ashburton)
Tel: 307-8962**