



Application for Building Consent Marquees

BAM 050M

Version: 9

Form 2

Updated: Jan 22

Review: Jan 23

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: _____ Full Name(s): _____ _____ Contact Person: _____ Street Address/Registered Office: _____ _____ Phone: Landline _____ Mobile: _____ Fax: _____	(Must be authorized by the Owner to make this application) Name: _____ Company: _____ Mailing Address: _____ Street Address/Registered Office: _____ _____ Phone: Landline _____ Mobile _____ Fax: _____

I request that you issue a Building Consent for the building work described in this application (a Project Information Memorandum may be required and charged for if necessary).

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”.

Signed: _____ Date: _____
 Signature of: _____ Owner/Agent (please cross one out)

If hard-copy:	
Description of Work	Have you provided 2 copies of the following? (where relevant)
Detailed Description (use): _____ _____ _____ Date of erection: _____ Date of removal: _____	<input type="checkbox"/> Site Plan <input type="checkbox"/> Certificate of Title (Less than 6 months old) <input type="checkbox"/> Cross sections <input type="checkbox"/> Full Floor Plan <input type="checkbox"/> Elevations <input type="checkbox"/> Structural details <input type="checkbox"/> Plans <input type="checkbox"/> Producer Statement(s) <input type="checkbox"/> Application Fee of \$_____ (GST Inclusive) Additional fees are payable if complex processing or additional inspections are required

Estimated Value of proposed work (Inclusive of GST)
 \$ _____

FIRE SAFETY CONSIDERATIONS FOR MARQUEES

SITING Applies Not applicable

If the marquee is situated beside 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 property 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.

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

USE TABLES BELOW AS GUIDANCE

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

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

METHOD OF PAYMENT (tick one)	
<input type="checkbox"/> Cash (Available At Counter Only)	<input type="checkbox"/> Credit Card (Available At Counter Only)
<input type="checkbox"/> Eftpos (Available At Counter Only)	
<input type="checkbox"/> Direct Credit to Account No: 03-15920521970 -00 (Please include the name of applicant and the Building Consent Number (if known). If you do not know the Building Consent number, please enter the letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your consent).	

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 2020 you have the right to see and correct personal information the Council holds about you.