

Building Consent and/or Project Information Memorandum Checklist - Marquees and Temporary Buildings



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BUILDING ACT 2004

Applicants must tick all boxes or leave blank if not applicable

Applications may not be accepted or will be returned unprocessed if the application is not fully drawn and specified and accompanied by supporting documentation.

PROVIDE THE FOLLOWING WITH EVERY APPLICATION

FEES

A BUILDING CONSENT FEES

Building Consent fees are to be paid at time of application and are GST inclusive (refer Marlborough District Council website www.marlborough.govt.nz). Fees include a lodgement fee, one off inspection and associated travel, and the Code Compliance Certificate. Additional inspections will be charged at the standard rate plus travel per zone.

1. APPLICATION FORM

- Fully complete all applicable sections.
- Provide the correct legal description.
- Provide one copy of the current Record of Title less than 3 months old (Council can provide at a cost of \$20).
- State the project location (street address or location details as near as possible if no address).
- Sign and date the form.
- Insure inspection date and time has been completed.

2. GENERAL INFORMATION

Include full information for the following where applicable.

- Location plan to scale, using figured dimensions, detailing position of proposed works, location of water courses, slope of property and any features relating to the geological character of the land (e.g. slips, gullies, etc).
- The location of all power and transmission lines, poles and stay wires in proximity to the proposed building work.

3. PLANS

A good site plan is required. It should show the location of the proposed building within the property, and clearly show the location of the property

SITE PLAN

To scale usually 1:200 or 1:100

- All lot boundaries and significant site features such as streams, water courses and banks.
- All buildings on the site plus vehicle access point, drives, paths and vehicle crossings.
- Legal Description and North Point.
- All dimensions from boundaries to buildings.
- Position of day lighting or recession plane lines.

FLOOR PLANS

To scale usually 1:100 or 1:50

- Show dimensions or marquee.
- Show locations and size of exits.
- Show exit signage

4. FIRE SAFETY CONSIDERATIONS

- Fire Safety section completed.
- Occupant numbers calculated.
- Sanitary facilities calculated

5. ENGINEERING (large marquees and other structures)

- Producer statement.
- Monitoring schedule from engineer.

Travel Zone Map June 2020

