

# APPLICATION FOR BUILDING CONSENT MARQUEE/TEMPORARY BUILDING



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BAF0002.6-CI2380

S33 AND S45, BUILDING ACT 2004  
FORM 2

## OFFICE USE

Date Received Stamp

Property Number

E

N

PIM Receipt Number



**THIS FORM CAN BE USED TO APPLY FOR ANY OF THE FOLLOWING:  
BUILDING CONSENT AND/OR PROJECT INFORMATION MEMORANDUM FOR TENTS  
OR MARQUEES AND TEMPORARY STRUCTURES SUCH AS STAGES AND  
SCAFFOLD STRUCTURES**

**Complete the form in full and lodge with completed application checklists**

Lodge the application at the Blenheim office or mail with the fee to the Blenheim office.  
Mailed applications that are incomplete or do not include the fee will be returned to the applicant.

## MARLBOROUGH DISTRICT COUNCIL

**BLENHEIM**  
Seymour Street  
PO Box 443  
Blenheim 7240  
Ph: (03) 520 7400/Fax: (03) 520 7496  
Email: [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz)

**PICTON**  
67 High Street  
Picton 7220  
Ph: (03) 520 7493 Fax: (03) 520 3203  
website: [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

## APPLICATION CHECKLISTS

Your application must include a fully completed application checklist. Provide at least one of the following:

BAC0002.9 Project Information Memorandum and Building Consent Application Checklist for Marquees and Temporary Buildings

## FEES

### Building Consent Fees and Government Levies

Building Consent fees are to be paid at time of application and are GST inclusive (refer Marlborough District Council website [www.marlborough.govt.nz](http://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.

## PLANS

Provide a well drawn site plan showing:

- Location of the property (show access on to site and northpoint)
- Location of building on site
- Dimensions of building
- What activities are to take place in the building
- Location and description of sanitary facilities
- Location and size of exits
- Location of signage

## APPLICATION FORMAT

Applications should include all of the relevant documentation called for in the application checklist, including the checklist itself, and a fully completed application form. Applications must be fully complete otherwise they are likely to be returned unprocessed. Electronic applications are preferred. Applications should be lodged on disk. Please do not lodge applications on memory sticks. Paper copies are **not** wanted if the application is lodged electronically.

The electronic format for the applications should be PDF for preference. Documents produced in Word or Excel can be lodged in those formats.

Where colour coding is used for highlighting details or other items (such as truss layouts) please provide those in colour.

When saving documents for lodgement we would prefer that they be saved as single PDF documents for each group. For example save all plans as a single document. Bookmarking pages is very helpful.

Single paper copies may still be lodged but these will be scanned at the Council before being accepted and processed.

Please do not mix and match applications. Applications should be fully electronic or fully on paper. We will not accept a mixture.

If you know the property number the project is on, then please include the number in your application.

## AGENT

Where an agent is acting on behalf of the owner, then the agent will be the first point of contact for all communications regarding the application and construction of the project.

# APPLICATION FOR A BUILDING CONSENT AND/OR PROJECT INFORMATION MEMORANDUM

## The Building *[Project Location]*

<b>Street address of building:</b>	<b>Legal description of land where building is located:</b> <i>[state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent]</i>
<b>Building Name:</b> <i>[if applicable]</i>	<b>Location of building within site:</b> <i>[include nearest street access]</i>
<b>Current, lawfully established, use:</b> <i>[include number of occupants per level and per use if more than 1 level]</i> Not Applicable	

## The Project

<b>Description of the building work:</b> <i>[provide sufficient description of building work to enable scope of work to be fully understood]</i>	
<input type="checkbox"/> Marquee/Tent over 100m <sup>2</sup>	
<input type="checkbox"/> Marquee/Tent complex	
<input type="checkbox"/> Stage over 1.5 metre high	
<input type="checkbox"/> Scaffolding Structure (producer statement required)	
<input type="checkbox"/> Grandstand (producer statement required)	
<input type="checkbox"/> Other <i>[specify]</i> _____	
Date of Erection: _____	Date for Inspection: _____
Date of Removal: _____	Time for Inspection: _____

## Information to be Provided

- Show all lot boundaries and significant site features such as streams, water courses and banks, buildings, vehicle access point, drives, paths and vehicle crossings.
- Provide a legal description and north point.
- Position of day lighting or recession plane lines.
- The location of all power and transmission lines, poles and stay wires in proximity to the proposed building work.
- Show dimension of marquee/temporary structure.
- Show locations of exit signage and fire exits.
- Provide producer statements and monitoring schedules for large marquees or temporary structures.

## 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 10 metres) 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 3 metres if it is for social use (lower fire load) or 10 metres horizontally and 15 metres vertically if it is for display use (ie higher fire loads).
- If the marquee is situated within 10 metres 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 1 metres 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 cannot 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 18 metres.
- Where two or more exits are provided the escape route length via any exit must be less than 45 metres.

### 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 1 metre.
- 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

- 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 exit 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.

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>							
<b>* To be approved by the New Zealand Fire Service</b>								

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 Number	Number of Fixtures	Occupant Number	Number of Fixtures
1 – 5	1	183 – 233	6
6 – 40	2	234 – 284	7
41 – 80	3	285 – 335	8
81 – 131	4	336 – 386	9
132 – 182	5	387 – 437	10
<b>Accessible Facilities</b>			
1 – 300	1	301+	2

**Calculate Occupant Numbers** (if numbers unknown)

marquee area \_\_\_\_\_ m<sup>2</sup> x occupant density \_\_\_\_\_ = \_\_\_\_\_ occupants  
(table 2)

**Calculate Exit Width**

occupants \_\_\_\_\_ x 7mm = \_\_\_\_\_ mm = width of opening \_\_\_\_\_ exits = number of exits  
(note: min width 1000mm) (see table 1)

**Estimated value of the building work on which the building levy will be calculated (including goods and services tax):** *[state estimated value as defined in section 7 of the Building Act 2004]*

\$ \_\_\_\_\_

**List building consents previously issued for this project (if any):** *[List who issued the consent, the date of issue and the consent number]***The Owner** *[Must be completed for all applications and all details must be the owners]*

**Name of Owner/Applicant:** *[include preferred form of title, eg Mr, Miss, Dr if an individual and the contact person's name if a company, trust or similar]*

**Owner's mailing address:**

**Street address/Registered Office:**

**Owner's contact details:**

Telephone number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

After Hours \_\_\_\_\_

Email: \_\_\_\_\_

**Proof of ownership:**

I have provided a Record of Title *(no older than 90 days)*  
or

Marlborough District Council to provide a Record of Title

If the applicant is not the legal owner as stated on the title or Rates Demand, please also provide:

A signed Sales and Purchase Agreement  
or

Signed Lease Agreement; and

Letter of approval from the Lessor

**Agent** [only required if application is being made on behalf of the owner]

**Name of agent:** [include the contact person's name if a company, trust or similar] - 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 mailing address:**

**Street address/Registered Office:**

**Agent's contact details:**

Telephone number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

After Hours \_\_\_\_\_

Email: \_\_\_\_\_

Please note that all information provided in this application is public information and will be made available on Council's website in accordance with s216 and 217 Building Act 2004.

If you are the person who submitted the plans or specifications, the owner or any subsequent owner of that building, you can mark the plans or specifications confidential for building security reasons. However, the disclosure requirements of the Local Government Official Information and Meetings Act 1987 will still apply to those plans and specifications.

**Declaration**

I am

the owner of the building

the representative of the owner of the building and have their written approval to act on their behalf

\_\_\_\_\_ [other – please specify]

and confirm that all information in this application is true and correct and that I have read, understood and agree to the above terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## What clauses of the Building Code does your building work comply with?

Please read the following carefully:

- You are required to indicate what Code clause(s) your building work complies with.
- Unless otherwise noted below, your application will be assessed under Acceptable Solutions.
- If you are using another means of compliance, please provide details of the standard(s) that your building work complies with and the means of compliance in the space provided. Use a separate sheet of paper if necessary.
- If you do not provide all the necessary information to show how your application complies with the Building Code, it may be returned unprocessed.

I understand that this application is to be assessed against Acceptable Solutions, unless otherwise stated in the following section.

<input type="checkbox"/> B1 Structure	<input type="checkbox"/> F7 Warning systems
<input type="checkbox"/> C Protection from fire	<input type="checkbox"/> F8 Signs
<input type="checkbox"/> D1 Access routes	<input type="checkbox"/> G1 Personal hygiene

Provide details of all Verification Methods being used (include relevant Code clause and means of compliance):

Provide details of all Alternative Solutions being used (include relevant Code clause and means of compliance) or details of any waivers and modifications (including applicable code clauses):

Waiver/modification to NZ Building Code required for following parts of Code:



Travel Zone Map June 2020

