



**Building Consent Application and/or
Project Information Memorandum
for a Temporary Building**

(Less than one month)

(Only complete items that are applicable to your project)

FOR OFFICE USE ONLY	
Project No:	
Date Received:	

APPLICATION

I request that you issue a: <i>(please tick one)</i>	<input type="checkbox"/>	Project Information Memorandum only (PIM)
	<input type="checkbox"/>	Building Consent only (for existing PIM) No: _____ (attach copy)
	<input type="checkbox"/>	Building Consent (including Project Information Memorandum)

THE BUILDING

Street Address (or Rapid No if applicable):		Building Name (if applicable):	
Legal Description: Lot: _____ DP: _____		Valuation Roll Number: _____	
Number of Levels: _____	Level/Unit No: _____	Total Floor Area: (all floors included)	
		Existing: _____ m ²	Add: _____ m ²
Current lawfully established use: _____		Approx year building first constructed: _____	

THE PROJECT

Description of Work (please tick and give details)	Detailed Description:
<input type="checkbox"/> Marquee/tent	
<input type="checkbox"/> Marquee/tent 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"/> Temporary artwork	Date of Erection: _____
<input type="checkbox"/> Other	Date of Removal: _____

Estimated Value (inc GST) (ie the estimated aggregate of the values of all goods and services): \$ _____

THE OWNER

Owner's Name: _____	Contact Person: _____ <i>(if owner is not an individual)</i>
Mailing/Billing Address: _____	
Street Address/Registered Office: _____	
E-mail Address: _____	Phone Day: _____
Phone A'Hours: _____	Fax: _____
	Cellphone: _____

THE AGENT

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 Name: _____	Contact Person: _____ <i>(if Agent is not an individual)</i>
Mailing/Billing Address: _____	
Street Address/Registered Office: _____	
E-mail Address: _____	Phone Day: _____
Phone A'Hours: _____	Fax: _____
	Cellphone: _____

REQUIRED ATTACHMENTS

Evidence of ownership attached to this application:

Certificate of Title

Sale and Purchase Agreement

Have you provided the following? (where relevant)

Site plan (showing location & size of building)

Cross section

Full floor plan (showing activities, sanitary facilities, and location and size of exits)

Elevations

Structural details

Three copies of plans

Producer statement

Application Fee (Deposit)

Application Fee of \$

(refer to cover sheet for appropriate fees)

SIGNATURE

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

I/the applicant undertake to pay all actual and reasonable application costs incurred by the Grey District Council in processing the application regardless of whether or not the application is granted.

In the event of a default in payment, the customer will be charged interest on any overdue amount at the rate of 1.5% per month from the due date until full payment is made, and shall repay Grey District Council on demand any monies which Grey District Council may expend to make good any failure by the customer to comply with the payment terms.

If you do not make any payment when due, in addition to any other remedies, we may recover from you any costs, expenses or disbursements incurred by us in recovering money from you, including without limitation, debt collection agency fees and legal fees.

Signed by or for and on behalf of the Owner: _____

Owner

Agent

Date: _____

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".

Please Note:

- Applications will not be received and processed until the minimum Deposit Fee is paid;
- If the minimum Deposit Fee does not cover the full cost incurred by Council in processing the consent application(s), then the balance will be invoiced either on an interim basis, or at the time the decision on the consent application(s) is released;
- GDC reserves the right to suspend delivery of further goods and/or services if the terms of payment are not strictly adhered to by the Customer.

PRODUCER STATEMENT (INSPECTIONS)

I _____ (name) of _____ (company)

issue this statement to the Building Consent Authority, in respect to the temporary structure specified on this application. I will accept the conditions set by the Council relating to the building consent, and as a suitably qualified expert, I or persons under my control will supervise the erection of the structure mentioned above. The structure will be erected in accordance with the requirements of the Building Regulations, and will be completed and maintained to the extent required by the building consent before the structure is occupied. I also confirm that any safety feature and system as detailed on the building consent will be installed and maintained in accordance with the Building Code.

Signed: _____

Telephone: _____

Fax: _____

Date: _____

COUNCIL USE ONLY

Application vet by: _____

Date: _____

Outcome: Accepted
 Rejected

Reason for outcome: All information provided
 Only 1 item of information missing
 More than 1 item of information missing
 Poor quality of documentation

Building Category: Res 1 Res 2 Res 3 Com 1 Com 2 Com 3

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 10m) of a commercial building, check that this building is not a psrinklered 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 (ie. 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.

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 can't 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 18m.
- Where two or more exits are provided the escape route length via any exit must be less than 45m.

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 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

- 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 exist 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.

FIRE EXTINGUISHERS

- 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	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	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	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 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

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 occ.)

Occupants - 80 / 50 = + 3 = Fixtures
 (must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300 occupants)