

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

MARQUEE INFORMATION CHECKLIST

Details required before a Building Consent application can be accepted

Key: or N/A means 'not applicable' provided / accepted

APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	ACCEPTANCE CHECK	
			ADMIN	VETTING
<input type="checkbox"/>	FORM 2 APPLICATION FORM	Please provide a fully completed, signed and dated Form 2 application form with your application.	<input type="checkbox"/> Initial:___	<input type="checkbox"/> Initial:___
APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	PLANS	2x full copies of plans are required, plus 1x extra site plan, floor plan and elevations. The extra set of plans goes to the Valuations section of Council.	<input type="checkbox"/>	
<input type="checkbox"/>	SPECIFICATIONS	2x full copies of the specifications are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>	
<input type="checkbox"/>	SCOPE OF WORK	This needs to identify all work covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	COMPLIANCE WITH NZBC	Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>	
<input type="checkbox"/>	FEES SHEET	Provide a completed Building Consent Fees Sheet .	<input type="checkbox"/>	
<input type="checkbox"/>	PROOF OF OWNERSHIP	This could be a Certificate of Title, Sale & Purchase Agreement or a rates notice .	<input type="checkbox"/>	
<input type="checkbox"/>	VEHICLE CROSSING FORM	Please complete <u>regardless</u> of whether or not a vehicle crossing is there.	<input type="checkbox"/>	
<input type="checkbox"/>	BUILDING OVER BOUNDARIES – SECTION 75(2)	If the building works involves building over boundaries / parcel boundaries or allotments provide property descriptions for the lots affected and confirm that you agree to a Section 75(2) condition being placed on the property titles.	<input type="checkbox"/>	
APPLICANT USE	HEADING	DETAILS REQUIRED	VETTING OFFICER	
			Acc.	Notes
<input type="checkbox"/>	SITE PLAN	Showing location of the proposed marquee and dimensions from all boundaries.	<input type="checkbox"/>	
<input type="checkbox"/>	FLOOR PLANS & ELEVATIONS	"Proposed" floor plans & elevations to a recognised scale with dimensions - show all windows and doors, cooking facilities and furniture such as tables and chairs. Clearly identify areas for standing and sitting.	<input type="checkbox"/>	
<input type="checkbox"/>	PRODUCER STATEMENTS FOR DESIGN	A Producer Statement from a CPEng Engineer and structural calculations for the design of the marquee.	<input type="checkbox"/>	
<input type="checkbox"/>	STRUCTURAL FIXING DETAILS	For all relevant fixings for the project. These should be covered by the CPEng Engineer.	<input type="checkbox"/>	
<input type="checkbox"/>	MARQUEE FABRIC	Provide the technical information sheet for the marquee fabric – this must be non-combustible .	<input type="checkbox"/>	
<input type="checkbox"/>	FIRE SAFETY SYSTEMS	Either on the floor plan or a separate plan you will need to show the location of exit signs, the fire alarm, fire extinguishers, emergency lighting (if required) and the distances to the exits.	<input type="checkbox"/>	
<input type="checkbox"/>	FIRE EVACUATION PLAN	If you intend on having over 100 people in your marquee a fire evacuation plan is required. You will need to submit this to the Fire Service for review and approval and a copy should be provided with your building consent. It needs to explain what will happen in an emergency – how you will alert people to the danger and help them exit the marquee safely. The Fire Service has guidance material on their website including example plans for marquees. Check it out here; https://onlineservices.fire.org.nz/Home/EvacuationSchemes#Dolneedanevacuationscheme	<input type="checkbox"/>	

<input type="checkbox"/>	ACCESSIBLE FACILITIES	Show the location of accessible facilities on site – such as accessible toilets, etc. and the distances from the marquee to these.	<input type="checkbox"/>	
<input type="checkbox"/>	SANITARY FACILITIES	Provide details on what sanitary facilities will be available on site and where they are located – such as toilets, hand basins and kitchen facilities if applicable. There is a calculator available online to work out how many toilets are needed based on the number of people in the marquee; https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g1-personal-hygiene/calculator-for-toilet-pan/	<input type="checkbox"/>	

APPLICANT USE	GUIDANCE ON FIRE SAFETY SYSTEMS REQUIRED	
<input type="checkbox"/>	NUMBER OF FIRE EXITS	A minimum of two exits are required, allowing 7mm per person and no less than a 1.0m wide opening. Alternatively one side of the marquee may be fully open.
<input type="checkbox"/>	FIRE EXTINGUISHERS	A minimum of two fire extinguishers are required, or one per exit and one for every 200m ² spaced 30m apart.
<input type="checkbox"/>	EXIT SIGNS	These must be located above the fire exits and along escape routes and if the marquee is being used at night, illuminated.
<input type="checkbox"/>	EMERGENCY LIGHTING	If the marquee is being used at night emergency lighting is required in; <ul style="list-style-type: none"> • In all exit ways • Wherever there is a change in level in an escape route • An escape route from the point where the initial open path travel distance exceeds 20m • Any occupied space designed for an occupant load exceeding 250 people and all escape routes serving that space • In any part of an escape route designed to serve more than 250 people
<input type="checkbox"/>	FIRE ALARM	<ul style="list-style-type: none"> • Up to 100 people – alarm not required • 100 – 250 people – manual alarm required at exits • Over 250 people – a fire design report will need to be submitted, exits are to be a maximum of 30m apart.
<input type="checkbox"/>	COOKING EQUIPMENT	BBQ's, electric cookers and heating units need to have clear spaces indicated to flammable materials .

NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of your building consent.