

# Application for a Marquee Checklist

## Means of compliance statement to be attached to an application for exemption from building consent for large MARQUEES or TEMPORARY BUILDING WORK (less than 1 month)

**Note:** Building Act 2004, schedule 1 allows for smaller marquees and some temporary building work to be exempt from building consent. Even if a building consent is not required, all building work must comply with the building code.

### Address Information

Address

The [Application for Territorial Authority Discretionary Exemption](#) includes questions that you need to answer and you can use this document as a means of completing the “means of compliance” section. It also includes guidance on what should be shown on your supporting documents. This document is intended to be adequate for the majority of marquees but will not cover all situations that may arise.

### Occupant Numbers

Table 1

| Area   | m <sup>2</sup> per user | m <sup>2</sup> of marquee | No. of people |
|--|-------------------------|---------------------------|---------------|
| Bar standing area  |                         |                           |               |
| Loose seating  |                         |                           |               |
| Loose seating - actual number of seats   |                         |                           |               |
| Bar sitting area   |                         |                           |               |
| Bar sitting area - actual number of seats  |                         |                           |               |
| Restaurants, dining rooms, loose seating with tables                                     |                         |                           |               |
| Restaurants, dining rooms, loose seating with tables - actual number of seats            |                         |                           |               |
| Dining, beverage and cafeteria spaces  |                         |                           |               |
| Exhibition areas, trade fairs  |                         |                           |               |
| Showrooms  |                         |                           |               |
| Furniture, floor covering, large appliance, building supply and Manchester retail spaces |                         |                           |               |
| Kitchens   |                         |                           |               |
| Fixed seating areas - number of seats  |                         |                           |               |
|  |                         |                           | <b>TOTAL</b>  |

To calculate and round up occupant numbers:

1. Next ‘round up’ the **TOTAL** number of people in **Table 1** above; to nearest whole number (e.g. 120.2 = 121).
2. Enter into ‘**Box A**’ occupant numbers from **TOTAL** in **Table 1** above, or specify actual occupant number if known.

Box A

### Building Code Compliance

#### A1 - A2: General Provisions

This work does not change the use of any existing building from its lawful established use (*Building Regulations schedule 1 -Clause A1 Classified Uses*)

#### B1 - B2: Stability

Structure:

All structural details are provided and attached, including verification of compliance with the building code (*i.e. a producer statement from an engineer or calculations*)

## Building Code Compliance Continued

### C1 - C6: Fire Safety

The fire egress provisions of the building code will be met by compliance with:

(Select one option)

Table below

Producer statement - design

Other:

Table 2

Fire safety precautions – The marquee will comply with all of the requirements of the row selected below:

| # of Occupants | Means of escape (exits)                   | Exit signage | Illuminated exit signage | Fire alarm | Telephone (to be detailed in evacuation procedures) | 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      | <b>Specific design by a fire engineer</b> |              |                          |            |   |                      |                    |                               |

\* To be approved by the New Zealand Fire Service

### Exit widths and numbers:

The following factors must be considered when calculating the minimum width of exits:

- Table 2 stipulates the minimum number of exits required.
- Where more than one exit is provided the widest exit is not to be considered as part of the exit width calculations.
- Each exit should have a minimum width of 1 metre.
- The total width of exits must equal to the total number of occupants multiplied by 7 mm.
- Furniture layout shall be arranged so that adequate access to the exits is available. The widths to suit the exits.

**Below is a calculator** to determine the minimum exit width when using the minimum number of exits required by **Table 1** (provided all exits are to be of equal width). If, it is proposed to have exits of varying width or have more exits than required by **Table 1** please provide and attach alternative calculations.

Alternative Calculations Attached

Yes

Calculate minimum widths of exits:

Occupants

From Box A, Page 1

Minimum Num Exits

From Table 2

Minimum Exit Width

**Membrane Structure:**

Flexible fabric meets the Flammability Index  $\leq 12$  as tested to:

AS 1530: Part 2: 1993.

Yes

No

If No, alternative compliance details are provided and attached?

Yes

## Building Code Compliance Continued - Fire Safety Notes:

### Siting:

- If the marquee is situated adjacent to 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 building with sprinklers. If it is has sprinklers, 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 building with sprinklers 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 allotment boundaries.

### Evacuation procedures:

- Evacuation procedure must satisfy 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.

### 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 which covers the existing building and marquee.

### Two Storey 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 20m.
- Where two or more exits are provided the escape route length via any two exits must be less than 50m.

### Exit Positions:

Where more than one exit is provided they shall be placed at approximately equal intervals around the perimeter of the marquee.

### Note: Portable diesel heaters:

- Only to be used to preheat the marquee.
- Must be removed before the marquee is occupied.

### Fire extinguishers:

Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment.

### D1 - D2: Access Routes

The access routes will comply with

(Select one option)

D1/AS1

Other:

### F1 - F8: Access Routes

Hazardous substances

(Select one option)

There will be no hazardous substances on site (e.g. LPG)

It will comply with F3/AS1

Other:

### Note: LPG appliances:

- Show location on site of LPG storage and quantities (e.g. for heating or cooking facilities). LPG storage must comply with the Hazardous Substances and New Organisms Act 1996 (HZNO Act).
- LPG inside the marquee must be limited to 10 kg per 10 square metres of floor area up to a maximum of 100 kg.
- Only appliances approved for internal use can be used inside the marquee. Generally patio heaters cannot be used inside.

## Building Code Compliance Continued

Barriers for the protection of the public and for restricting public access to site will comply with the building code, and details of hoardings and gantries will be provided for the builder.

### Safety from falling

(Select one option)

There are no platforms/decks/stages etc. where someone could fall a metre or more

It will comply with F4/AS1

Other:

*Note:* Any details of barriers should be shown on the plans

### Construction & demolition hazards:

Public access to site is restricted whilst the structure is being erected or dismantled.

### Lighting for emergency

(Select one option)

The marquee will not be used during the hours of darkness

It will comply with table 2 above

Producer statement - design

Other:

*Note:* Emergency lighting only needs to be installed when the marquee is used during the hours of darkness and where required by **Table 2**.

### Warning systems

(Select one option)

No warning systems are required

It will comply with F7/AS1

Producer statement - design

Other:

*Note:* Fire alarm call points must be located adjacent to each exit, and all sounders must be interconnected so that if any call point is activated all sounders operate.

### Signs

(Select one option)

No signs are required, or

Proposed signs are identified on drawings (e.g. International symbol for access, fire exits) and comply with

Producer statement - design

Other:

*Note:* Illuminated exit signage needs to be installed when the marquee is used during the hours of darkness and where required by **Table 2**.

## G1 - G13: Services & Facilities

### Personal hygiene

(Select one option)

It will comply with G1/AS1 - Calculated using the MBIE online calculator for toilet pans, basins and urinals

<http://www.dbh.govt.nz/calculator-for-toilet-pans>

(Copy of output attached - option used is )

Other:

## Building Code Compliance Continued

### Gas and electrical

(Select one option)

There is no gas or electrical work

The work will be covered by an energy works certificate supplied by the electrician / gasfitter that will be provided to the owner.

### Food preparation & prevention of contamination

(Select one option)

No food service is provided

The caterer(s) have a registered food safety programme with NZ Food Safety Authority

A Waitaki District Council environmental health officer has provided prior approval.

### Water supplies

(Select one option)

No water is supplied to the temporary building

The water to be supplied is from a potable source, and any temporary plumbing work is going to be carried out by a certifying plumber

## Specified Systems / Compliance Schedule

This work does not affect a building with an existing compliance schedule

Are there any notes that you wish to make?

## Guidance on Supporting Documents

- Site / location plan:** (Physical location of the site in relation to streets or landmarks, north point and lot and DP number, location of the marquee / temporary building (and other buildings), location of sanitary facilities)
- Floor plan(s) / sketches** (Showing size of the marquee / temporary building, location and size of exits etc.)
- Specifications**
- Calculations**
- Producer statements** (Design or design review)

Name

Date

DD MM YYYY

Signature