

Marquee check sheet

For marquees that are intended for periodic use

The following check sheet is to be used by applicants to ensure that the application in relation to marquee's which are to be used for a specified period contain all relevant information to enable an assessment under the New Zealand Building Act 2004 to be made by Council and once satisfied on reasonable grounds the application to be granted and issued under the appropriate section of the act.

For further guidance please see Council's building compliance information booklet found here;

TO COME

Applications are to be lodged electronically via the Simpli portal, guidance for this can be found here; <https://www.southlanddc.govt.nz/my-property/building-consent/lodge-a-building-consent-online/>

Or alternatively, if you cannot lodge your application via the above electronic method, please contact Council's building department to discuss other methods, such as providing a hard copy of the application to either Council's main or an area office.

GENERAL REQUIRED ITEMS					
Applicant use		Heading	Description	Vetting officer	
Yes	No			ACC	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Plans	A full construction plan set is to be provided within your application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Specifications	A job specific specification is to be provided within your application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work	This needs to identify all work that is to be covered by the application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with NZBC	The utilised compliance path is to be nominated for each code clause effected. This could include acceptable solutions, verification methods or alternative solutions.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title	This is required for all exterior building footprint or drainage work. Note: the designer will require this to ensure all easements or other title conditions are considered during the design process.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Proof of ownership	This could be a certificate of title, sale and purchase agreement or a rates notice.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Building over boundaries	If the building works involves building over boundaries/parcel boundaries/ allotments provide property descriptions for the lots affected and confirm that you agree to a section 75(2) condition being place on the property titles.	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
<input type="checkbox"/>	<input type="checkbox"/>	Producer statements for design	Producer statements shall be provided for any construction elements or systems which are of a specific design. Such as foundations, structural steel or proprietary systems such as balustrades.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Site plan	This shall show the location of the proposed building, dimensions to all relevant boundaries and any other specific site elements, such as other buildings, water tanks, effluent fields.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Floor plan	Floor plans shall be provided to a recognized scale. The floor plan shall show all openings, cooking facilities, furniture to be set out etc.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Elevations	Elevations shall be provided to a recognized scale.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Structural fixings	All structural fixings shall be specified. These should be covered by the CPEng engineer.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Entry details	Provide details and dimensions for access into the marquee if relevant.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire safety systems	Either on the floor plan or a separate plan, details in relation to the exit signage, fire alarms systems, fire extinguishers, emergency lighting (if required) and the distances to exits are to be supplied.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Marquee fabric	Provide technical literature on the marquee fabric. This must be non-combustible.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire evacuation plan	If you intend to have over 100 people in your marquee you will require a FENZ approved fire evacuation plan. You will need to submit this to the local Fire Emergency New Zealand Body for review and approval. A copy of this approval is to be supplied within your application.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Assessible facilities	Detail all assessible facilities that are to be provided within the building that form part of the proposed application. Consider, assessible counters, toilet facilities, car parks and routes to/ within the building.	<input type="checkbox"/>	
<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. These is an	<input type="checkbox"/>	

GENERAL REQUIRED ITEMS					
			online calculator available 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/		

GUIDANCE ON FIRE SAFETY SYSTEMS REQUIRED					
<input type="checkbox"/>	<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"/>	
<input type="checkbox"/>	<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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Exit signs	These must be located above the fire exits and along the escape routes and if the marquee is being used at night, illuminated.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting	If the marquee is being used at night emergency lighting is required in; All exit ways. Where 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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm	Up to 100 people – no alarm 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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Cooking equipment	BBQ's, electric cookers and heating units need to have clear spaces indicated to flammable materials.	<input type="checkbox"/>	

FOR OFFICIAL USE ONLY			
Simpli #		Consent #	

APPLICATION REVIEW						
Building category	<input type="checkbox"/> R1	<input type="checkbox"/> R2	<input type="checkbox"/> R3	<input type="checkbox"/> C1	<input type="checkbox"/> C2	<input type="checkbox"/> C3

ALLOCATION OF DEPARTMENTS					
Building department	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Property team/ NAR	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Resource planning	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Environmental health	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Water and waste	<input type="checkbox"/> No	<input type="checkbox"/> Yes	FENZ review	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Community engineers	<input type="checkbox"/> No	<input type="checkbox"/> Yes	STANTEC review	<input type="checkbox"/> No	<input type="checkbox"/> Yes

DECISION	
Application reviewed and a request for further information was made to the applicant.	<input type="checkbox"/> Yes
Information provided satisfactory for lodgement – Application accepted for lodgement.	<input type="checkbox"/> Yes
Information provided does not meet criteria for lodgement – Application declined for lodgement. (Reasons for declining were supplied to the owner and where applicable to the agent).	<input type="checkbox"/> Yes

SIGNATURE	
Reviewer's signature	