

Marquee Application Checklist



This checklist provides guidance on the minimum requirement of documentation you may need to support your Application

| GENERAL REQUIRED ITEMS | | |
|--------------------------|---|---|
| <input type="checkbox"/> | SCOPE OF WORK | This needs to identify all work covered by the application |
| <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"/> | PROOF OF OWNERSHIP | Certificate of Title or Sale & Purchase Agreement (must be current – issued within the previous three months) |
| <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. |

| DETAILS REQUIRED | | |
|--------------------------|---------------------------------------|--|
| <input type="checkbox"/> | SITE PLAN | Showing location of the proposed marquee and dimensions from all boundaries. |
| <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"/> | SPECIFICATIONS | Covering all the trades involved in the proposed building work and scope of work |
| <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"/> | STRUCTURAL FIXING DETAILS | For all relevant fixings for the project. These should be covered by the CPEng Engineer. |
| <input type="checkbox"/> | MARQUEE FABRIC | Provide the technical information sheet for the marquee fabric – this must be non-combustible . |
| <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"/> | 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 (FENZ) for review and approval and a copy should be provided with your application. 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#DoIneedanevacuationscheme |
| <input type="checkbox"/> | ACCESSIBLE FACILITIES | Show the location of accessible facilities on site – such as accessible toilets and the distances from the marquee to these. |

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| <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/ |
|--------------------------|----------------------------|---|

| GUIDANCE ON FIRE SAFETY SYSTEMS REQUIRED | | |
|---|-----------------------------|---|
| <input type="checkbox"/> | NUMBER OF FIRE EXITS | A minimum of two exits are required, allowing 7mm per person for either exit. Alternatively one side of the marquee may be fully open. Signage to either end. |
| <input type="checkbox"/> | FIRE EXTINGUISHERS | Provide details of extinguisher type/location |
| <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 | Provide details of early warning provision |
| <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 processing of your application.