

 <p><b>BULLER</b> DISTRICT COUNCIL</p> <p style="text-align: center;">www.bullerdc.govt.nz</p>	P O Box 21, Westport Phone: (03) 788 9112 Fax: (03) 788 8041	P O Box 75, Reefton Phone: (03) 732 8821 Fax: (03) 732 8822	<b>DATE RECEIVED:</b>	<b>EXEMPTION NUMBER:</b>
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**APPLICATION FOR AN EXEMPTION FROM BUILDING CONSENT**  
 IF EXEMPTION WORK INVOLVES A MARQUEE, PLEASE ALSO COMPLETE THE CHECKLIST ATTACHED.

<b>LOCATION / SITE</b>	<b>Site/Location Address:</b> (or Rapid Number if applicable):	
	Legal Description:	Valuation Roll Number:
	Current lawfully established use:	Approximate year building was first constructed (approximate date acceptable):

<b>THE APPLICANT</b>	Owner Name:	Owner Phone:
	Mailing Address:	Mobile:
	Email address:	
	<b>COMPLETE CONTACT NAME AND DETAILS ONLY IF DIFFERENT TO OWNER DETAILS.</b>	
	Contact Name	Contact Phone:
	Contact Mailing Address:	Mobile:
Email address:		
My preferred method of written communication is <input type="checkbox"/> Email <input type="checkbox"/> Post		

<b>PROPOSED WORK</b>	<b>FOR ALL QUESTIONS, PLEASE CONTINUE ON SEPARATE PAGE IF REQUIRED</b>
	Describe clearly all the building work you wish to be covered by the exemption. If the proposed work includes repair work, please also describe the damage that is being repaired.
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	Explain how you will ensure that compliance with the New Zealand Building Code is achieved and/or how any danger to people or buildings will be avoided or mitigated during and after completion of the building work.
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**PROPOSED WORK - CONTINUED**

Provide the names, occupations and any relevant registration/licence numbers of all the people who will carry out the building work.

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List any attachments or additional information you are submitting with this form. (eg photos, calculations, producer statements etc)

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**SERVICE CONNECTIONS AND VEHICLE CROSSINGS**

To assist us with advising you about other requirements, please answer the following questions:

- Yes  No Is an existing water connection to be removed with this project?
- Yes  No Is a new stormwater connection to the street required?
- Yes  No Is a new vehicle crossing required or an existing crossing altered for this project?

**DECLARATION**

Completed and signed by  Owner or  Agent

I/We understand that the fees charged at lodgement are a deposit only, and that Council will charge me/us for all costs actually and reasonably incurred in processing this application.

All of the above information is, to the best of my knowledge, true and correct. I understand that all plans, documentation & reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations & other units of the Council) may view this application, once submitted.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

*If you are signing this application on behalf of a company/trust/other entity, you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.*

**INTERNAL OFFICE USE ONLY**

**Exemption Granted:**  Yes  No

**Processing Officer:** \_\_\_\_\_

<b>Processing Time:</b>	Schedule 1 Clause/s:
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<b>Reason for Approval / Refusal:</b>

**ADMINISTRATION**

Administration Officer	
Invoice Number/Date	
Notification to applicant	

**FEES AND CHARGES**

Processing Fee	
<b>TOTAL CHARGES</b>	





# Temporary Building (Marquee) Checklist

(To be used in conjunction with form BAM 025)

Code Clause	FIRE SAFETY CONSIDERATIONS FOR MARQUEES	Applicable	N/A
B1 B2 C4	<b>DRAW A SITE AND FLOOR PLAN IDENTIFYING:</b> *Location of the building on the site      *Size of the building *Location and size of exits                      *What activities are taking place in the building *Location of sanitary facilities                  *Type of fire retardant material of structure.	<input type="checkbox"/>	
C5	<b>SITING</b> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ If the marquee is situated in close proximity (ie within 10m) of a commercial building, check that this building is not a sprinklered 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).</li> <li>▪ 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.</li> <li>▪ All marquees should be more than 1m from allotment boundaries.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C2	<b>LPG APPLIANCES</b> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Only appliances approved for internal use can be used inside the marquee. Generally patio heaters can't be used inside.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C2	<b>PORTABLE DIESEL HEATERS</b> <ul style="list-style-type: none"> <li>▪ Only to be used to preheat the marquee.</li> <li>▪ Must be removed before the marquee is occupied.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
B1 C2-C6	<b>COMBINED WITH BUILDINGS</b> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
F4	<b>TWO STORY MARQUEES</b> <ul style="list-style-type: none"> <li>▪ Marquees with a second floor are to have a fire design prepared by a fire engineer.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C3	<b>ESCAPE ROUTE LENGTHS</b> <ul style="list-style-type: none"> <li>▪ Where only one exit is provided the escape route length must be less than 18m</li> <li>▪ Where two or more exits are provided the escape route length via any exit must be less than 45m</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
F8	<b>EXIT POSITIONS</b> <ul style="list-style-type: none"> <li>▪ Where more than one exit is provided they shall be placed at approximately equal intervals around the perimeter of the marquee</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C3 D1	<b>EXIT WIDTHS</b> <ul style="list-style-type: none"> <li>▪ The total width of exits must be equal to total number of occupants multiplied by 7mm</li> <li>▪ Each exit should have a minimum width of 1m</li> <li>▪ Where more than one exit is provided the widest exit is not to be considered as part of the exit width calculations</li> <li>▪ Furniture layout shall be arranged so that adequate access to the exits is available. The widths to suit the exits.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C2 F7	<b>FIRE ALARM</b> <ul style="list-style-type: none"> <li>▪ Fire alarm call points must be located adjacent to each exit</li> <li>▪ All sounders must be interconnected so that if any call point is activated all sounders operate</li> <li>▪ If the marquee has internal partitions a fire alarm may be required with less than 100 occupants</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
F6	<b>EMERGENCY LIGHTING AND ILLUMINATED EXIT SIGNAGE</b> only needs to be installed when the marquee is used during the hours of darkness	<input type="checkbox"/>	<input type="checkbox"/>
C2	<b>TELEPHONE</b> to be available to enable 111 calls to be made	<input type="checkbox"/>	<input type="checkbox"/>
C5	<b>EVACUATION PROCEDURE</b> <ul style="list-style-type: none"> <li>▪ Evacuation procedure must satisfy the NZ Fire Service requirements prior to occupation</li> <li>▪ Where the marquee is attached to another building the existing evacuation scheme for the building must be amended to incorporate the marquee</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
C5	<b>FIRE EXTINGUISHERS</b> <ul style="list-style-type: none"> <li>▪ Portable hand held fire extinguishers shall be provided and located beside all electrical and LPG equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

TABLE 1 - FIRE SAFETY PRECAUTIONS – REQUIRED

Code Clause	Number of occupants	Means of Escape (exits)	Exit Signage	Illuminated Exit Signage	Fire Alarm	Telephone	Evacuation Procedure	Fire Extinguishers	Emergency Lighting Throughout
C2	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
C3	251 to 500	Two	Yes	Yes	Yes	Yes	Yes*	Yes	No
	501 to 1000	Three	Yes	Yes	Yes	Yes	Yes*	Yes	Yes
F8	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

Code Clause	Area	Users/m <sup>2</sup>
C2	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 & cafeteria spaces	0.8
	Exhibition areas, trade fairs	0.7
	Showrooms	0.2
	Furniture, floor covering, large appliance, building supply & manchester retail spaces	0.1
	Kitchens	0.1
	Fixed seating areas	Number of seats

TABLE 3 – PERSONAL HYGIENE FACILITIES

Code Clause		Occupant Numbers	Number of Fixtures		Occupant Numbers	Number of Fixtures
G1	Standard Facilities	1 – 5	1		41 – 80	3
		6 – 40	2		> 80	Add 1 per 50
	Accessible Facilities	1 – 300	1		> 300	2

Code Clause	CALCULATIONS					
C2	Occupant Numbers:					
	Marquee area	<input type="text"/> m <sup>2</sup>	x occupant density (table 2)	<input type="text"/>	=	<input type="text"/> Occupants
C3	Exit Width:					
	Occupants	<input type="text"/>	x 7mm] / [no. exits (table 1)	<input type="text"/>	- 1 (widest)] =	<input type="text"/> mm (Min. 1000)
G1	Sanitary Facilities (over 80 occ.):					
	Occupants	<input type="text"/>	- 80] / 50 =	<input type="text"/>	+ 3 =	<input type="text"/> Fixtures
	(must include 1 accessible unit for 1 – 300 occupants or 2 accessible units for > 300 occupants)					