

## CHECKSHEET (Effective from 31 March 2005)

### Temporary Building (including Marquees, stages over 1m in height, grandstand seating etc)

#### Address

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Use this check sheet to assist you in lodging a complete application and to avoid delays in processing. Please attach **2 copies** of the following information (unless otherwise specified) with your completed application form. **Tick** each box which is relevant and ensure you attach the information. If the box is not relevant, please write **NA** across the box.

Customer use		For office use only
<input type="checkbox"/>	a <b>Application form (1 copy)</b> Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b <b>Proof of ownership (1 copy)</b> One recent copy of <u>current</u> certificate/s of title (i.e. not older than 3 months) or where applicable one copy of purchase agreement (if recently purchased) or one copy of relevant portions of current lease	<input type="checkbox"/>
<input type="checkbox"/>	c <b>Application fee</b> Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>
<input type="checkbox"/>	d <b>Site and Locality plan (1:500):</b> including security fences and any existing buildings	<input type="checkbox"/>
<input type="checkbox"/>	e <b>Sanitary Facilities:</b> <ul style="list-style-type: none"> <li>• Number, Location and allocation to sexes</li> <li>• Facility for disabled person (public use)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	f <b>Scaled floor plan indicating:</b> <ul style="list-style-type: none"> <li>• Furniture layout/number of seats/bar facilities</li> <li>• Number and widths of exitways</li> <li>• Position of safety barriers</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	g <b>Fire Report</b> <ul style="list-style-type: none"> <li>• Evidence of fabric standard test for flammability</li> <li>• Alerting devices (where occupancy exceeds 50 persons)</li> <li>• Emergency lighting (night time uses)</li> <li>• Impact of adjacent existing buildings</li> <li>• Egress paths lengths</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	h <b>Structure - method of compliance</b> <ul style="list-style-type: none"> <li>• NZS 3604 (light timber frame)</li> <li>• Specific design including design specification for wind and fixing details and calculations</li> <li>• Producer statement</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	i <b>Access</b> <ul style="list-style-type: none"> <li>• Aisle width for seating areas</li> <li>• Stair dimensions and construction</li> <li>• Handrails to stairs</li> <li>• Lighting and contrasting nosing to stairs</li> <li>• Seating accessible to people with disabilities</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	j <b>Safety from falling</b> <ul style="list-style-type: none"> <li>• Barriers where possible to fall 1m or more (not required to front of stages)</li> <li>• Security to restrict public access to light towers etc</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	k <b>Other authorisation that may be required</b> <ul style="list-style-type: none"> <li>• Land owner approvals (evidence required where applicant is not the owner)</li> <li>• Temporary Food Licence may be required if you are preparing, cooking or serving food</li> <li>• Special licence may be required for consumption of liquor at an event, where alcohol is sold, or tickets are sold</li> </ul>	<input type="checkbox"/>

## **Marquee - Guidelines**

(to be read in conjunction with the checksheet for temporary structures)

### **Structure:**

- Producer Statement plus calculations to show wind speed (3 second gust) for frames or fabric.
- Base fixing requirements for frames (uplift/shear resistance)
- Guy rope base fixing requirements (uplift/shear) - allow for friction/uplift if using above ground weights.

### **Fire Safety:**

- Ignitibility Index - compliance with Code?
- Number of occupants and plan showing means of escape (including widths and locations) to a safe
- Emergency exit signs are required over each exit.
- Manual call points are required over each exit.
- Rubbish bins to be over 1m from side walls
- Lighting, shades and bulbs to be 600mm clear of fabric
- Gas or solid fuel cookers or heaters to be over 1.5m from side wall/fabric.
- Electric cookers or heaters to be over 1m from fabric.
- No smoking in venue.
- Fire warden(s) to be present and clearly identifiable.
- Tables, chairs, seats, displays to be arrange to provide clear escape aisles.

The following Councils developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.

